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**North
Northamptonshire
Council**

Meeting: Executive
Date: Thursday 16th February 2023
Time: 10:00 am
Venue: Council Chamber, Corby Cube, George Street, Corby, NN17 1QG


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To members of the Executive

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

Agenda			
Item	Subject	Member Presenting Report	Page No
01	Apologies for absence		-
02	Minutes of the Meetings Held on 12 th January 2023		5 - 16
03	Members' Declarations of Interest		-
04	Notifications of requests to address the meeting		-
Items requiring a decision			
05	Performance Indicator Report 2022/23 (Period 9 - December 2022)	Cllr Lloyd Bunday	17 – 50
06	Security Services Contract	Cllr Graham Lawman	51 – 58
07	Concessionary Travel Reimbursement in 2023/24	Cllr Lloyd Bunday	59 – 66

08	Public Health & NHSE Integrated Sexual Health and HIV Services	Cllr Helen Harrison	67 – 78
09	Housing Development – Former Grange Methodist Church site, Kettering	Cllr Matt Binley	79 – 144
10	Highways and Transport Block Funding 2022-25	Cllr Graham Lawman	145 – 152
11	Determination of Admission Arrangements for Local Authority Maintained (Community and Voluntary Controlled) Schools in North Northamptonshire for the 2024 Intakes	Cllr Scott Edwards	153 – 200
12	Local Authority Housing Fund (Refugee Resettlement)	Cllr Matt Binley	201 – 212
13	Capital Outturn 2022/23 – Draft Outturn as at Period 9	Cllr Lloyd Bunday	213 – 230
14	Capital Programme Update 2022/23	Cllr Lloyd Bunday	231 – 238
15	Budget Forecast 2022/23 as at Period 9	Cllr Lloyd Bunday	239 - 270
Urgent Items			
	To consider any items of business of which notice has been given to the Proper Officer and the Chair considers to be urgent, pursuant to the Local Government Act 1972.		
	<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p>Proper Officer Wednesday 8th February 2023</p>		

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Committee Officer: David Pope ☎ 01536 535661

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ITEM	NARRATIVE	DEADLINE
Members of the Public Agenda Statements	Members of the Public who live or work in the North Northamptonshire council area may make statements in relation to reports on the public part of this agenda. A request to address the Executive must be received 2 clear working days prior to the meeting at democraticservices@northnorthants.gov.uk Each Member of the Public has a maximum of 3 minutes to address the committee.	5.00pm Monday 13 th February 2023
Member Agenda Statements	Other Members may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The Member has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Member Statements.	5.00pm Monday 13 th February 2023

If you wish to register to speak, please contact the committee administrator

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

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Minutes of a meeting of the Executive

At 10.00 am on Thursday 12th January, 2023 in the Council Chamber, Corby Cube, George Street, Corby, NN17 1QG

Present:-

Members

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

Also in attendance – Councillors Anne Lee, Jean Addison, Lyn Buckingham, Mike Tebbutt, Dorothy Maxwell and William Colquhoun

363 Remembrance of Councillor David Jenney

The Chair, Cllr Jason Smithers invited officers and members to stand to observe a two-minute silence in remembrance of Cllr David Jenney who had recently passed away.

364 Apologies for absence

No apologies for absence were received.

365 Members' Declarations of Interest

No declarations were received.

366 Notifications of requests to address the meeting

The Chair, Councillor Jason Smithers stated that Agenda Item 6 (Public Health & NHSE Integrated Sexual Health and HIV services) had been deferred to a future Executive meeting date.

It was reported that there were requests to address the meeting as set out below:

Agenda Item	Speakers
Item 4 – Performance Indicator Report – P8	Cllrs John McGhee, William Colquhoun, Lyn Buckingham and Jean Addison

Item 5 – Director of Public Health Annual Report	Cllrs John McGhee and Jean Addison
Item 7 – Northamptonshire Safeguarding Children Partnership Annual Report 2021-22	Cllrs Anne Lee and Jean Addison
Item 8- North Northamptonshire Local Nature Recovery Strategy	Cllr Anne Lee
Item 10 - Procurement of Shared Parts and Materials Suppliers for Housing Stock	Cllr Lyn Buckingham
Item 11 - Budget Forecast 2022/23 as at Period 8	Cllr Anne Lee

Cllr John McGhee was not in attendance at the meeting and consequently did not speak on the items indicated above.

367 Performance Indicator Report 2022/23 (Period 8 - November 2022)

The Chair invited Cllr William Colquhoun to address the Executive. Cllr Colquhoun made reference to the level of complaints answered within the Service Level Agreement for October and November 2022 and queried what action was being taken to improve this percentage.

The Chair thanked Cllr Colquhoun for his comments before inviting Cllr Jean Addison to speak to the meeting. Cllr Addison noted that the number of Freedom of Information requests completed on time had decreased and questioned what additional resources were being provided to rectify this. Cllr Addison also made reference to an increase in school pupil suspensions and enquired whether this was the result of a specific issue and what actions were being taken to ensure these pupils continued to receive an education. Concluding, Cllr Addison queried sickness and absence statistics and the work being undertaken to identify issues and support staff.

The Chair thanked Cllr Addison for her comments and invited Cllr Lyn Buckingham to address the meeting. Cllr Buckingham spoke to congratulate all those involved in the positive Housing-related performance indicators and acknowledged the hard work of staff in ensuring targets were met. Cllr Buckingham noted the high number of emergency repairs carried out to Council owned houses and that the turnaround of void properties took too long and impacted the Council's ability to house new tenants.

The Chair thanked Cllr Buckingham for her comments and noted that the housing sector faced a challenging situation but was not facing a crisis as had been suggested.

The Executive Member for Finance and Transformation, Cllr Lloyd Bunday then introduced 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.

Cllr Bunday noted that individual Executive members would respond personally to the queries raised above by speakers. Cllr Bunday also welcomed Rob Atkins to the Council as Interim Head of Performance.

Highlights of the report were provided to the meeting that noted a further reduction in data breach figures, and an improvement on the number of births registered within 42-days. It was heard that new staff were being trained for the Customer Services team with a view to improving the number of calls answered within target times. The number of complaints upheld against the Council was reported as remaining low.

Cllr Matthew Binley referenced the addition of a new key performance indicator that detailed the level of housing rents collected. Cllr Binley also noted that emergency housing repairs showed an increase at specific points of the year due to inclement weather and that harmonisation work was ongoing in respect of reporting on void properties.

Cllr Scott Edwards confirmed that a breakdown of school suspensions would be provided to Cllr Addison, with the Council working with specific schools showing a higher level of pupil suspensions.

Cllr Helen Harrison noted that winter was a difficult time for staffing and illness, especially within her area due to the level of face-to-face contacts that took place. Staff absences were continually monitored, with the Council doing all it could to reduce the level of agency staff use.

RESOLVED

That the Executive:

- a) Noted the performance of the Council as measured by the available indicators at Period 8 2022/23 as set out in the appendices to this report.
- b) Noted the progress being made in the development of the Council's approach to performance management.

Reason for Recommendations – to better understand the Council's performance as measured by performance indicators as at Period 8, 2022/23.

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.

368 Director of Public Health Annual Report 2020-22

The Chair invited Cllr Jean Addison to address the Executive. Cllr Addison expressed her surprise that the current Interim Director of Public Health was not mentioned within the Annual Report. Cllr Addison referenced the great work of volunteers during the COVID-pandemic period covered in the report and queried what had been done to harness that momentum moving forward.

The Chair thanked Cllr Addison for her contribution and stated that the Council was indebted to volunteers across the county for their work in supporting Council services and the residents of Northamptonshire.

Cllr Helen Harrison, Executive Member for Adults, Health and Wellbeing was then invited to introduce the Director of Public Health Annual Report covering the period 2020 to 2022. Cllr Harrison noted that the current Interim Director of Public Health did not take up his post until after the reporting period for the report concluded, therefore he was not referenced in the report. It was heard that the report had first been presented to the Health and Wellbeing Board in July 2022 and covered a period of two years as the main timespan of the COVID-pandemic.

The contents of the report detailed the response to the pandemic and the partnership working that helped to deliver an effective response to the biggest Public Health crisis of a generation. It was heard that cross-organisational activities continued to enable a resilient response to be provided to any situations that may arise in future.

The report also highlighted health inequalities across the county that were being tackled with renewed vigour. It was heard that the Integrated Care System formed an integral part of this work alongside community wellbeing forums and Local Area Partnerships to tackle deep-seated inequalities. Progress on this front would be identifiable once the Annual Report for 2022-23 was published.

Cllr David Brackenbury spoke to highlight the importance of a multi-agency approach to Public Health work, with a spirit of cooperation commended in providing the best possible outcomes for the people of Northamptonshire.

RESOLVED

That Executive:

- a) Noted the contents of the Director of Public Health Annual Report 2020-2022 and the recommendations made within it.
- b) Noted the progress made with regard to the recommendations in the previous annual report.

Reason for Recommendations – To accord with legislation or the policy of the Council. This is a statutory requirement of the Director of Public Health role.

Alternative Options Considered – This is a statutory requirement of the Director of Public Health role. Given the significance of the Covid pandemic in this time period it was essential that this was a central theme of the report.

369 Public Health & NHSE Integrated Sexual Health and HIV services

This item was withdrawn prior to the meeting and deferred to a future Executive meeting date.

370 Northamptonshire Safeguarding Children Partnership Annual Report 2021-22

The Chair invited Cllr Anne Lee to speak to the Executive. Cllr Lee queried the next steps after a Children's Safeguarding assessment, noting a huge backlog for child

mental health support services. Cllr Lee sought more insight into data regarding children and young people missing from education.

The Chair then invited Cllr Jean Addison to address the meeting. Cllr Addison queried the number of children with extra needs waiting for assessments and placement, and what systems were in place to ensure a child's educational needs were met.

The Chair thanked the speakers for their contributions before inviting Cllr Scott Edwards, Executive Member for Children, Families, Education and Skills to introduce the Northamptonshire Safeguarding Children Partnership (NSCP) Annual Report 2021-22, which outlined the achievements of the partnership during the reporting period.

Cllr Edwards responded to queries raised by the speakers, noting that answers regarding children missing from education and home education safeguarding would be provided outside of the meeting.

Cllr Edwards reported that the Council was one of five strategic leads representing the Northamptonshire Safeguarding Children's Partnership (NSCP), a statutory requirement of the Working Together to Safeguard Children 2018 guidance. The Partnership was required to produce an annual report providing an overview of the partnership's achievements against the NSCP Business Plan.

Details were provided of the strategic lead partners involved in the partnership, while attention was drawn to the data, key messages and impact of activities relating to the three priorities set out in the NSCP Business Plan. It was heard that the NCSP directly supported and aligned with the key commitments of North Northamptonshire's Corporate Plan. Members also noted that the Council's annual contribution towards the NCSP budget was £24,646.

Cllr Edwards reported that there had been 43,393 initial contacts received in children's social care across the reporting period, an increase of more than 2,000 over the previous year. It was anticipated that as the remaining pandemic restrictions were lifted a further increase in contacts would be seen, with referrals presenting with more complex issues because of the impact of lockdown, combined with a reduction in support networks and services available. Need for services had been further exacerbated by the ongoing cost-of-living crisis.

The three partnership priorities were outlined as below, with work undertaken over the year in relation to each priority detailed to the meeting:

- Taking positive action early enough to protect children.
- To support children, young people, and families at risk of exploitation; and
- To work effectively as a partnership and support our staff.

RESOLVED

That the Executive received the Northamptonshire Safeguarding Children Partnership's Annual Report 2021-22 (**Appendix A** to the report) and noted the findings.

Reason for Recommendations – To accord with legislation or the policy of the Council; Under the statutory guidance ‘Working Together to Safeguard Children 2018’, the five key strategic lead agencies are accountable for safeguarding children and young people, including the Local Authority, who in turn are required to publish an annual report (see Section 8 Background papers).

Alternative Options Considered – The report not to be considered by Executive members, however this would not comply with the governance arrangements and expectations of the Partnership.

371 North Northamptonshire Local Nature Recovery Strategy

The Chair invited Cllr Anne Lee to address the Executive. Cllr Lee raised queries regarding the timing of the report, cancellation of associated Executive Advisory Panel (EAP) meetings and the timeline of the strategy. Cllr Lee requested that members be kept informed regarding implementation of the strategy.

The Chair thanked Cllr Lee for her comments before inviting Cllr Harriet Pentland, Executive Member for Climate and the Green Environment to introduce a report that sought approval for the Council’s role as a Responsible Authority for preparing and publishing a Local Nature Recovery Strategy (LNRS) for North Northamptonshire and to recommend a suitable governance process for overseeing the development and delivery of this duty.

Cllr Pentland noted the importance of councillor involvement in the production of the LNRS, and although current guidance from DEFRA was that authorities were expected to start producing their strategy from April 2023, officers had been working on preparatory work to ensure the Council was in a good place to move forward.

It was reported that existing EAP meetings were being remodelled, with revised dates for the new meetings in the process of being set. The previous Climate Change, Environment and Growth EAP had previously been consulted on the initial work regarding the strategy and the revised meeting would continue to be involved going forward. Councillors not involved in that EAP would be able to contribute to the development of the strategy through working groups and consultation processes, with a broad range of external organisations also involved.

Cllr Pentland stated that the Council had an ongoing commitment to looking after the environment locally, with elements of the Environment Act 2021 seeking to strengthen and improve the duty on public bodies to conserve and enhance biodiversity in their areas. DEFRA had provisionally agreed to North Northamptonshire Council and West Northamptonshire Council having responsibility to produce a LNRS for their own areas on the grounds that the two councils work collaboratively. In order to secure grant monies within a set deadline, provisional acceptance of this responsibility had been confirmed, subject to Executive approval.

Cllrs Howell and Brackenbury spoke to welcome the report, noting the importance of developing and adopting the strategy and the involvement of external stakeholders.

RESOLVED

KEY DECISION

That the Executive:

- a) Accepted the appointment of the Council as the responsible authority for the Local Nature Recovery Strategy for North Northamptonshire.
- b) Adopted the governance model outlined in the report and **Appendix A** of the report to manage this responsibility.
- c) Delegated authority to the Executive Member for Climate and the Green Environment to approve the Local Nature Recovery Strategy for North Northamptonshire.

Reason for Recommendations:

- Accepting the responsibility will fulfil the Council's duty under the Act
- Accepting the governance model will ensure co-ordination with WNC, and continued involvement with existing Northamptonshire wide environmental partnerships such as the Local Nature Partnership.
- The LNRS will provide a spatial strategy, developed with key partners, that maps the most valuable habitats in the county, the opportunities to improve and connect them and identifies the priorities in relation to these.
- The LNRS will support the Council's ambition for climate change mitigation.
- The recommended course of action is funded through government grant/burdens funding.
- DEFRA has provisionally agreed that North Northamptonshire can be a LNRS area with the Council as the responsible authority. It is therefore helpful to confirm the Council's acceptance of this.

Alternative Options Considered: The option of having totally separate governance between the Council and WNC in the production the strategies for North and West was considered but the option of having a governance mechanism that includes co-operation with county wide partners and WNC was favoured as a means of producing separate, but complimentary, strategies that draw from the same sources of information and make efficient use of the shared countywide partnerships and meets the DEFRA condition to work collaboratively with WNC.

372 Procurement of Contract for the Treatment of Collected Kitchen Food Waste

The Chair invited Cllr Graham Lawman, Executive Member for Highways, Travel and Assets to introduce a report that sought approval from the Executive to commence the procurement of a contract for the treatment of kitchen food waste, collected as part of the Council's kerbside waste collection service.

Cllr Lawman stated that collections of food waste currently took place in the former East Northamptonshire and Corby areas, with a view to including former Wellingborough and Kettering areas under a new four-year collection contract. It was

heard that existing contracts in place for food waste collection could not be extended or modified and the requirements of the Environment Act 2021 meant that the Council would have a duty to collect food waste separately from other household waste going forward.

Cllrs Harrison and Pentland spoke to welcome the report from a harmonisation and environmental perspective.

RESOLVED

That the Executive delegated authority to the Executive Member for Highways, Travel and Assets, in consultation with Executive Director of Place & Economy and the Executive Director of Finance and Performance, to commence a procurement process, award a contract to identify and appoint a preferred bidder for the provision of services relating to the treatment/disposal of collected kitchen food waste and take all necessary steps to conclude the procurement.

Reasons for Recommendation –

- The recommended course of action is the most cost-effective and enables NNC to make informed decisions regarding its medium-term financial planning.
- This option ensures the Authority has a legally procured, compliant contract which demonstrates best value in respect of the treatment of kitchen food waste.

Alternative Options Considered –

- Extending or modifying the existing contracts. This is not possible as the existing contractual arrangements have insufficient scope to include additional material yield from this activity.
- Do nothing – This is not recommended as it leaves the Authority open to challenge for failure to comply with its statutory duty to collect food waste. There is also an increased risk that the Authority will be left with either an unaffordable outlet or limitations to the avenues for disposal of the food waste.

373 Procurement of Shared Parts and Materials Suppliers for Housing Stock

The Chair invited Cllr Lyn Buckingham to address the meeting. Cllr Buckingham welcomed the report and the progress made in relation to Housing parts and materials and referenced a review of gas boiler installations.

The Chair thanked Cllr Buckingham for her comments and acknowledged the hard work of Housing repair staff before inviting Councillor Matthew Binley, Executive Member for Housing, Communities and Levelling-Up to introduce a report that sought approval from the Executive for three amendments to the spend levels for the supplier contracts for heating and plumbing, windows and doors and kitchens for Corby and

Kettering Housing Property Services, previously agreed by Executive at its meeting in December 2021.

Cllr Binley noted that longer-term options for delivery of the gas repairs, maintenance and replacements across the Council were currently under review with a view to future proofing the service. Since December 2021 there had been a significant change in the economic landscape that had also played a part in the request before members.

The procurement exercise would allow the Council to purchase large quantities of stock on a regular basis that were necessary to complete repairs and maintenance. Furthermore, it would allow for adoption of a standardised approach for contracts and parts procured across the Kettering and Corby housing stock areas, affording the Council greater buying power, efficiencies and better value for money.

Details of the proposed increase in spend were detailed, with the meeting noting that the anticipated spends fitted within existing budgets within the Housing Revenue Account.

Cllr Binley proposed the following additional wording be added to the end of the recommendation before members:

“and noted the updated proposed increased spend levels for the three contracts within the report”

RESOLVED

KEY DECISION

That the Executive approved the amended financial contract values in this report and delegated authority to the Executive Member for Housing, Communities and Levelling Up, in consultation with the Executive Director for Adults, Housing and Health Partnerships, to negotiate, award and enter into contracts to provide ‘plumbing and heating’, ‘windows and doors’ and ‘kitchen’ parts and materials to Council owned housing properties and noted the updated proposed increased spend levels for the three contracts within the report.

Reasons for Recommendations:

- Closely align with local government reform and transformation outcomes, through the use of shared suppliers within the two Housing Property Services teams.
- Procure the new contracts in the most efficient and timely manner to ensure a fully compliant procurement process is in place for the supply of parts and materials.
- Provide better value for money to the Council.
- Ensure tenants benefit from a standard parts and materials service across North Northamptonshire.

Alternative options considered: The use of an external framework arrangement is the most suitable option for this procurement, since the Council has a store in Kettering and a store opening in Corby. EEM, an external framework provider has fair and robust processes in place to ensure best value for its members. Where possible, the framework provider works with manufacturers to fix prices for each financial year. As a result, the Council may benefit from the collective pricing of parts and materials by the supplier(s) appointed to the framework and awarded the contract(s).

An options appraisal of how NNC should purchase stock to maintain and upgrade their properties was undertaken in 2021. The Council would be at risk if it did not enter into supplier contracts, both from not having a compliantly procured supplier(s) and an inability to obtain parts and materials in a timely manner to maintain the Council's housing stock. By operating an in-house store and purchasing stock in bulk ensures a more resilient supply of materials for the Council and is a more efficient use of Trade Operatives time.

374 Budget Forecast 2022/23 as at Period 8

The Chair invited Cllr Anne Lee to address the Executive. Cllr Lee made reference to efficiencies being required to offset the forecasted overspend and queried whether an underspend of £107,000 in Environmental Services could be used to fund a traffic CCTV camera for Newland Street in Kettering.

The Chair thanked Cllr Lee for her attendance before inviting Cllr Lloyd Bunday, Executive Member for Finance and Transformation introduce a report that set out the forecast outturn position for the Council based on the Period 8 monitoring forecasts for the General Fund and the Housing Revenue Account (HRA).

Cllr Bunday referenced the underspend mentioned by Cllr Lee, noting that this funding was for flood prevention work and that the camera requested for Newland Street was a point of consultation for possible future installation.

The meeting heard that the overall outturn forecast for the General Fund for 2022/23, as at Period 8 was a forecast overspend of £5.752m, a favourable movement of £424,000 since the last report to Executive. Budgetary pressures affecting Children's Services were reported, with the meeting noting positive movements in the budget positions of Adult Services and Waste Management.

It was noted that the remainder of the Council's contingency budget had been applied to reduce the in-year impact of the costs arising from Home to School Transport, alongside the pressures from the pay award which exceeded the budget expectations of 3%. The Council maintained reserves to call on for any overspend remaining, however, it continued to look to achieve in-year mitigations in the first instance.

Cllr Bunday reported that the Housing Revenue Account had a current overspend totalling £281,000, the main pressure being the recent pay award.

Cllr Graham Lawman spoke to note that consultancy work was ongoing with a view to reducing the overspend associated with Home to School Transport.

RESOLVED

That the Executive:

- a) Noted the Council's forecast outturn position for 2022/23 as summarised in Section 4, alongside the further analysis, risks and other considerations as set out in Section 5 and Section 6 of the report.
- b) Noted the assessment of the current deliverability of the 2022/23 savings proposals in **Appendix A**.

Reason for Recommendations – to note the forecast financial position for 2022/23 as at Period 8 and consider the impact on this year and future years budgets.

Alternative Options Considered: The report focuses on the forecast revenue outturn against budget for 2022/23 and makes recommendations for the Executive to note the current budgetary position as such there are no specific choices within the report.

Chair

Date

The meeting closed at 11.11am

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EXECUTIVE 16th February 2023

Report Title	Performance Indicator Report 2022/23 (Period 9 – December 2022)
Report Author	Rob Atkins, Interim Head of Performance, Intelligence and Partnerships Rob.Atkins@northnorthants.gov.uk
Lead Member	Cllr Lloyd Bunday, Executive Member for Finance and Transformation

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

List of Appendices

Appendix A – Detailed Performance Indicator Report Period 9 2022/23 (December 2022)

Appendix B – Human Resources Workforce Data Period 9 2022/23 (December 2022)

1. Purpose of Report

- 1.1. To provide an update on the Council's performance across a range of services as measured by the Council's suite of corporate performance indicators as at period 9 (December).
- 1.2. Set out the progress that is being made in the development of the Council's approach to performance management.

2. Executive Summary

- 2.1. This report provides an assessment of the Council's performance in relation to the Corporate Plan Indicators for 2022/23 as at period 9.
- 2.2. A detailed assessment of the performance of services as measured by corporate performance indicators for period 9 has been included as **Appendix A**.
- 2.3. Additional Human Resources workforce data for period 9 is provided within **Appendix B**. A definition key is also included to facilitate understanding of the data and guide accurate and efficient decision making in respect of the Council's workforce moving forward.

3. Recommendations

- 3.1. It is recommended that the Executive:
 - a) Note the performance of the Council as measured by the available indicators at Period 9 2022/23 as set out in the appendices to this report.
 - b) Note the progress being made in the development of the Council's approach to performance management.
- 3.2. Reason for Recommendations – to better understand the Council's performance as measured by performance indicators as at Period 9, 2022/23.
- 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

Performance Report

- 4.1. A detailed assessment of the performance of services as measured by corporate performance indicators for period 9 has been included as **Appendix A**. This includes comments / exception reports on each of the performance indicators reported.
- 4.2. In keeping with previous reports, the enhanced Human Resources Workforce Data for the same period has been provided as **Appendix B**. The format and presentation of this data continues to develop to ensure it is meaningful for members so it can accurately inform strategic decision making moving forward.

- 4.3 A definition key for HR workforce data is provided within **Appendix B**. This is to facilitate better understanding of the data and help guide accurate and efficient decision making in respect of the Council's workforce moving forward.
- 4.4 120 Corporate Performance Indicators are reported for this period. 97 are measured on a monthly basis and the remaining 23 are metrics that are measured on a termly, half-yearly or annual basis. As a result, there are more indicators featured in this report than subsequent reports. The table below lists the additional indicators included within this report:

Directorate Quarterly Measured Performance Indicator		
Governance & HR	MPS16	Number of complaints to Information Commissioners Office (ICO) (with respect to handling of Freedom of Information (FOI) requests following internal review).
Governance & HR	MPS17	Number of complaints to Information Commissioners Office (ICO) upheld by ICO (with respect to handling of Freedom of Information (FOI) requests following internal review).
Governance & HR	MPS18	Number of complaints to Information Commissioners Office (ICO) (with respect to handling of Data Protection (DP) Individual Rights requests).
Governance & HR	MPS19	Number of complaints upheld by Information Commissioners Office (ICO) (with respect to handling of Data Protection (DP) Individual Rights requests)
Governance & HR	MPS20	Number of direct disclosure requests (ADR - Access to a Deceased Person's) received
Governance & HR	MPS21	% Transparency publications completed on time.
Governance & HR	MPS22	Number of external Information Commissioners Office (ICO) complaints relating data management of data/breaches
Finance Services	MPS02	% of actual spend with local suppliers where economically justifiable.
Finance Services	MPS03	% count of local suppliers where economically justifiable.
Place & Economy	MPS25	Total rental income from commercial estate (£)

Place & Economy	STP23	Percentage of NNC County Matter (minerals and waste) planning decisions made within the required timescale
Place & Economy	GSE06	Fly tipping: number of fly tips reported
Place & Economy	GSE07	Percentage of waste diverted from landfill
Children's Services	BBF10	% of children in care who were placed for adoption within 12 months of an agency decision that they should be adopted
Adults, Communities and Wellbeing	BBF04	% mothers known to be smokers at the time of delivery
Adults, Communities and Wellbeing	ALF23	% substance misuse clients waiting more than 3 weeks for their first intervention
Adults, Communities and Wellbeing	STP01	Number of new business started with support from the BIPC Northamptonshire
Adults, Communities and Wellbeing	STP02	Number of satisfactory Anti-Social Behaviour resolutions by North Northamptonshire Council
Adults, Communities and Wellbeing	STP03	Number of repeat incidents of reported domestic abuse incidents
Directorate Annually December Measured Performance Indicator		
Children's Services	BBF23	% Children achieving a good level of Development in Early Years Foundation Stage Profile
Children's Services	BBF24	% Children achieving Age Related Expectations or above in reading, writing and maths at Key Stage 2
Children's Services	BBF25	% children achieving grade 9-4 in English and maths (Previously A*-C)
Children's Services	BBF26	Percentage attainment gap for disadvantaged children**

5. Issues and Choices

- 5.1. It is important that the format and presentation of performance data meets the needs of its audience. Therefore, the Council will always welcome any feedback and/or suggestions on how the performance report could be further developed to help facilitate understanding and performance improvement.
- 5.2. It is envisaged that additional indicators will be added to the Corporate Indicator Set throughout the year. Any changes to the indicators will be reported to the Executive and scrutiny committees.

6. Next Steps

- 6.1 To continue to develop and embed a strong performance management framework and culture at North Northamptonshire Council.
- 6.2 To continue to embed and review the suite of Corporate Plan Indicators so that the Council can more effectively measure how it is performing against its vision and key commitments outlined within its Corporate Plan.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. Performance monitoring allows the Council to drive continuous improvement for North Northamptonshire and identify areas of concern early. The services that submit data returns have many projects that are subject to the Council's Transformation Plan
- 7.1.2. This report should be considered alongside the Budget Forecast 2022-23 as at Period 9. 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. It should be noted however that the workload and deadlines for achieving this are challenging at the best of times.
- 7.2.2. Monitoring performance is a key element of the Council's Governance Framework. The Council has made performance measurement and management a priority and views it as central components in both the transparency of the performance of the Council and its improvement agenda.

7.3. Relevant Policies and Plans

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

7.4. Risk

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

- (a) Poor data quality – Inaccurate data will inevitably lead to less accurate decision making.
- (b) Lack of data – Failing to measure key service activities can leave the Council 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 when there was a 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, including Executive Members and Scrutiny Members (through the scrutiny committees) has been carried out in the development of the new suite of Corporate Plan Indicators for 2022/23.
- 7.5.3. 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 2022/23, 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 in development.

7.9. Climate and Environment Impact

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

7.9.2. The Council currently measures and reports on the following Greener, Sustainable Environment performance indicators:

Indicator Reference Number	Indicator Name
GSE01	Number of E-Scooter trips
GSE02	Number of E-Scooter users
GSE03	Co2 savings from E-Scooters
GSE04	Number of electric vehicle charging points publicly available
GSE05	Number of electric vehicles per charge point
GSE06	Fly tipping: number of fly tips reported
GSE07	Percentage of waste diverted from landfill

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

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

- 8.1. [Performance Indicator Report Period 8 \(November\) 2022-23](#) reported to the meeting of the Executive on 12th January 2023.
- 8.2. The Corporate Plan, reported to the meeting of the Executive on 18th November 2021. [Executive on Thursday 18th November 2021](#), adopted by Council on the 1st December 2021.



North Northamptonshire Council Performance Report - December 2022

Key to Performance Status Colours

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

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

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

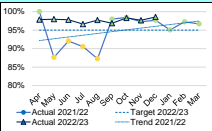
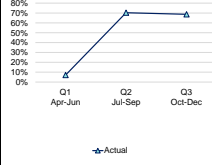
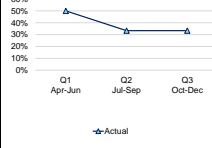
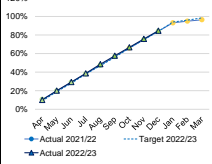
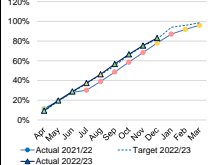
Performance Terminology key

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

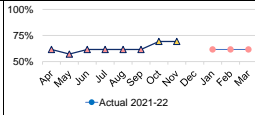
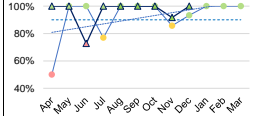

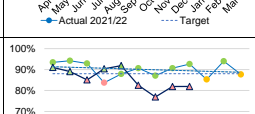
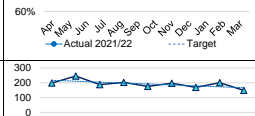
Customer & Governance																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	October 2022/23	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or (Latest)	Polarity	Target	Tolerance	Comments
Information Governance																
Modern Public Services	MPS12	% of Freedom of Information Requests completed in 20 working days	<p>80.08% (Average of 40 Unitary Councils 2021/22 - benchmarking exercise conducted by Brighton and Hove Council)</p>	80.08% (Average of 40 Unitary Councils 2021/22 - benchmarking exercise conducted by Brighton and Hove Council)	91.73%	90.18%	N/A as reported a month in arrears	89.47%	83.34%	86.25%	Reported a month in arrears	↑G	Higher is better	90%	85% - 90%	It is noted that performance remains below target but has increased this month. The team have increased capacity through extra resource to allow work realignment.
					233 out of 254	202 out of 224	N/A as reported a month in arrears	569 out of 636	65 out of 78	69 out of 80	Reported a month in arrears					
Modern Public Services	MPS13	% Environmental Information Regulation Requests completed in 20 working days	<p>Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar</p>	TBD	97.44%	95.76%	N/A as reported a month in arrears	96.98%	99.21%	97.00%	Reported a month in arrears	↓	Higher is better	90%	Tolerance 85% - 90%	The team have increased capacity through extra resource to allow work realignment, specifically in relation to EIR related enquiries. Although a slight decline is seen between October and November, this is caused by requests which were due for response over the Christmas period and improvement is anticipated for next month's PI in this category.
					494 out of 507	407 out of 425	N/A as reported a month in arrears	1125 out of 1160	127 out of 128	97 out of 100	Reported a month in arrears					
Modern Public Services	MPS14	% Individual Rights requests completed within statutory timescale (Data Protection (DP) Right to Access requests)	<p>Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar</p>	TBD	90.2%	96.4%	N/A as reported a month in arrears	93.3%	100.00%	90.00%	Reported a month in arrears	↓	Higher is better	90%	85% - 90%	We have seen a significant increase in the number of Subject Access Requests received during December. It is pleasing to note that performance remains within target.
					55 out of 61	53 out of 55	N/A as reported a month in arrears	154 out of 165	19 out of 19	27 out of 30	Reported a month in arrears					
Modern Public Services	MPS15	Total number of data breaches <i>A personal data breach is a security incident that has affected the confidentiality, integrity or availability of personal data.</i>	<p>Apr May Jun Jul Aug Sep Oct Nov Dec</p>	n/a	16	28	27	71	11	12	4	↓G		No target-tracking indicator only	N/A	The Data Protection team continues to monitor levels of data breaches and the causes of them.
		0			1	0	1	0	0	0	→					
		16			27	27	70	11	12	4						
a) Reportable breaches (ICO) <i>(This was MPS23 reported quarterly, now included monthly as part of this performance indicator)</i>														Appropriate training and / or discussions with the relevant services is undertaken, particularly for those services that are considered to be higher risk.		
b) Non-reportable breaches														Internal communications were issued to staff during the w/c 9 January 2023. These provided advice and guidance on how to avoid a data breach.		
														Data breaches are also broken down by team and shared internally, to highlight and provide mitigating action based on trends or issues.		

Customer & Governance																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	October 2022/23	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Modern Public Services	MPS16	Number of complaints to Information Commissioners Office (ICO) (with respect to handling of Freedom of Information (FOI) requests following internal review).		n/a	0	3	0	3	n/a (reported quarterly)	n/a (reported quarterly)	0	↓G	Lower is better	1 per month - 3 per quarter	No tolerance	The Data Requests Team Manager will liaise with the ICO to resolve any complaints escalated to the Information Commissioner
Modern Public Services	MPS17	Number of complaints to Information Commissioners Office (ICO) upheld by ICO (with respect to handling of Freedom of Information (FOI) requests following internal review).		n/a	0	0	0	0	n/a (reported quarterly)	n/a (reported quarterly)	0	→	Lower is better	0 per month	No variation	Any decisions upheld by the ICO will be reviewed by the Data Requests Team Manager to consider learning points and improvements to processes
Modern Public Services	MPS18	Number of complaints to Information Commissioners Office (ICO) (with respect to handling of Data Protection (DP) Individual Rights requests).		n/a	0	2	1	3	n/a (reported quarterly)	n/a (reported quarterly)	0	↓G	Lower is better	1 per month - 3 per quarter	No variation	No complaints upheld in quarter 3. The Data Protection Officer will liaise with the ICO to resolve any complaints escalated to the Information Commissioner
Modern Public Services	MPS19	Number of complaints upheld by Information Commissioners Office (ICO) (with respect to handling of Data Protection (DP) Individual Rights requests)		n/a	0	1	1	2	n/a (reported quarterly)	n/a (reported quarterly)	0	↓G	Lower is better	0 per month	No variation	No complaints in quarter 3. Any decisions upheld by the ICO will be reviewed by the Data Protection Officer to consider learning points and improvements to processes
Modern Public Services	MPS20	Number of direct disclosure requests (ADR - Access to a Deceased Person's) received		n/a	3	4	1	8	n/a (reported quarterly)	n/a (reported quarterly)	1	↓	N/A	N/A - Tracking	No variation	These requests fall outside the remit of GDPR (General Data Protection Regulations) / Data Protection but are handled in the same manner as SARs (Subject Access Requests).
Modern Public Services	MPS21	% Transparency publications completed on time.		n/a	50.0%	81.25%	TBD - complete review needed	TBD - complete review needed	n/a (reported quarterly)	n/a (reported quarterly)	TBD - review underway	N/A	Higher is better	100%	No variation	Progress has been achieved as a review of the Transparency standards is underway by the Data Protection Officer. Complete figures of the data will be available after the review rather than as initially expected this quarter. It is expected that a project will be launched to deliver the outcomes of the review to gain support and allow services to understand their responsibilities in delivering the standards going forward
Modern Public Services	MPS22	Number of external Information Commissioners Office (ICO) complaints relating data management of data/breaches		n/a	2	0	0	2	n/a (reported quarterly)	n/a (reported quarterly)	0	→	Lower is better	N/A - Tracking	No variation	There have been no Information Commissioner's Office (ICO) complaints relating management of data / breaches this quarter. If we receive any in the future, we will work closely with the ICO to resolve any outstanding issues / complaints to the their satisfaction.
Registrations																
Connected communities	CNC03	% of Deaths registered within 5 calendar days		(Benchmarking available if needed as all authority performance data can be downloaded)	62.1%	65.9%	70.1%	66.3%	64.0%	76.7%	69.3%	↓R	Higher is better	80%	70% - 80%	NNC figures for December are 1st in the region, we remain 2nd overall year to date. Office capacity remains high, but informants have continued to book appts when it's convenient for them to attend the office rather than strictly adhering to the 5-day rule. The service provided death registrations only during the festive period, we've also increased death registration capacity by 50% in January to allow for the increase in death rate during this time. Kettering General Hospital is currently reporting a "critical incident", this can have an impact on our performance. However, the service isn't currently experiencing any significant delays in receiving the MCCDs (Medical Certificate of Cause of Death) from the issuing ME/GP (Medical Examiner/General Practitioner). The volume of deaths registered by declaration remains higher than previous years, this also reflects the national trend. If the death occurred in West Northants we "encourage" the informant to make an appt with them as this will avoid delays receiving the death certificate, however, they're legally entitled to register a death at any office in England & Wales.
Connected communities	CNC04	% of Births registered within 42 days		(Benchmarking available if needed as all authority performance data can be downloaded)	92.2%	84.0%	97.4%	92.1%	95.7%	98.0%	99.1%	↑G	Higher is better	90%	86.5% - 90%	NNC performance for December is the highest recorded so far this year, we remain joint 1st in the region for birth registrations for 2022/23 year to date. During the festive period the service provided death registrations only, additional death registration capacity has been created across the service in January to allow for the increase in deaths that occur at this time of year, therefore birth registration performance is likely to fall during this period.

Customer & Governance																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	October 2022/23	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Customer Services																
Modern public services.	MPS30	Total number of Stage 1 complaints received by NNC (excluding children's services complaints)		n/a	413	436	425	1274	155	166	104	↓G	Lower is better	No target - tracking indicator only	No target - tracking indicator only	Less complaints were received in December, which is consistent with this month each year.
Modern public services.	MPS32	Total number of complaints escalated to stage 2		n/a	22	36	39	97	9	14	16	↑R	Lower is better	No target - tracking indicator only	No target - tracking indicator only	2 more cases were escalated to stage 2 last month compared to the previous month, however escalated case numbers remain low.
Modern public services.	MPS31	Total number of complaints received by NNC		n/a	435	472	464	1371	164	180	120	↓G	Lower is better	No target - tracking indicator only	No target - tracking indicator only	Less complaints were received in December, which is consistent with this month each year.
Modern public services.	MPS34	% of complaints answered within the Service Level Agreement (20 Working days or agreed extension)		TBD	57%	65%	61%	61%	54%	71%	62%	↓R	Higher is better	90%	81% - 90%	More complex complaints increased response times last month, resulting in poorer performance overall.
Modern public services.	MPS35	% of complaints upheld		TBD	26%	26%	3%	20%	3%	3%	4%	↑	Lower is better	20%	20% - 22%	A low number of complaints were upheld, no concerning trends have been identified and services are working hard to prevent recurrences.
Modern public services.	MPS37	Total number of notices received of complaints under investigation by Ombudsman		n/a	10	10	9	29	4	2	3	↑	Lower is better	No target - tracking indicator only	N/A	The volume of customers contacting the Ombudsman after exhausting the Council's complaints process remain low.
Modern public services.	MPS39	% of calls answered out of total calls received in customer services		n/a	84.50%	82.82%	86.91%	84.61%	88.02%	86.33%	86.31%	↓	Higher is better	90%	81% - 90%	Performance decreased slightly in December. A number of new staff continue to be taken through training, which is helping us to further increase performance in the coming months
Modern public services.	MPS40	% Calls answered within 60 seconds in customer services		TBD	77.09%	72.41%	79.98%	75.25%	79.52%	77.46%	78.19%	↑G	Higher is better	80%	72% - 80%	Slight improvement in performance for December.
Modern public services.	MPS41	Number of customers helped by customer services		n/a	138303	146069	117736	411077	46098	43959	36648	↓	N/A	No target - tracking indicator only	N/A	These are the volumes of the different types of customer contact that Customer Services had in December
Modern public services.	MPS42	Number of customer interactions to customer services - split by telephone/face-to-face, email and online form		n/a	Telephone 90829 Face to Face 7120 E-Forms 9098 Web Chat 1728	Telephone 98611 Face to Face 7739 E-Forms 8838 Web Chat 1289	Telephone 84472 Face to Face 7422 E-Forms 6173 Web Chat 978	Telephone 273912 Face to Face 17286 E-Forms 25737 Web Chat 4103	Telephone 29954 Face to Face 2866 E-Forms 3166 Web Chat 360	Telephone 29369 Face to Face 3133 E-Forms 2833 Web Chat 323	Telephone 25149 Face to Face 2879 E-Forms 1802 Web Chat 281	↓	N/A	No target - tracking indicator only	N/A	
Modern public services.	MPS43	% of Face-to-Face Customers with an appointment seen within 5 minutes (within customer services team)		TBD	99.8%	99.9%	99.8%	99.8%	99.8%	99.8%	99.8%	→	Higher is better	95%	85.5% - 95%	

Finance Services																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date 2022/23	November 2022/23	December 2022/23	Direction of Travel (Nov- Dec) or Latest)	Polarity	Target	Tolerance	Comments	
Finance																
Modern Public Services	MPS01	% of invoices paid within 30 days		n/a	97.87%	97.1%	98.1%	97.7%	97.7%	98.6%	↑G	Higher is better	95%	95% subject to change from SLA review (Tolerance TBC)	The outturn continues to over exceed the target for December with the highest outturn of 98.6% for this financial year.	
Modern Public Services	MPS02	% of actual spend with local suppliers where economically justifiable.		n/a	7%	70%	69%	52%	N/A (reported quarterly)	69%	↓	N/A	No Target - Tracking Only	No tolerance	In quarter 3, there were four (4) contracts awarded equal to or exceeding £100,000. "NNC / WNC- NHS Health Checks DPS (Dynamic Purchasing system)" (this agreement was procured via an open tender, and awarded to three (3) non local suppliers. The value of the contract awarded was £3,474,645). "NNC- Enterprise Telephony" (this contract was procured via a mini competition off an external framework, and awarded to one (1) non local supplier. The value of the contract awarded was £1,169,838. "NNC- Fleet Requirement" (this contract was procured via a direct awarded off an external framework, and awarded to one (1) local supplier. The value of the contract awarded was £5,789,112). "North Northamptonshire Council Holiday Activities and Food Programme Coordination and Implementation" (this contract was procured via an open tender, and awarded to a local supplier. The value of the contract awarded was £4,400,000).	
Modern Public Services	MPS03	% count of local suppliers where economically justifiable.		n/a	50%	33%	33%	38%	N/A (reported quarterly)	33%	→	N/A	No Target - Tracking Only	No tolerance	In quarter 2, there were six (6) contracts awarded equal to or exceeding £100,000. "Carers Support Support Services in Northamptonshire" (this contract was procured via an open tender, and awarded to one (1) local supplier. The value of the contract awarded was £1,536,000). "NNC- Leisure Management Service" (this contract was procured via a request for quotation, and awarded to one (1) non local supplier. The value of the contract awarded was £149,000). "North Northamptonshire Council Public Health Northamptonshire NHS Health Checks Software" (this contract was procured via a request for quotation, and awarded to one (1) non local supplier. The value of the contract awarded was £180,000). "NNC- Customer Relationship Management System" (this contract was procured via a direct award off an external framework, and awarded to one (1) non local supplier. The value of the contract awarded was £493,227. "North Northamptonshire Council - Household Support Fund" (this contract was procured via an expression of interest, and awarded to one (1) local supplier. The value of the contract awarded was £1,500,000). "Kettering Paving HSHAZ Phase 3" (this contract was procured via a mini competition off an external framework, and awarded to one (1) non local supplier. The value of the contract awarded was £460,000).	
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	November 2021/22	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date 2022/23	November 2022/23	December 2022/23	Direction of Travel year on year - (Dec 2021 - Dec 2022)	Polarity	Target	Tolerance	Comments
Revenues & Benefits																
Modern Public Services	MPS05	% of council tax collected in the year debit raised		95.92% (All English Authorities 2020/21 - LG Inform)	75.06%	29.31% (YTD) 104.68% achieved of the monthly target (28.00%)	57.69% (YTD) 103.02% achieved of the monthly target (56.00%)	84.67% (YTD) 100.80% achieved of the monthly target (84.00%)	84.67% (YTD) 100.80% achieved of the monthly target (84.00%)	75.81% (YTD) 100.95% achieved of the monthly target (75.00%)	84.67% (YTD) 100.80% achieved of the monthly target (84.00%)	→	Higher is better	75% (to date) 98.5% (Annual target)	No tolerance	Collection rates to date remain above target. Close monitoring will continue to take place to ensure that any change in payment behaviour due to the cost of living crisis is identified early. YTD - The % is the same as the current month reported, as the collection rate is based on the 'estimated net collectable debit' for the whole year. The amount collected is cumulative.
Modern Public Services	MPS04	% of business rates collected in the year debit raised		93.74% (All English Authorities 2020/21 - LG Inform)	68.37%	28.87% (YTD) 103.11% achieved of the monthly target (28.00%)	56.80% (YTD) 101.43% achieved of the monthly target (56.00%)	83.12% (YTD) 98.95% achieved of the monthly target (84.00%)	83.12% (YTD) 98.95% achieved of the monthly target (84.00%)	75.44% (YTD) 100.59% achieved of the monthly target (75.00%)	83.12% (YTD) 98.95% achieved of the monthly target (84.00%)	↓	Higher is better	75% (to date) 98.5% (Annual target)	No tolerance	The collection rate has dipped below target, however there have been some significant changes from the valuation office which has led to large Rateable Value reductions and subsequent refunds which skews the collection rate in the short term, we will continue to monitor closely. YTD - The % is the same as the current month reported, as the collection rate is based on the 'estimated net collectable debit' for the whole year. The amount collected is cumulative.

Place & Economy																	
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments		
Assets & Environment																	
Modern Public Services	MPS26	% occupancy of Corby Enterprise Centre	 Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar ◆ CEC 2021-22 ◆ CIH 2021-22 ◆ ENEC 2021-22 ◆ CEC 2022-23 ◆ CIH 2022-23 ◆ ENEC 2022-23	Benchmark/ compare to each other	96.23%	96.23%	94.34%	94.34%	94.34%	94.34%	➡	Higher is better	95%	90% - 95%	We have had a number of tenants move within the centre and two new starting in January. The team have been advertising via website & social media.		
					51 of 53 let	51 of 53 let	50 of 53 let	50 of 53 let	50 of 53 let	50 of 53 let							
Modern Public Services	MPS27	% occupancy of Corby Innovation Hub			92.45%	88.68%	88.68%	88.68%	88.68%	88.68%	➡	Higher is better	95%	90% - 95%	New tenants paperwork is being processed by legal. This is due to be completed beginning of January therefore we anticipate this figure to improve		
					49 of 53 let	47 of 53 let	47 of 53 let	47 of 53 let	47 of 53 let	47 of 53 let							
Modern Public Services	MPS28	% occupancy of East Northamptonshire Enterprise Centre			 Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar ◆ CEC 2021-22 ◆ CIH 2021-22 ◆ ENEC 2021-22 ◆ CEC 2022-23 ◆ CIH 2022-23 ◆ ENEC 2022-23		58.54%	60.98%	59.76%	59.76%	59.76%	➡	Higher is better	90%	85%-90%	The roof has now been wrapped to mitigate water ingress to the building, and work has started on the permanent roof fix, which should be completed in the coming weeks. The vacant units continue to be promoted during this period.	
							48 out of 82	50 out of 82	49 out of 82	49 out of 82	49 out of 82						
Modern Public Services	MPS24	Rate of return on commercial stock (%)	 Apr May Jun Jul Aug Sep Oct Nov Dec ◆ Actual 2022-23 ◆ Target ◆ Trend	n/a	5.45%	5.45%	5.45%	5.45%	5.45%	5.45%	➡	Higher is better	5.41%	4.91% - 5.57%	The available property portfolio remains in demand with very little movement over the past month. We have seen some reduction in high street rents but an increase in other parts of the portfolio to sustain our current Rate of Return.		
Modern Public Services	MPS25	Total rental income from commercial estate (£)	 Q1 Apr-Jun Q2 Jul-Sep Q3 Oct-Dec ◆ Actual 2022-23 ◆ Target ◆ Trend	n/a	£13,304,319.00	£13,311,811	£13,311,121.00	£13,311,121.00	n/a (reported quarterly)	£13,311,121 Per Annum (Quarter 3)	⬇	Higher is better	£12,695,000	£12,060,250 - £12,695,000 (-5%)	The impact of some upward rent reviews and new lettings have been reduced by some tenants leaving. This has resulted in a very low overall affect on yearly projected income compared to Q2.		

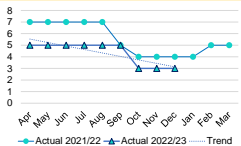
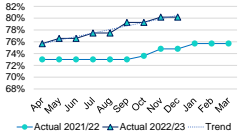
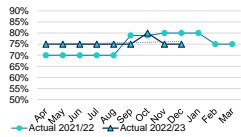
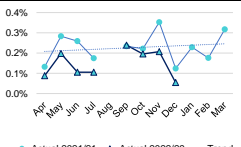
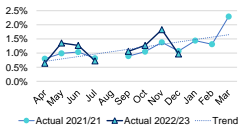
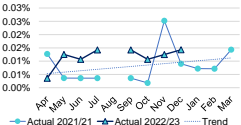
Place & Economy																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest	Polarity	Target	Tolerance	Comments	
Growth & Regeneration																
Modern Public Services	MPS29	% occupancy of Chesham House Kettering		Not relevant to benchmark as it's so unique.	61.54%	61.54%	69.23%	69.23%	69.23%	69.23%	➡	Higher is better	70%	65% - 70%	9 of the 13 office spaces are occupied which remains the same as last month. This has occurred during a period where the facilities are undergoing significant building works externally.	
					8 out of 13	8 out of 13	9 out of 13	9 out of 13	9 out of 13	9 out of 13						
Safe and thriving places	STP15	Percentage of major planning applications determined within 13 weeks (or within agreed extension of time)		88% (Q3 021/22 All English Authorities - LG Inform)	85%	100%	97%	94.52%	92%	100%	⬆G	Higher is better	90%	88% - 90%	Performance in the determination of 'Major' applications has improved this month remains above target levels. The year to date performance is also above the national benchmark. Staff resourcing remains a significant issue both locally and in the wider national context.	
					17 out of 20	23 out of 23	29 out of 30	69 out of 73	11 out of 12	6 out of 6						
Safe and thriving places	STP16	Percentage of minor planning applications determined within 8 weeks (or within agreed extension of time)		83% (Q3 2021/22 All English Authorities - LG Inform)	89.90%	88.07%	75.96%	84.62%	65.22%	88%	⬆G	Higher is better	85%	83% - 85%	Performance in the determination of 'Minor' applications has improved this month. Capacity remains an issue but the recruitment of permanent and temporary staff to address capacity issues is underway to correct this. Year to date performance remains above the national benchmark although slightly below the NNC (North Northamptonshire Council) target.	
					89 out of 99	96 out of 109	79 out of 104	264 out of 312	30 out of 46	30 out of 34						
Safe and thriving places	STP17	Percentage of other (including householder applications) planning applications determined within 8 weeks (or within agreed extension of time)		85% (Q3 2021/22 All English Authorities - LG Inform)	87.97%	88.64%	80.12%	85.73%	81.89%	81.93%	⬆G	Higher is better	88%	86% - 88%	Performance in the determination of 'Other' application has improved again this month. Year to date performance remains above the national benchmark but marginally below the NNC (North Northamptonshire Council) target. Capacity remains an issue for the service but is being addressed through the recruitment of permanent and temporary staff which is underway and therefore we anticipate to see improvement in this particular area in the coming weeks.	
					307 out of 349	320 out of 361	262 out of 327	889 out of 1037	104 out of 127	68 out of 83						
Safe and thriving places	STP19	Total number of planning applications received - ALL TYPES of applications		Not relevant to benchmark.	633	576	519	1728	201	149	⬇	N/A	No target	N/A		

Place & Economy																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest	Polarity	Target	Tolerance	Comments	
Safe and thriving places	STP21	% of Full fibre coverage		43% (England) - Think Broadband	49.2%	55.2%	61.1%	61.1%	59.2%	61.1%	↑G	Higher is better	40% of Premises countywide (Dec 2023)	Dec 2023: <5% Green 5%-10% Amber >10% Red	<p>Strong performance when compared to the average full fibre coverage for the same period in England. The 40% full fibre countywide coverage target by December 2023 was achieved early (March 2022). More than half of all premises in Northamptonshire can now access full fibre broadband. Coverage in North Northants remains on an upward trajectory at 38.5% compared to 37.7% last month. With announced Openreach and CityFibre plans in NN, we expect to see improved growth in full fibre coverage in the coming year.</p> <p>Further target to achieve at least 80% full fibre coverage countywide by the end of 2028. Year to date is latest position.</p>	
Safe and thriving places	STP22	% of gigabit coverage		73.2% (England) - Think Broadband	79.9%	81.2%	84.2%	84.2%	83.8%	84.2%	↑G	Higher is better	75% of premises gigabit capable (Dec 2023)	Dec 2023: <5% Green 5%-10% Amber >10% Red	<p>Strong performance when compared to the average gigabit coverage for the same period in England. The 75% countywide gigabit coverage target by December 2023 was achieved two years early (Dec 2021). We expect the upward trajectory for gigabit coverage to continue but at a much slower rate now going forward as remaining areas largely rural or other hard to reach. Coverage in North Northants remains on an upward trajectory, with 83.2% availability compared to 83.1% last month.</p> <p>Further target to achieve at least 90% gigabit coverage countywide by end of 2028. Year to date is latest position.</p>	
Greener, sustainable environment	GSE01	Number of E-Scooter trips		n/a	47,178	54,873	36,514	36,514	47,328	36,514	↓R	Higher is better	Track for first year then increase trips year on year.	N/A	<p>Monthly figures decreased slightly from November to December which is the expected seasonal shift during the Christmas period including holiday period. However year-on-year trend shows increased popularity with 2022 figures higher than for December 2021. Year to date is latest position.</p>	
Greener, sustainable environment	GSE02	Number of E-Scooter users		n/a	5,155	5,494	4,250	4,250	4,517	4,250	↓R	Higher is better	Track for first year then increase users year on year	N/A	<p>Monthly user figures decreased slightly from November to December and compared to December 2021. Year to date is latest position.</p>	
Greener, sustainable environment	GSE03	Co2 saving from E-Scooters (tonnes)		n/a	7.8	9.7	6.5	6.5	8.7	6.5	↓R	Higher is better	Track for first year then increase CO2 savings year on year	N/A	<p>CO2 savings have decreased from November to December. Year-on-year trend shows an increase in CO2 savings with 2022 figures higher than for December 2021. Year to date is latest position.</p>	
Safe and thriving places	STP23	Percentage of NNC County Matter (minerals and waste) planning decisions made within the required timescale		Mean for All English Authorities: 33% (Q1 17/18)	100.00%	100.00%	100.00%	100.00%	N/A reported quarterly	100.00%	→	Higher is better	95%	5%	<p>Performance for this service remains at 100%</p>	
					4 out of 4	1 out of 1	1 out of 1	6 out of 6	n/a (reported quarterly)	1 out of 1						

Place & Economy																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments	
Highways & Waste																
Safe and thriving places	STP29	Number of Defects Outstanding on the network (at end of period), split by category		n/a	829	TBD	TBD	TBD	N/A	N/A	N/A	Lower is better	No target - tracking indicator only	N/A		Unlike indicators STP30 and STP31 below it has not been possible to provide the data for this indicator owing to the change of highway contracts and a review of the monitoring system for outstanding defects on the network which has not yet been completed. This is being developed with the contractor with the intention of providing it in future months.
		P1 (Target response time within 2 hours)	No P1 defects	TBD	TBD	TBD	N/A	N/A	N/A							
		P2 (Target response time within 7 days)	13	TBD	TBD	TBD	N/A	N/A	N/A							
		P3 (Target response time within 28 days)	252	TBD	TBD	TBD	N/A	N/A	N/A							
		P4 (Target response time within 26 weeks)	564	TBD	TBD	TBD	N/A	N/A	N/A							
Safe and thriving places	STP30	Number of Defects Repaired in the network in period, split by category		n/a	5462	4563	3196	13221	1017	1431	↑G	Higher is better	No target - tracking indicator only	N/A		The number of defects repaired cross the highways network remains strong for this time of year.
		P1 (Target response time within 2 hours)	No P1 defects	No P1 defects	1	1	No P1 defects	1	↑G							
		P2 (Target response time within 7 days)	423	177	108	708	38	49	↑G							
		P3 (Target response time within 28 days)	3492	2380	1654	7526	502	772	↑G							
		P4 (Target response time within 26 weeks)	1547	2006	1847	5400	477	609	↑G							
Safe and thriving places	STP31	Percentage of defects responded to within the timeframes specified, split by category		n/a	98.86% 5400 out of 5462	97.9% 4467 out of 4563	87.87% 3172 out of 3610	95.63% 13039 out of 13635	77.38% 787 out of 1017	90.36% (1293 out of 1431)	↑G	Higher is better	P1 and P2 97.5% P3 and P4 90%	No Tolerance		The response time for Priority 1 & 2 defects remains strong at 100%. In the last month, the response for Priority 3 & 4 has improved, although Priority 3 responses remain below target. This reflects the nature of this time of year when the shorter days and more severe weather can reduce the availability and efficiency of gangs as they respond to weather events. This is being monitored carefully through the contract with the aim of seeing improvement.
		P1 (Target response time within 2 hours)	No P1 defects	No P1 defects	100% (1 out of 1)	100% (1 out of 1)	No P1 defects	100% (1 out of 1)	→							
		P2 (Target response time within 7 days)	100% 423 out of 423	99.44% 176 out of 177	100% (108 out of 108)	99.86% (707 out of 708)	100% (38 out of 38)	100% (49 out of 49)	→							
		P3 (Target response time within 28 days)	98.71% 3447 out of 3492	96.85% 2305 out of 2380	79.75% 1319 out of 1654	93.95% 7071 out of 7526	64.74% (325 out of 502)	86.78% (670 out of 772)	↑G							
		P4 (Target response time within 26 weeks)	98.9% 1530 out of 1547	99% 1986 out of 2006	94.42% 1744 out of 1847	97.41% 5260 out of 5400	88.89% (424 out of 477)	94.08% (573 out of 609)	↑G							
Greener, sustainable environment	GSE06	Fly tipping: number of fly tips reported		n/a	662	807	671	2140	n/a (reported quarterly)	671	↓G	Lower is better	No target - tracking indicator only	N/A		In the period between July and December the waste enforcement team have issued 908 warning letters, 21 fixed penalty notices and 3 prosecutions relating to waste offences.
Greener, sustainable environment	GSE07	Percentage of waste diverted from landfill		TBC - Nearest neighbours / East Midlands data available on waste data flow.	90.68% (Q1 22-23)	93.05% (Q2 22-23)	TBD	TBD	n/a (reported quarterly)	TBD - available mid April	N/A	Higher is better	87%			This relates to all waste either composted, recycled, sent for Mechanical Biological Treatment (MBT), some other treatment technology or incinerated instead of going to landfill. (This data is uploaded to DEFRA's Waste Data Flow three months after the end of the previous quarter, which enables NNC to publish the data for this indicator shortly afterwards.)

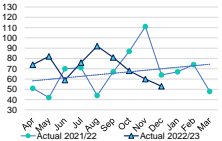
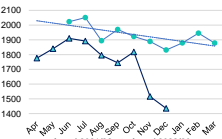
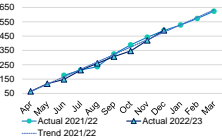
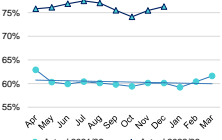
Place & Economy															
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Regulatory Services															
Safe and thriving places	STP32	% of food establishments in the area broadly compliant with food hygiene law		n/a	93.15%	93.93%	94.72%	94.72%	95.96%	94.66%	↓	Higher is better	95%	90%-95%	The rate is currently around the target level. The teams will continue to focus upon poor performing businesses which pose the highest risk to food safety rather than new lower risk businesses.
					2910 out of 3124	2939 out of 3129	2944 out of 3108	2944 out of 3108	2989 out of 3115	2942 out of 3108					
Safe and thriving places	STP33	% of Local Land Charges searches processed within 10 working days		n/a	82.08%	85.31%	94.92%	86.65%	98.56%	89.58%	↓R	Higher is better	95%	85.5% - 95%	This indicator tracks the turnaround time for local searches submitted to Local Land Charges. In December, there was a temporary delay in searches processed by the highways search team which resulted in 10 local searches being returned after the 10 working day target. Overall, performance remains within tolerance and is anticipated to be back on target in January's return.
					435 out of 530	424 out of 497	355 out of 374	1214 out of 1401	137 out of 139	86 out of 96					
Safe and thriving places	STP35	% of Rogue trading activities tackled (rogue traders subject to a Trading Standards intervention)		Trading standards institute is the national body - look for benchmarks there	100%	100%	100%	100%	100%	100%	→	Higher is better	100%	N/A	This indicator tracks the number of referrals received in respect of rogue trading and our response via a written intervention with the trader concerned. To date all referrals have been responded to, so performance remains at 100%. 1 x Foreign labelled cigarettes supplied as part of Challenge 25 test purchase. 2 x Poor workmanship and aggravating circumstance that has taken all the money but not completed the work, 1 x sale of counterfeit goods and advertises on social media, 1 x notice regarding alleged underage sale of alcohol with previous history on underage sales, 1 x notice issued as part of Motor cycle PPE project
					36 out of 36	38 out of 38	24 out of 24	98 out of 98	11 out of 11	6 out of 6					
Safe and thriving places	STP13	Number of Private Sector Disabled Facilities Grants (DFG) cases on waiting list		n/a	n/a	n/a	n/a	81	69	81	↑	N/A - Tracking	TBC	N/A	The numbers on the DFG waiting list have gone up slightly this month, but the number of cases on the waiting list has reduced significantly since the beginning of the financial year. A new Adaptations Technical Officer started in Dec 2022, and another is due to start in the New Year, which will help reduce the waiting further.
Safe and thriving places	STP14	Number of Private Sector Disabled Facilities Grants completions		n/a	46	38	48	132	17	17	→	Higher is better	168 (14 per month)	TBD	The good performance on the number of DFG completions has continued this month. Some jobs have continued to be finished sooner than expected, and surveyors have been able to sign off jobs as soon as they were completed.

Children's Services															
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date (Academic Year)	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Children's Trust (This data is for the whole of Northamptonshire)															
Better, brighter futures	BBF05 (KPI 2)	% of referrals with a previous referral within 12 months		22.7% (All English Authorities 2021 - LAIT)	32% (2,228)	30% (2,232)	28% (2,117)	TBD	30% (834)	30% (469)	➡	Lower is better	29%	25% - 40%	Performance has remained the same this month whilst remaining an area of ongoing focus with audit and review for learning. The dedicated education roles in MASH are working positively with schools to ensure appropriate referrals. Work with all partners continues to ensure appropriate and robust application of thresholds. Steps have been taken to strengthen the Early Help partnerships with Partnership Support Team (Early Help MASH) being placed in the MASH pods and a leaner step down process. The high number of cases stepping down is presenting challenges in regards to capacity in Family Support/Early help partnership. It is anticipated that the Early Help partnership board and the implementation of the early help action plan will continue to support appropriate reduction going forward. COVID: has an impact on volume and quality of re-referrals.
Better, brighter futures	BBF06 (KPI 3)	% of single assessments authorised within 45 working days		88% We are in the process of identifying more up to date benchmark data for this PI.	96% (2,329)	95% (2,419)	91% (2,671)	TBD	90% (1,196)	89% (799)	⬇️ A	Higher is better	85%	85% - 95%	Assessment timescales remain consistently above target and national average but have declined slightly in the last 3 months. All managers monitor this very closely via daily reports. A narrative is provided for cases that go beyond 45 days and this remains a very small minority. Lower performance this month has been impacted by challenges with staffing and higher levels of staff sickness in DAAT (Duty and Assessment teams). There are a higher than average number of new starters coming Jan 23. In addition to timeliness, we work on increasing the quality of assessments and more effective use of SoS (Signs of Safety) in our interventions.
Better, brighter futures	BBF07 (KPI 8)	% Children in care with three or more placements in the previous 12 months		9% (All English Authorities 2020/21 - LG Inform)	13.6% (1,188)	12.1% (1,226)	11.6% (1,229)	TBD	11.7% (1,241)	11.6% (1,229)	⬆️ G	Lower is better	10%	5% - 15%	Performance has improved by 0.1% this month. Consideration of various options to improve sufficiency is continuing, including exploration of capital investment, additional in house resources, as well as improved engagement with the market. Planning permission granted for two new emergency homes. Through improved edge of care arrangements, the close oversight on admissions to care, and the developments within placement sufficiency, we are confident we can reduce the need for child to move home as frequently. Positively, Children's Home Capital Programme application with the DfE has been successful, and that should also support progress in this area. COVID: Placement sufficiency remains a challenge, sustained performance in this work should also have a positive impact on KPI 7.
Better, brighter futures	BBF08 (KPI 9)	% of young people now aged 17 - 21 and in employment, education or training who were looked after when aged 16		53% (All English Authorities 2020/21 - LG Inform)	60% (677)	65% (672)	63% (666)	TBD	64% (661)	63% (666)	⬇️ A	Higher is better	55%	50% - 60%	This month has seen performance decline slightly to 63%, comparing favourably with 58% across England. Focus in this area continues to be driven through arrangements with local colleges, the virtual school and the senior personal advisor (Education and Employment) with further review of contracted arrangements (Prospects) to be undertaken to ensure we have the best approach/ support for young people. Work with councils to ensure EET (employment, education or training) opportunities and support is in place for our care leavers. COVID: has had a significant impact on the mental health and wellbeing of care leavers, targeted work support care leavers to access EET.
Better, brighter futures	BBF09 (KPI 10)	% of young people now aged 17 - 21 and living in suitable accommodation who were looked after when aged 16		89% (All English Authorities 2020/21 - LG Inform)	93% (677)	95% (672)	93% (666)	TBD	95% (661)	93% (666)	⬇️ A	Higher is better	90%	85% - 95%	Performance for this month declined slightly to 93%, still above the target of 90%. We know that we have some young people in unsuitable accommodation, including a number of young people sentenced to custody, and some who have no accommodation at all. We work hard to address this, tenaciously seeking to engage with young people who may see our attempts at support as interference. The care leavers housing protocol is in place and work is being progressed under the governance of a strategic group; this includes a review of the housing panels and engagement with the housing associations. Helpful discussions with colleagues in the Councils is placing the housing sufficiency needs of care leavers as central to their housing strategies. The Accommodation Transitions Panel is now in operation and ensures all young people have a comprehensive, accommodation-focused, shared, and timely transition plan.
Better, brighter futures	BBF10 (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	100% (5)	89% (9)	88% (7) Q3	TBD	n/a (reported quarterly)	88% (7) Q3	⬇️ A	Higher is better	72%	57% - 77%	Strengthened family finding and matching processes have been implemented which alongside improved permanency tracking arrangements have supported timely decision making process and ability to progress adoption placements. The use of foster to adopt placements have also positively influenced this performance indicator. COVID: it has taken longer for courts to hold final hearings which could have a longer term impact on this target.

Children's Services															
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Learning, Skills & Education															
Better, brighter futures	BBF14	Number of schools rated inadequate by Ofsted		n/a	5	5	3	3	3	3	➡	Lower is better	n/a - Tracking	n/a	<p>NO NEW RESULTS RECEIVED FOR DEC SO NO CHANGE FROM NOV</p> <p>2 primary schools and 1 secondary school remain inadequate all of which are academies.</p> <p>17 primary academies remain RI (requires improvement) and 3 Secondary Academies.</p> <p>3 LA (Local Authority Maintained) Primary Schools remain RI.</p> <p>With plans developing to share pupil outcome data with each Locality Area (begin in the Spring) and a strategy to be written in co-production which will develop cross school-working on the key areas for improvement, it is hoped that over time, measures can be agreed and achieved which will reduce the number of RI schools as well as raise standards, bringing the North at least in line with national.</p>
TBC	BBF12 (LS3a)	% of primary schools judged as good or outstanding by Ofsted		89%	76.6%	79.3%	80.2%	80.2%	80.2%	80.2%	➡	Higher is better	Target under review	n/a	<p>NO NEW RESULTS RECEIVED FOR DEC SO NO CHANGE FROM NOV</p> <p>The % data presented at the end of December remains at 80.2%.</p>
TBC	BBF13 (LS4a)	% of secondary schools judged as good or outstanding by Ofsted		79%	75%	75%	75%	75%	75%	75%	➡	Higher is better	Target under review	n/a	<p>NO NEW RESULTS RECEIVED FOR DEC SO NO CHANGE FROM NOV</p> <p>The percentage of secondary schools judged as good or outstanding has remains at 75%, no further inspections have taken place.</p>
Better, brighter futures	BBF15 (LS6a)	Rate of suspensions in primary aged pupils		1% (All English Authorities 2019/20 - LAIT)	n/a	n/a	n/a	0.70%	0.21%	0.05%	⬇G	Lower is better	Target under review	n/a	<p>It can be seen that the rate of suspensions fluctuate throughout the school year. During the summer term, suspensions tend to tail off in primary. This is particularly during a time of end of year exams are taking place. This reflects the national picture.</p> <p>The EIP (Educational Inclusion & Partnership) Team are engaging with primary schools- particularly where there are higher suspensions or potential suspensions being flagged up to provide support and offer services that may help the school and / or parent.</p> <p>The collaborative work and drive from the EIP Team with schools is having a positive effect.</p>
Better, brighter futures	BBF16 (LS7a)	Rate of suspensions in secondary aged pupils		7.43% (All English Authorities 2019/20 - LAIT)	n/a	n/a	n/a	5.07%	1.83%	0.97%	⬇G	Lower is better	Target under review	n/a	<p>The number of suspensions in secondary schools has risen slightly. There were a couple of suspensions right at the end of the summer term.</p> <p>The EIP (Educational Inclusion & Partnership) Team are working hard with the schools to look at positive ways to lower the figures. This means engaging with schools and getting involved with other agencies to support the schools.</p> <p>Training/ support for schools is now being developed and discussed in the EIP Team as to how they too can increase their own PD Toolbox to support and give advice to schools.</p>
Better, brighter futures	BBF17 (NI 114a)	Rate of Permanent exclusions from school - Total		0.06% (All English Authorities 2019/20 - LAIT)	n/a	n/a	n/a	0.052%	0.013%	0.014%	⬆R	Lower is better	Target under review	n/a	<p>EIPT (Educational Inclusion & Partnership Team) are making schools more accountable for their actions but there is still work to be done with schools where we are supporting and yet challenging them.</p>


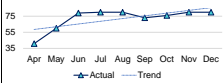
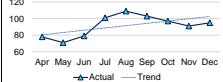


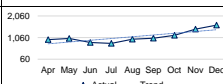
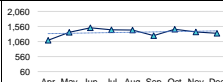
Children's Services															
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Better, brighter futures	BBF18a	% of EHC (education health care) plans issued within 20 weeks (of those due in month)		59.9% All English Authorities 2021 - LAIT)	57.2%	59.3%	61.8%	59.4%	58.2%	76.3%	↑G	Higher is better	Target under review	n/a	Overall performance is improving month on month as new systems and the permanent workforce are embedded. Clearing the backlog of over 100 out of time assessments has enabled workforce capacity to manage timely performance, with the implementation of the early help offer this will sustain performance and managing demand going forward
					107 out of 187	105 out of 177	110 out of 178	322 out of 542	32 out of 55	45 out of 59					
Better, brighter futures	BBF18 (SEN1)	% of EHC (education health care) plans completed in month issued within 20 weeks (excluding exceptions)		n/a	63.2%	40.3%	30.6%	45.4%	7.1%	33.3%	↑G	Higher is better	Target under review	n/a	This metric has been reviewed and is materially affected by the successful efforts to clear back logs in the caseload providing a highly skewed negative performance position. This has been raised with the Performance Analyst / Officer's for replacement with the BFF18a measure which shows actual performance against the 20 week deadlines (and includes any excluded pathway points).
					86 out of 136	93 out of 231	26 out of 85	205 out of 452	2 out of 28	5 out of 15					
Better, brighter futures	BBF18b	% of EHC (education health care) plans completed in month issued within 20 weeks (including exceptions)		n/a	56.2%	38.6%	50.3%	46.9%	51.9%	51.9%	→	Higher is better	Target under review	n/a	This metric has been reviewed and is materially affected by the successful efforts to clear back logs in the caseload providing a highly skewed negative performance position. This has been raised with the Performance Analyst / Officer's for replacement with the BFF18a measure which shows actual performance against the 20 week deadlines
Better, brighter futures	BBF19 (E1)	Percentage of school age Child/Children in Care (CIC) who had a PEP in the previous academic term.		n/a	96%	97%	97%	97%	97%	97%	→	Higher is better	95%	90% - 95%	PEP (personal education plan) compliance remains above the 95% target The Virtual School provide an effective system and process that ensures that PEPs are completed consistently. This includes: commissioning and maintaining an online PEP system, ensuring those who require it have access to the system, providing training and guides on using the system, providing regular communication and prompts to partners to book and hold the meeting, and providing regular reporting to NCT on the progress of meetings held.
					346 out of 355	346 out of 355	346 out of 355	346 out of 355	346 out of 355	346 out of 355					
Better, brighter futures	BBF22	Number of children without a school place	135 children without a school place	TBC	n/a Not reported until Nov.22 - Monthly thereafter	n/a Not reported until Nov.22 - Monthly thereafter	TBD	TBD	150	135	↓G	Lower is better	Target under review	n/a	Two new officers have been appointed who start at the end of August, but will take time to train. One temp has started this week to help admin to add applications to the system starting. Three further posts have been advertised to complete the new structure of the School Admissions team. Of concern is the backlog as we expect a further increase in the number of applications for a September start.
Better, brighter futures	T49 BBF23	% Children achieving a good level of Development in Early Years Foundation Stage Profile	62.1% children achieving a good level of development in EYFS	TBC	n/a Annually reported	n/a Annually reported	n/a Annually reported	62.1% (21 / 22)	Report Annually in Dec	62.1% (21 / 22)	n/a	Higher is better	N/A - Tracking	n/a	National Average 2021/22 = 65.2%
Better, brighter futures	T50 BBF24	% Children achieving Age Related Expectations or above in reading, writing and maths at Key Stage 2	55.5% children achieving age related expectations KS2	TBC	n/a Annually reported	n/a Annually reported	n/a Annually reported	55.5% (21 / 22)	Report Annually in Dec	55.5% (21 / 22)	n/a	Higher is better	N/A - Tracking	n/a	National Average 2021/22 = 58.7%
Better, brighter futures	T51 BBF25	Percentage of children achieving grade 9-5 in English and Maths	42.9% children achieving grade 9-5 in English & Maths	TBC	n/a Annually reported	n/a Annually reported	n/a Annually reported	42.9% (21 / 22)	Report Annually in Dec	42.9% (21 / 22)	n/a	Higher is better	N/A - Tracking	n/a	National Average 2021/22 = 49.8%
Better, brighter futures	BBF26	Attainment gap for disadvantaged children achieving grade 5 or greater in English & Maths (%)	30.1% attainment gap	TBC	n/a Annually reported	n/a Annually reported	n/a Annually reported	30.1% (21 / 22)	Report Annually in Dec	30.1% (21 / 22)	n/a	Lower is better	N/A - Tracking	n/a	National Average 2021/22 - 37.8%

Adults, Communities & Wellbeing															
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Adult Social Care															
Active, fulfilled lives	AFL01	Total number of people allocated to each team		n/a	5007 (June)	5227 (September)	5227 (December)	5227 (December)	5362	5227	↓G	Lower is better	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: There was a slight decrease to the overall caseload compared to previous month snapshot. The most significant decrease was seen for Community Kettering team (-183 people). The Community Wellingborough team had the most significant increase (+55 people). Adult social care is a demand led service and peaks and troughs can be seen over extended time periods - these are monitored to ensure that there is an understanding of the reasons for any peaks and troughs - e.g. flu season can impact on increasing referrals and corresponding reductions can be seen later in later reporting periods when people have recovered independence
Active, fulfilled lives	AFL02	Number of unscheduled review requests		n/a	317	329	241	887	73	82	↑R	Lower is better	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: The number of people requesting an unscheduled review has increased by 12% from previous month; a change from the decreasing trend seen over the past 5 months. The most significant increase was for Community Kettering Team (+12). This can often be seen as a seasonal pressure and one that is expected within colder seasons.
Active, fulfilled lives	AFL03	Percentage of New Requests for Services (all ages) where Route of Access was Discharge from Hospital, that had a sequel of short term services to maximise independence (ST-MAX i.e. reablement)		n/a	32%	33%	33%	33%	33%	33%	→	Lower is better	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: There were 23 new requests for people aged 18-64 (+4 from previous month) and 516 for people aged 65 and over (+59 from previous month). The proportion change from previous month was less than 1%, with no significant change seen across other sequels to request for support.
Active, fulfilled lives	AFL04	Number of new safeguarding concerns received per month		n/a	939	1042	826	2807	296	247	↓G	Lower is better	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: There was a slight decrease on the number of new concerns received. This is lowest number of concerns seen this financial year, but still remains above the previous financial year's monthly average of 245. The overall year-on-year upwards trend is also seen nationally in the number of concerns received as reported in the NHS Safeguarding return (SAC). There is a recognised delay from receipt to input, so this figure is almost certain to increase slightly.

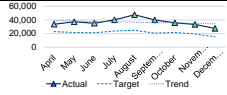

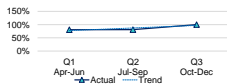
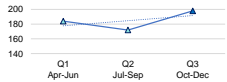
Adults, Communities & Wellbeing															
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Active, fulfilled lives	AFL05	New safeguarding concerns determined to be enquiries (both s42 and other) *(A S42 enquiry must take place if there is reason to believe that abuse or neglect is taking place)		n/a	215	249	181	645	60	53	↓	No polarity	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: There was a continued decrease in the number of concerns determined to be enquiries, to the lowest this financial year. This month remains significantly lower than the YTD average (74), and below the previous financial year's average (66). This correlates very strongly with the number of new concerns received, which was also reduced this month.
Active, fulfilled lives	AFL06	Total number of open Deprivation of liberty Safeguard cases		n/a	1910	1744	1435	1435	1516	1435	↓G	Lower is better	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: The number of open cases continued to decrease this month to the lowest point this financial year and is around 341 cases lower than at the start of the financial year and 475 lower than the peak seen this financial year. ASC Comments: The team continue to be proactive in tackling the backlog of open cases through the use of agency BIAs and having a dedicated staff member contacting care homes to ascertain if there has being any change of circumstance for these citizens.
Active, fulfilled lives	AFL07	Long-term support needs met by admission to residential and nursing care homes, per 100,000 population (older people 65 years +)		488.3 (All English Authorities 2020/21 - LG Inform)	148.09	306.87	490.08	490.08	419.85	490.08	↑	No polarity	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: There have been 321 admissions; an increase of 46 from previous month. 39 new admissions following an assessment and 7 as a result of change in setting following a review. Average monthly growth has increased to 53 per 100,000. The cumulative trend is comparable to the previous year.
Active, fulfilled lives	AFL08	Number of people who were prevented from requiring statutory care, or whose need was reduced		84.6% East Midlands Average, we are in the process of identifying more up to date benchmark data for this PI.	76.90%	75.50%	76.30%	76.30%	75.50%	76.30%	↑G	Higher is better	No target - tracking indicator only	TBC The 2021-22 financial year will be used as a baseline to set benchmarks for the 2022-23 financial year.	BI comments: There was a further increase this month. The range of change over the financial year is minor (within 3% points) and rates are significantly higher than those seen in 2021/22.
		Delaying and reducing the need for care and support having received short term services to maximise independence (ST-MAX) services*			123 out of 160	271 out of 359	434 out of 569	434 out of 569	375 out of 497	434 out of 569					

Adults, Communities & Wellbeing															
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Public Health															
Active, fulfilled lives	AFL22	Smoking quit rate at 4 weeks		n/a	63.3% (Apr-Jun 2022) 133 out of 210	60.2% (Jul-Sep 2022) 142 out of 236	64.3% (Oct-Nov 2022) 146 out of 227	62.9% (Apr-Nov 2022) 423 out of 673	66.4% (Oct 2022) 73 out of 110	n/a (data lag)	↑G	Higher is better	60%	5%	Lag in data in the preceding 2 months The service is overjoyed to have achieved such a high success rate for November. As always we endeavour to continue to improve this, and to increase engagement across North Northamptonshire.
Better, Brighter Futures	BBF02	% of infants due a new birth visit that received a new birth visit within 14 days of birth		88.2% (All English Authorities 2020/21 - LG Inform)	98.2% (Jun 2022) 652 out of 664	96.9% (Sep 2022) 657 out of 678	97.2% (Nov 2022) 277 out of 285	96.6% (Apr-Nov 2022) 5004 out of 5179	93.2% (Oct 2022) 619 out of 664	97.2% (Nov 2022) 277 out of 285	↑G	Higher is better	90%	TBC	This indicator represents North Northamptonshire. December 2022 data will be available in January's report. Benchmark updated: England 2020/21. The Health Visiting Service is going through a challenging period, activity is higher than last months 93.2% they are above the English average of 88.2 % and achieving 97.2% of the NBV mandated target. The service is seeing the most of the remaining children by 28 days. The service has recently recruited a skill mix of staff in the 0-19 service to enable the team to increase their capacity and ability to see every child for their mandated health checks
Active, fulfilled lives	AFL20	% of in-year eligible population offered an NHS Health Check		4.7% (All England Q2 2022/23)	8.3% (Apr-Jun 2022) 1865 out of 22515	10.9% (Jul-Sep 2022) 2464 out of 22510	15.9% (Oct-Dec 2022) 3577 out of 22497	35.4% (Apr-Dec 2022) 7965 out of 22497	3.0% (Oct 2022) 664 out of 22445	7.6% (Nov 2022) 1721 out of 22497	↑G	Higher is better	8.4% (100% annual target)	TBC	Benchmark is England Q2 2022/23. Further detail on ALF20 and ALF21:- December saw continued problems with reporting issues. Multiple practices, including the large Lakeside practice in Corby, have seen their data uploads affected by third party reporting software removing the scheduled reporting jobs in practices. In addition, there are a handful of practices not 'coding' invites correctly. Both issues are being worked on. There is a significant amount of invites/checks missing from the totals. The NHS Health Check programme has suffered through Covid-19. The programme was paused multiple times on a national and local level. The issues visible in the performance data are reflected nationally, and North Northants is not an outlier. Before Covid-19, the England average for the percentage of the population offered an NHS Health Check per quarter was 4.3% (Q3, 19/20). This England average dropped to a low of 0.2% during Covid-19. The England average for percentage of the eligible population that received an NHS Health Check was 1.9% (Q3, 19/20) before Covid-19. The England average dropped to a low of 0.1% during Covid-19.
Active, fulfilled lives	AFL21	% of in-year eligible population who received an NHS Health Check		1.6% (All England Q2 2022/23)	3.3% (Apr-Jun 2022) 752 out of 22515	5.1% (Jul-Sep 2022) 1159 out of 22510	5.6% (Oct-Dec 2022) 1251 out of 22497	14.1% (Apr-Dec 2022) 3171 out of 22497	2.0% (Oct 2022) 442 out of 22445	2.0% (Nov 2022) 446 out of 22497	→	Higher is better	5% (60% annual target)	TBC	North Northants now sits around the England average, which considering the NHS Health Check programme in North Northants has been delivered entirely by primary care (and further still considering the pressures primary care is under), there is a good platform to build on as we continuously work on service improvement, but also look at expanding the programme through community-based options. Primary care has been under a lot of pressure since Covid-19 and this time of year also brings winter pressures as we move through the colder months. For this reason, NHS Health Checks cannot always be a priority. When comparing with national averages, it is worth keeping in mind that local authorities all have different models for delivering NHS Health Checks, so naturally local authorities with non-primary care providers (e.g., in-house teams, specialist commissioned services, leisure providers, etc.) may not have faced the same challenges that North Northants has in their attempts to both restart the NHS Health Check programme and keep it running consistently.
Better, Brighter Futures	BBF01	Breastfeeding rate at 6-8 weeks		49.3% (All English Authorities - 2021/22 - PHOF)	51.8% (Jun 2022) 347 out of 670	51.2% (Sep 2022) 353 out of 689	45.0% (Nov 2022) 127 out of 282	46.4% (Apr-Nov 2022) 1036 out of 2228	49.1% (Oct 2022) 336 out of 684	45.0% (Nov 2022) 127 out of 282	↓	Higher is better	55%	52.25% - 55%	This indicator represents North Northamptonshire. December 2022 data will be available in January's report. Benchmark updated: England 2021/22. The breastfeeding peer support service continues to support this work across the county. Public Health are developing an emergency Infant feeding pathway to support parents in poverty unable to afford Infant formula & provide essential nutrition to their babies under one. Local insight is indicating that poverty is contributing to an increase in breastfeeding.
Better, Brighter Futures	BBF03	% of children who received a 6-8 week view by the time they were 8 weeks		81.2% (All English Authorities - Q2 2021/22)	97.9% (Jun 2022) 656 out of 670	97.8% (Sep 2022) 674 out of 689	96.8% (Nov 2022) 304 out of 314	98.2% (Apr-Nov 2022) 5203 out of 5296	98.1% (Oct 2022) 671 out of 684	96.8% (Nov 2022) 304 out of 314	↓	Higher is better	90%	TBC	This indicator represents North Northamptonshire. December 2022 data will be available in January's report. Benchmark updated: Q2 England 2021/22. The Health Visiting Service is going through a challenging period, however they are improving and are above the England average achieving 96.8% the 6-8 week mandated target. The service has recently recruited a skill mix of staff in the 0-19 service to enable the team to increase their capacity and ability to see every child for their mandated health checks
TBC	BBF04	% mothers known to be smokers at the time of delivery		9.1% (England 2021/22 - PHOF)	11.20%	10.90%	n/a (not yet reported)	10.9% (Q2 2022/23)	n/a (reported quarterly)	n/a (not yet reported)	n/a (not yet reported)	Lower is better	11%	11% - 12%	This indicator represents North Northamptonshire. Tobacco dependency maternity advisors have been identified through the recruitment process, we are also looking to work with the LMNS and Midwifery to review the local model of LTP tobacco dependency service in maternity based on the evidenced based practice in Manchester which has achieved significant reductions in their SATOD (smokers at time of delivery) rates, supported by the stop smoking service
TBC	AFL23	% substance misuse clients waiting more than 3 weeks for their first intervention		9.3% (England Q2 2022/23 - NDTMS)	0% (Q1 2022/23)	0% (Q2 2022/23)	n/a (not yet reported)	0% (Q1-3 2022/23)	n/a (reported quarterly)	n/a (not yet reported)	n/a (not yet reported)	Lower is better	No target - tracking indicator only	National target will be available in April 2024	The latest data is available for Q2 2022/23.

Adults, Communities & Wellbeing															
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Housing Services															
Active, fulfilled lives	AFL13	Number of households whose homelessness was prevented		n/a	70	53	67	190	29	19	↓R	Higher is better	240 (20 per month)	TBD	
Active, fulfilled lives	AFL14	Number of households whose homelessness was relieved		n/a	62	80	69	211	29	18	↓R	Higher is better	300 (25 per month)	276 (23 per month)	Performance continues to fluctuate between months due to a variety of factors. This reflects the difficulties the Housing Options Team are having trying to secure accommodation solutions, particularly in the private sector in order to prevent or relieve households homelessness locally. There is a recognised need for the team to move its focus further upstream to maximise homelessness prevention opportunities and action plan is being developed in this regard.
Active, fulfilled lives	AFL12	Number of rough sleepers (single night snapshot figure)		12 (All English Authorities 2021 LG Inform)	n/a	n/a	n/a	n/a	16	14	↓G	Lower is better	9	TBD	We identified 14 individuals bedded down across North Northamptonshire (NN) on our single night outreach session, of which 5 were new to rough sleeping. We have seen an increase in numbers within the Wellingborough area, which present with the same reasons for rough sleeping (RS) as other areas, but the numbers are higher, however we are starting to see more individuals circulate around the Wellingborough area that may have worked with the team in other localities in the past. This maybe because of multiple factors, such as evictions from our temporary accommodation provisions as most of our provisions are within the Wellingborough area, along with the food provision in Wellingborough being the best across NN provided by the community and faith groups. During the month of December we triggered SWEPP (severe weather emergency protocol) for the first time this winter, and saw a huge amount of approaches, where 37 individuals were placed under SWEPP into accommodation. SWEPP was operational for 12 nights in total with the outreach being out every week day night across NN responding to new intel. We had 9 RS across NNC refuge accommodation and safeguarding's were raised for all. The team continued to support these individuals during the day and night time There were a lot of placements made out of hours, and since the ceasing of sweep it has been interesting that a large number of individuals who were placed have not been seen on street outreach nor worked with the team. This is something we will be monitoring heavily in readiness for when SWEPP is triggered again.
Safe and thriving places	STP38	Percentage of rent collected			88.84%	91.11%	91.82%	91.82%	91.34%	91.82%	↑G	TBD	TBD		The indicator measures the total amount of (gross) rent collected over the period as a proportion of the total amount of (gross) rent due that financial year. This is a combined cumulative figure. The numerator for the calculation is made up of the total rent collected from current tenants for the current and past years. This is the gross rent collected. The denominator is the total rent available. This is made up of the rent available to be collected on all tenanted properties plus the rent arrears from current tenants at the start of the year. In Kettering, the rent free week meant the collection rate was greater than total collectable
Safe and thriving places	STP11	Number of council housing lets completed		n/a	80	112	134	326	55	33	↓	No polarity	No target - tracking indicator only	N/A	This is a combined figure for Corby and Kettering teams to help monitor the number of council properties being let on a monthly basis. December has seen a decrease in the number of properties let.
Safe and thriving places	STP12	Number of council houses vacant and available to let		n/a	n/a	n/a	n/a	12	12	12	↓G	Lower is better	29	TBD (currently using standard 5%)	This is a combined snapshot figure for Corby and Kettering teams of the number of properties ready for tenants at the end of each month but which have not yet been allocated to customers. The aim is to keep this figure low. In December there was a reduction in the number of properties ready to let.

Adults, Communities & Wellbeing															
Key Commitme nt	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Safe and thriving places	STP36	Number of voids - Kettering Area		n/a	n/a	n/a	n/a	56	51	56	⬆️R	Lower is better	No target - tracking indicator only	N/A	This data provides a snapshot of the number of void properties the team are processing at the end of the month. The number of properties void at the end of December in Corby remained the same as the previous month, whereas the number void in Kettering increased by 5. Weekly monitoring meetings continue to take place and ensure any voids are dealt with as efficiently as possible.
		Number of voids - Corby Area		n/a	n/a	n/a	n/a	80	80	80	➡️				
Safe and thriving places	STP37	Void turnaround time - Kettering Area (Mean Average)		TBD	n/a	n/a	n/a	95 days	91 days	95 days	⬆️R	Lower is better	No target - tracking indicator only	N/A	This performance measure monitors the time taken to turnaround a void property for both Corby and Kettering areas from keys in to keys out so covers several teams areas of work including landlord services, housing allocations and the repairs team. In November, the Kettering turnaround time increased by 4 days, this is due to there being 4 major voids let in December with a total of 1087 days void, whereas the Corby turnaround figure remained at 90 days. As of April 2023 this figure will be broken down into standard and major void to give a more accurate turnaround time for each as a small number of major voids can mask the efficiency with which the majority of voids are turned around in
		Void turnaround time - Corby Area (Mean Average)		TBD	n/a	n/a	n/a	90 days	90 days	90 days	➡️				
Safe and thriving places	STP08	% of properties with a valid gas safety certificate		TBD	n/a	n/a	n/a	99.7%	99.8%	99.7%	⬆️	Higher is better	100%	99.5% and above	As at the end of December, 25 properties were without a valid gas safety certificate, 24 of those were in the Corby area. The one in the Kettering area is awaiting planning. Of the 24 in the Corby area, 2 properties have since been recorded as serviced. 1 property is currently void and a service has been scheduled. 4 properties we have received warrants for on 03/01/2023 and these get executed on 10/01/2023, 1 property is getting a new boiler fitted and 8 have a court date booked for 17/01/2023. 8 are at Legal stage awaiting court dates. We are limited to the number of properties we can take to court each fortnight to obtain right of entry warrants, so this is impacting compliance.
								7903 out of 7928	7910 out of 7929	7903 out of 7928					
Safe and thriving places	STP09	Total number of emergency repairs completed		n/a	2815	2804	4249	9868	1450	1636	⬆️	N/A - Tracking	N/A - monitoring levels of demand	N/A	All emergency repairs are to be completed within 24 hours and this measure helps to monitor the level of demand for the service. During December there was an increase in the number of emergency repairs. Note: Kettering's figures includes gas repairs.
Safe and thriving places	STP10	Total number of non-emergency repairs completed		n/a	3987	4147	4183	12317	1379	1335	⬆️	N/A - Tracking	N/A - monitoring levels of demand	N/A	This monitors all other repairs that are not classed as an emergency and at present Kettering and Corby have different targets for these repairs. Kettering has 7 day, 28 day and 90 day timescales and Corby has 30 day target for all non emergency appointments. Work is underway to align these timescales.

Adults, Communities & Wellbeing															
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Safe and thriving places	STP04	Total Active applicants on the Keyways Housing Register		n/a	n/a	n/a	n/a	4486	4368	4486	↑	N/A - Tracking	N/A - monitoring levels of demand	N/A	<p>This provides a snapshot of the number of applicants active on the Council's housing Register (Keyways). Active applications continue to increase month on month.</p> <p>Please note that as applications are made active, previously active applications have the status changed to pending, suspended, closed, and housed. This increase therefore is not how many applications are being assessed in total. Annual renewals are currently suspended due to staff resources. Once in place this will reduce the active total due to applicants non-contact and change of circumstances.</p>
Safe and thriving places	STP05	New Housing Applications Received		n/a	n/a	n/a	n/a	417	536	417	↓	N/A - Tracking	N/A - monitoring levels of demand	N/A	<p>Slight decrease in new applications from last month with 417. This is an expected trend for December each year. The average for the year has therefore slightly decreased also to 493 from 503 last month.</p>
Active, fulfilled lives	AFL15	Total number of homeless approaches		n/a	862	1095	1197	3154	408	417	↑	N/A	N/A - monitoring levels of demand only	N/A	<p>3,863 households approached the Council as homeless during 2021/22, which is an average of 320 approaches per month. Currently the Housing Options Team have a live caseload of approx. 1128 cases and during December there was a small increase in the no of approaches from 408-417 (note bank holidays and office closure) so there remains a high incoming demand and concerns that this trend of increasing demand is set to continue further.</p> <p>NOTE – From mid November the HOA on triage has been adding the case to the system so this should reduce cases being missed and / or duplicated.</p>
Active, fulfilled lives	AFL16	Number of households accepted as owed the main housing duty		n/a	67	66	88	221	45	19	↓	N/A	288 (24 per month)	TBD (currently using standard 5%)	<p>This measure indicates the number of households that have been accepted by the Council as homeless due to being unintentionally homeless, eligible for assistance and have a priority need and for which the Council has been unable to achieve a positive housing solution during the prevention and relief stages of the process (AFL13 and AFL14). During 2021/22 there were 284 households accepted as being owed the main housing duty.</p> <p>The number of decisions made dropped in the month of December, likely affected by the Christmas break and additional leave taken by the team.</p>
Active, fulfilled lives	AFL17	Total number of households living in temporary accommodation		n/a	n/a	n/a	n/a	209	207	209	↑	Lower is better	200	TBD	<p>The number of households living in temporary accommodation remains fairly stable.</p> <p>The number of households placed outside of North Northamptonshire remains low (two households as at 12.01.2023).</p> <p>"This figure is for statutory duty placements only and does not include the additional cohort of rough sleepers accommodated under discretionary powers"</p>
Active, fulfilled lives	AFL18	Number of households with family commitments* living in bed and breakfast accommodation		n/a	n/a	n/a	n/a	2	4	2	↓G	Lower is better	0	TBD	<p>As a result of the increased number of households being approved for placement into temporary accommodation, and lack of available self contained accommodation in North Northamptonshire, some families have preferred to accept an offer of hotel accommodation instead of being placed out of area. The team monitors these cases on a daily basis to ensure their stay is kept to an absolute minimum (typically a few days to a week).</p>
Active, fulfilled lives	AFL19	Number of rough sleepers rehoused into accommodation for 6 months or more		n/a	26	39	20	85	8	4	↓R	Higher is better	60 per year (5 per month)	TBD	<p>December has been a challenging month for the team with the triggering of SWEP (Severe Weather Emergency Protocol) which was operational for 12 nights. The team have been focusing on responding to reports and intelligence of new rough sleepers and supporting them off the streets during the cold spell as quickly as possible. This has impacted team capacity to support move on arrangements for rough sleepers placed within discretionary accommodation. However 2 rough sleepers have moved on into permanent accommodation solutions direct from the street and 2 individuals from the cohort currently supported in temporary accommodation</p>

Adults, Communities & Wellbeing															
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments
Communities and Libraries															
Active, fulfilled lives	AFL09	Number of physical visits to libraries		n/a	106,285	127,954	96,971	331,210	33,481	27,599	↓	Higher is better	December target: 15,263 Annual target: 246,187	0	Despite the holiday closures in December we have exceeded our expected target for the month. This is possibly due to Libraries reopening for the period between Christmas and New year and the impact of libraries as "warm Spaces".
Safe and thriving places	STP01	Number of new business started with support from the BIPC Northamptonshire		n/a	7	11	6	24	n/a (reported quarterly)	6	↓	Higher is better	6.25 Quarterly 25 Annual	0	On track to exceed target. Expecting a similar return for quarter 4.
Safe and thriving places	STP02	Number of satisfactory Anti-Social Behaviour resolutions by North Northamptonshire Council		n/a	80.65%	80.77%	100.00%	87.06%	n/a (reported quarterly)	100.00%	↑G	Higher is better	No target - tracking indicator only	N/A	The Corby locality continues to trial the monitoring of ASB case resolution, which is conducted by contacting each complainant to ascertain whether they are satisfied with the outcome of their case. % for q3 is 28 from 28 who responded. The arrangement for Corby is being extended to Kettering as part of the ASB review and it is our intention to widen this to other localities for the 2023/24 reporting year.
					25 out of 31	21 out of 26	28 out of 28	74 out of 85	n/a (reported quarterly)	28 out of 28					
Safe and thriving places	STP03	Number of repeat incidents of reported domestic abuse incidents		n/a	184	172	198	554	n/a (reported quarterly)	198	↑R	Lower is better	No target - tracking indicator only	0	Oct: 59; Nov: 78; Dec 61. Corby: 48, East Northants: 40, Kettering: 67, Wellingborough: 43 The data is taken from Northants Police 'Boat' data reports, which provide outcome data on a wide range of crime areas and incidents reported. We will utilise the data collected over this performance year and set targets for future years based on that profile. The data will also inform our responses to domestic violence and our partnership strategies through the Community Safety Partnership.



North Northamptonshire Council Performance Report - December 2022

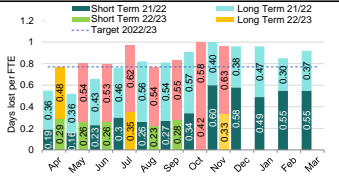
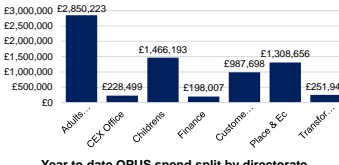
Key to Performance Status Colours

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

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

Performance Terminology key

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

Customer & Governance																																																																			
Human Resources																																																																			
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 22-23	Quarter 2 22-23	Quarter 3 22-23	Year to Date	November 2022/23	December 2022/23	Direction of Travel (Nov - Dec) or Latest)	Polarity	Target	Tolerance	Comments																																																				
Modern Public Services	MPS06	Average number of working days lost per Full time Equivalent (FTE) employee (short term)	 <table><caption>Days lost per FTE by month</caption><tr><th>Month</th><th>Short Term 21/22</th><th>Short Term 22/23</th><th>Long Term 21/22</th></tr><tr><td>Apr</td><td>0.83</td><td>0.36</td><td>0.77</td></tr><tr><td>May</td><td>0.81</td><td>0.36</td><td>0.77</td></tr><tr><td>Jun</td><td>0.54</td><td>0.43</td><td>0.77</td></tr><tr><td>Jul</td><td>0.62</td><td>0.43</td><td>0.77</td></tr><tr><td>Aug</td><td>0.58</td><td>0.46</td><td>0.77</td></tr><tr><td>Sep</td><td>0.58</td><td>0.54</td><td>0.77</td></tr><tr><td>Oct</td><td>0.55</td><td>0.55</td><td>0.77</td></tr><tr><td>Nov</td><td>0.42</td><td>0.63</td><td>0.77</td></tr><tr><td>Dec</td><td>0.50</td><td>0.63</td><td>0.77</td></tr><tr><td>Jan</td><td>0.55</td><td>0.47</td><td>0.77</td></tr><tr><td>Feb</td><td>0.49</td><td>0.38</td><td>0.77</td></tr><tr><td>Mar</td><td>0.56</td><td>0.37</td><td>0.77</td></tr></table>	Month	Short Term 21/22	Short Term 22/23	Long Term 21/22	Apr	0.83	0.36	0.77	May	0.81	0.36	0.77	Jun	0.54	0.43	0.77	Jul	0.62	0.43	0.77	Aug	0.58	0.46	0.77	Sep	0.58	0.54	0.77	Oct	0.55	0.55	0.77	Nov	0.42	0.63	0.77	Dec	0.50	0.63	0.77	Jan	0.55	0.47	0.77	Feb	0.49	0.38	0.77	Mar	0.56	0.37	0.77	Local Government 'single tier' national average - 9.2 days lost per employee over 12 months (0.77 days lost per month) ST average for 12 months is 3.8 days lost and LT is 5.4 days lost	0.8 days lost per Fte employee	0.9 days lost per Fte employee	1.2 days lost per Fte employee	2.96 days lost per Fte employee	0.33 Fte days lost per Fte employee	0.41 Fte days lost per Fte employee	↑R	Lower is better	Target for the full year is 9.2 days combined as per the Benchmark (3.8 ST and 5.4 LT). This equates to 0.77 days lost per FTE per month .	0.32 days (Tolerance = 15% - 0.32 - 0.37 days)	Short term absence has seen a slight increase from the previous month however long term absence has decreased and overall there is no change from the previous month.
	Month	Short Term 21/22	Short Term 22/23	Long Term 21/22																																																															
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MPS07	Average number of working days lost per Full time Equivalent (FTE) employee (long term)		1.7 days lost per Fte employee	2.1 days lost per Fte employee	2.2 days lost per Fte employee	5.99 days lost per Fte employee	0.63 Fte days lost per Fte employee	0.55 Fte days lost per Fte employee	↓G	Lower is better		0.45 days (Tolerance = 15% - 0.45 - 0.52 days)																																																							
Modern Public Services	MPS11	Amount of Spend on Agency Staff within each Directorate OPUS ONLY	 <table><caption>Year to date OPUS spend split by directorate</caption><tr><th>Directorate</th><th>Spend (£)</th></tr><tr><td>Adults</td><td>£2,850,223</td></tr><tr><td>CCX Office</td><td>£228,499</td></tr><tr><td>Childrens</td><td>£1,466,193</td></tr><tr><td>Finance</td><td>£198,007</td></tr><tr><td>Outcomes</td><td>£987,698</td></tr><tr><td>Place & Ec</td><td>£1,308,656</td></tr><tr><td>Transferor...</td><td>£251,947</td></tr></table>	Directorate	Spend (£)	Adults	£2,850,223	CCX Office	£228,499	Childrens	£1,466,193	Finance	£198,007	Outcomes	£987,698	Place & Ec	£1,308,656	Transferor...	£251,947	n/a	£1,864,458	£2,356,131	£3,070,636	£7,291,225	£1,272,043	£915,644	↓G	Lower is better	No target - tracking indicator only	N/A	This is 'Opus' spend only and based on a 4 week month. Overall, the average weekly spend was lower in December compared to November.																																				
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December 2022 HR Workforce Data Report											
Sickness Absence Data by Assistant Directorate - April 2022 - December 2022											

YTD: Year to Date
FTE: Full Time Equivalent

Assistant Directorate*	Sickness Absence										
	YTD Fte days lost per Fte employee									Dec-22 % of workforce to have sickness	Dec-22 No' of employees to hit trigger
	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22		
Adult Services	1.20	2.51	3.82	5.33	7.25	8.96	10.60	11.87	13.42	27%	25
Commissioning & Performance	0.46	0.98	1.07	1.67	3.10	3.47	4.49	4.77	5.26	8%	2
Housing (this included Communities prior to Nov-22)	0.98	1.91	2.53	3.21	3.77	5.07	6.28	5.05	5.91	20%	4
Communities**								8.42	9.59	13%	15
HRA	1.05	2.45	4.07	6.05	7.91	10.04	11.77	13.73	15.33	16%	18
Public Health	0.35	0.78	0.99	1.29	1.47	1.60	1.85	2.15	2.59	2%	2
Safeguarding, Wellbeing and Provider Services	1.01	1.94	2.84	4.08	5.08	6.09	7.84	10.90	12.97	27%	41
Adults, Communities and Wellbeing Services Total	0.95	1.98	2.94	4.13	5.34	6.62	8.05	9.66	11.09	19%	107
Assistant Chief Executive	0.41	0.63	0.43	0.67	0.77	0.78	0.76	0.77	0.78	0%	
Chief Executive's Office	0.00	0.00	0.00	1.17	1.18	1.17	1.17	1.18	1.27	0%	
IT							3.09	2.93	2.94	0%	
Chief Executive Office Total	0.29	0.47	0.30	0.83	0.90	0.91	2.09	2.04	2.06	0%	0
Assistant Director Education	0.63	1.13	1.49	2.48	2.92	3.04	3.35	3.73	4.02	8%	
Commissioning & Partnerships (includes client role for Children's Trusts)	0.00	0.21	0.20	0.20	0.38	0.38	0.39	0.39	0.38	0%	
Schools	0.42	0.84	1.25	3.08	3.88	4.82	5.91	6.85	7.23	11%	2
Childrens Services Total	0.50	0.95	1.31	2.55	3.12	3.54	4.12	4.70	4.98	9%	2
Customer Services							8.22	9.14	10.50	29%	4
Human Resources	0.10	0.29	0.67	0.96	1.16	1.67	2.85	3.12	3.41	10%	
Legal and Democratic Services	0.45	0.81	1.43	2.06	2.64	3.83	4.66	5.35	6.05	12%	1
Customer & Governance Total	0.24	0.51	0.99	1.42	1.78	2.58	5.32	5.95	6.79	19%	5
Audit and Risk	0.00	0.00	0.00	0.00	0.00	0.00	0.15	0.15	0.74	14%	
Financial Accountability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%	
Financial and Strategy	0.64	1.32	2.57	3.92	3.97	4.87	5.13	6.47	8.25	7%	2
Performance, Intelligence & Partnerships							0.68	0.67	1.33	9%	
Procurement	0.46	0.46	0.47	0.47	0.47	0.46	0.46	0.45	1.12	10%	
Revenues and Benefits	1.01	2.00	3.26	4.06	4.70	5.21	5.68	6.10	6.37	10%	1
Finance Services Total	0.80	1.57	2.63	3.57	3.97	4.51	4.59	5.21	5.94	9%	3
Assets and Environment	0.64	1.35	2.73	4.09	5.25	6.63	8.47	9.85	11.17	18%	16
Directorate Management	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0%	
Growth and Regeneration	0.45	0.80	1.25	1.66	1.95	2.29	2.73	3.40	3.81	8%	
Highways and Waste	0.98	2.85	4.45	5.94	7.02	7.58	8.35	8.98	9.83	16%	8
Regulatory Services	0.46	0.84	1.11	1.49	1.97	2.86	4.00	4.88	5.42	10%	3
Place and Economy Services Total	0.67	1.60	2.69	3.75	4.60	5.50	6.68	7.63	8.52	14%	27
Transformation	0.40	1.22	2.22	3.41	3.55	3.55	3.54	3.89	4.16	11%	
Transformation Total	0.73	1.41	2.40	3.80	4.37	5.16	3.54	3.89	4.16	11%	0
NNC Total	0.78	1.64	2.55	3.66	4.58	5.59	6.73	7.90	8.95	16%	144

	Dec-22			
	Monthly Fte days lost per Fte employee ST	Monthly Fte days lost per Fte employee LT	YTD Fte days lost per Fte employee ST	YTD Fte days lost per Fte employee LT
Adults, Communities, Wellbeing	0.50	0.78	3.51	7.58
Chief Executive Office	0.00	0.00	1.13	0.94
Childrens Services	0.24	0.03	2.02	2.96
Customer & Governance	0.58	0.20	2.73	4.06
Finance & Performance	0.17	0.36	1.42	4.51
Place and Economy Services	0.33	0.53	2.96	5.56
Transformation	0.19	0.00	1.57	2.59
NNC Total	0.41	0.55	2.96	5.99

Sickness Absence Definition - December	Fte days lost per Fte employee is a nationally used calculation where the total number of days of absence are divided by the total number of FTE (full time equivalent) employees available to work. April - December 2022/23 sickness data shows that on average each Fte employee has had 8.95 days of sickness so far this year with a projected figure for the year 2022/23 of 11.9 days.
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Establishment Data by Assistant Directorate - December 2022

Assistant Directorate	Employees		Posts		Agency			Voluntary Turnover***			Starters	
	Headcount	Fte	Number	Fte	Covering Vacancies	Super- numerate	Agency Spend (£000's)*	Rolling	Monthly	No' of Leavers	No' of Starters	% of workforce
Adult Services	241	215.40	342	326.68	9		£32	18.8%	2.1%	5	3	1.2%
Commissioning & Performance	92	86.85	128	124.08	6		£41	19.2%	3.3%	3	1	1.1%
Housing	70	61.65	107	103.49	22		£40	16.3%	0.0%		1	1.4%
Communities	236	162.26	549	366.19	2			0.0%	0.0%			0.0%
HRA	257	228.51	380	357.32	58		£69	17.5%	1.2%	3	1	0.4%
Public Health	91	82.46	224	216.02	26		£39	12.4%	1.1%	1		0.0%
Safeguarding, Wellbeing and Provider Services	318	268.07	436	414.00	57		£131	20.8%	1.3%	4	5	1.6%
Adults, Communities and Wellbeing Services Total	1305	1105.21	2166	1907.78	180	0	£353	17.4%	1.2%	16	11	0.8%
Assistant Chief Executive	13	12.11	29	28.48			£2	18.5%	0.0%			0.0%
Chief Executive's Office	12	11.16	16	15.54			£9	0.0%	0.0%			0.0%
IT	33	29.77	40	37.38			£22	21.3%	0.0%			0.0%
Chief Executive Office Total	58	53.04	85	81.39	0	0	£33	16.7%	0.0%	0	0	0.0%
Assistant Director Education	106	101.41	151	148.54	18	12	£201	32.5%	1.9%	2	2	1.9%
Commissioning & Partnerships	16	14.23	21	21.00	3	6	£2	19.9%	0.0%		1	6.3%
Schools	79	69.85	125	97.32				8.7%	1.3%	1		0.0%
Childrens Services Total	201	185.48	297	266.86	21	18	£203	21.3%	1.5%	3	3	1.5%
Customer Services	98	77.84	119	105.03			£6	10.7%	0.0%		1	1.0%
Human Resources	73	64.21	100	95.19	5	1	£10	16.0%	1.4%	1		0.0%
Legal and Democratic Services	49	43.05	99	77.96	12		£108	15.4%	0.0%			0.0%
Customer & Governance Total	220	185.10	318	278.18	17	1	£125	13.7%	0.5%	1	1	0.5%
Audit and Risk	7	6.62	16	16.00				40.0%	0.0%			0.0%
Finance Accountancy**	2	1.04	22	20.45	5			0.0%	0.0%			0.0%
Finance and Strategy	43	40.94	37	34.76	2		£5	10.7%	0.0%		1	2.3%
Performance, Intelligence & Partnerships	11	10.05	23	21.90				0.0%	0.0%			0.0%
Procurement	10	9.43	15	15.00				0.0%	0.0%			0.0%
Revenue and Benefits	93	81.13	120	106.38	11		£31	14.9%	0.0%			0.0%
Finance & Performance Total	166	149.21	233	214.49	18	0	£36	13.0%	0.0%	0	1	0.6%
Assets and Environment	214	188.98	347	305.41	10		£30	17.8%	1.4%	3	2	0.9%
Directorate Management	5	5.00	5	5.00				0.0%	0.0%			0.0%
Growth and Regeneration	93	85.10	145	136.42	24	3	£75	15.1%	1.1%	1		0.0%
Highways and Waste	192	188.07	264	253.76			£38	12.4%	1.0%	2		0.0%
Regulatory Services	99	91.82	135	126.76	8	2	£20	17.7%	0.0%			0.0%
Place and Economy Services Total	603	558.97	896	827.36	42	5	£162	15.7%	1.0%	6	2	0.3%
Transformation	27	26.86	37	37.00			£4	20.6%	3.7%	1		0.0%
Transformation Total	27	26.86	37	37	0	0	£4	20.6%	3.7%	1	0	0.0%
NNC Total	2580	2263.87	4032	3613.06	278	24	£916	16.8%	1.0%	27	18	0.7%

*Opus spend only, doesn't include any off-contract agency spend

** This relates to spend posted in the Corporate Treasury cost centre which has no positions attached

*** LG average turnover benchmark (12.9%)

Establishment Data by Assistant Directorate - Further Detail and Definitions

Establishment Data Heading	Definition
Employees	The headcount and Fte (full time equivalent) shows by Directorate the total number and Fte of Employees (excluding casual/zero hours) who have a contract of employment with contracted hours.
Posts	The number and Fte (full time equivalent) of posts in each Directorate. The number of posts can differ from the Fte due to the post type, this predominantly relates to bucket posts where the post number is unique but more than one person can occupy the post, typically a bucket post will have budgeted hours of more than 37 (1 Fte) to allow for multiple occupants.
Agency	Opus People Solutions are the councils preferred supplier for temporary workers and provide a breakdown of spend each month, for more specialist roles temporary workers can also be procured through off contract agencies. Only spend through Opus is currently reported.
Absence	Fte days lost per Fte employee is a nationally used calculation where the total number of days of absence are divided by the total number of FTE (full time equivalent) employees available to work. April - August sickness data shows that on average each Fte employee has had 4.6 days of sickness so far this year with a projected figure for the year of 11.0.
Voluntary Turnover	Those employees (excluding casual/zero hours) who voluntarily left the organisation (including retirement) shown as a % of the average headcount over a rolling year.
Starters	New employees to the organisation (excluding casual/zero hours)

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EXECUTIVE 16th February 2023

Report Title	Security Services Contract
Report Author	George Candler, Executive Director of Place and Economy george.candler@northnorthants.gov.uk
Lead Member	Cllr Graham Lawman, Executive Member for Highways, Travel and Assets

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

List of Appendices

None

1. Purpose of Report

- 1.1. This report summarises the work undertaken to analyse the options to secure cost-effective and consistent Building Security Services across North Northamptonshire Council.
- 1.2. The report recommends a preferred way forward and seeks permission to procure a single Building Security Services provider through a dedicated competitive tendering exercise to deliver all services across North Northamptonshire on a contractual basis for an agreed period.

2. Executive Summary

- 2.1 The Council currently arranges for the provision of a range of Building Security Services for Council-owned buildings, spending circa £370k per annum through five contractors. These are currently delivered to varying specifications across the Council. Services are predominantly provided by external organisations (with the exception of some out-of-hours 'keyholder' activities, which are delivered by a small number of in-house personnel).
- 2.2 The largest contract, covering the former County Council properties and the Cube, expires at the end of March 2023, therefore, the new NNC service delivery arrangements will ideally be in place as soon as possible in 2023 to ensure continuity of services to these properties as part of the new approach. Interim contracts, likely with current providers, will be implemented to continue service provision, within the existing service budgets until the new contract starts.
- 2.3 The Council wishes to move to a harmonised and consistent approach which offers value for money and meets the needs of current and future service users. Whilst this primarily aims to ensure consistency, it also provides an opportunity to reduce fragmentation in both procurement and delivery, releasing efficiencies accordingly.
- 2.4 This paper:
- summarises the objectives for Building Security Services moving forward
 - explores options for either direct delivery or procurement of third-party providers for the preferred approach.
 - Proposes a preferred way forward that allows the new arrangements to be scoped, procured and mobilised in 2023.

3. Recommendations

- 3.1 It is recommended that the Executive:
- a) Confirm the preferred procurement route of procuring a single Building Security Services provider through a dedicated competitive tendering exercise to deliver all services across North Northamptonshire
 - b) Delegate authority to the Executive Member for Highways, Travel, and Assets in consultation with the Assistant Director for Assets & Environment to:
 - i. finalise the scope of services, and the preferred service standards to be specified
 - ii. ensure scalability and willingness for the contractor to invest are included as key requirements
 - iii. commence the procurement process and award the contract.

3.2 Reasons for Recommendations:

- The recommendation provides a cost-effective solution, which can be deployed to suit the changes in service need and delivery throughout the contract period.
- The proposed option will provide a reliable security service and provision to monitor contractor performance, providing quality services for North Northamptonshire residents.
- The proposed framework route will allow flexibility to add and remove the buildings covered by the contract as the Council's estate is reviewed and evolves over the coming years.

3.3 Alternative Options Considered - A number of alternative options were considered by both operational managers and procurement colleagues, including building an in-house team, using an established Security Services framework agreement or incorporating Security Services within a wider Facilities Management (FM) contract. The preferred option was deemed to offer the best value for money to the Council in terms of access to providers, risk and overall value for money.

4. Report Background

- 4.1 There is currently a breadth of different service standards, costs, delivery processes and arrangements in place for Building Security Services across the Council. These reflect the historical arrangements in place in the County, District and Borough Councils operating prior to the establishment of NNC in April 2021.
- 4.2 The arrangements inherited from the existing contracts are largely considered to be sub-optimal. In the main, performance has been acceptable, but, there is ample opportunity for improvement and efficiencies. Fragmentation of arrangements has meant there is little consistency in the service.
- 4.3 In this context, the Council wishes to identify both the optimum forward arrangements and the preferred procurement route for accessing a more consistent, appropriately integrated, harmonised and, if required, rationalised Building Security Service across the Council.
- 4.4 There is an expectation that TUPE will not apply between the Council and the new contractor. Some Council employees undertake tasks which could be outsourced; however, it is not thought that the level of change to individual job descriptions and roles would be of a level to trigger TUPE. Any impact to individual staff members will be managed in consultation with the staff concerned.
- 4.5 TUPE will apply between the existing external providers and the new provider and may also apply to the people who currently provide services via agencies as these services will be in scope for the new contract.

5. Issues and Choices

- 5.1 The forward service arrangements seek to provide consistent service standards to the existing portfolio of properties, unless there is good reason not to. They will involve no diminution of currently specified services.
- 5.2 In doing so, the Council's client-side Technical Team are revisiting the Building Security standards for each building to devise a narrow range of standards which can be used across the property estate. The arrangements will meet a number of Council operational objectives including:
- harmonisation of approaches and standards
 - adequate capacity to deliver the specified standards (frequencies, locations and service quality expectations)
 - resilience in resources
 - eradication of current service inefficiencies
 - investment in management systems/production of robust business intelligence
 - scalability and flexibility (to add additional services or/and services to additional buildings).
- 5.3 The new Service should allow for any additional Council-owned or leased buildings not within the current service scope to be included at a later stage and for existing buildings to be removed from the contract scope during the contract period, if desired.
- 5.4 An options identification and appraisal has been undertaken to identify how best to access the most appropriate set of arrangements available to the Council to meet its operational expectations. These arrangements include:
- An affordable and sustainable Building Security solution
 - Building security provided to the desired level in all in-scope buildings
 - Sufficient capacity to deliver services to the specified standard
 - Optimised service delivery moving forward.
- 5.5 Acknowledging the desire for consistency and a preference for TUPE to apply, then the headline options explored were as follows:
- **Direct in-house** delivery of services through a Council-employed Building Security Team
 - Procuring a single Building Security Services provider through a **dedicated competitive tendering exercise** to deliver all services on a contractual basis for an agreed period (this could be adapted to break the Council area into a small number of lots as a variation on a theme)
 - Reaching through **an established framework agreement** to appoint one or more Building Security Services providers (thus avoiding the need for/cost of a separate dedicated procurement exercise).

- 5.6 In order to establish an inhouse security service, the following functions would need to be established:- 1st responder, lock/unlock, remote monitoring, patrols, SIA licencing, with sufficient staffing resilience (including management capacity) and suitable roles to attract staff to unsociable hours contracts. It is expected that this would be more expensive for the Council to undertake than a private organisation. Added that the provision of security services is not the Council's core business, this option was discounted.
- 5.7 Incorporation within a more fully integrated FM contract was ruled out for the time-being due to specialisms in many Security roles and the need for resilience of staff cover for unsociable hours, in particular. It also aligns with other decisions to retain a standalone Cleaning Service contract in the medium term (with cross-Council alignment in the first instance with potential for further inter-service integration to be explored thereafter).
- 5.8 In exploring the options, it became apparent that use of established framework agreements would exclude current Council Building Security providers from the process. It was also evident that there was a shortage of Northamptonshire-based businesses who would have the opportunity to pursue the contract. Similarly, building a new North Northamptonshire framework agreement was discounted given the time constraints for existing contracts and the preference.
- 5.9 Drawing on a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, the preferred option is to procure a single Building Security Services provider through a dedicated competitive tendering exercise to deliver all services across North Northamptonshire. This route offers several potential advantages, including:
- allowing the Council scope to specify requirements – including investment and systems expectations - in full, from the outset
 - placing accountability on one provider to deliver services at a price and to a quality specified in their tender response
 - Ensuring as many companies as possible have the opportunity to bid for the contract, including local Northamptonshire based firms.
 - securing economies of scale not available through smaller bespoke (re)procurements/ arrangements
 - offering stability and security throughout the contract duration (assuming the performance targets are met)
 - TUPE would likely apply for relevant Authority and supply chain staff.
- 5.10 Initial preparation work around the process is currently being undertaken by the Procurement and technical teams, with discussions having commenced around extending current provision where necessary until the proposed procurement has been completed.
- 5.11 Appropriate steps will be taken to ensure any procurement route will be fully compliant with the UK Procurement Regulations and will be approved by the Council's Procurement Team.

- 5.12 The new contract is expected to take at least 6 months to procure and, as such, interim contractual arrangements will need to be implemented with incumbent security providers, working to existing budget constraints.

6. Next steps

- 6.1 The next steps are as follows:
- a. Confirm the preferred procurement route
 - b. Finalise the scope of services, list of buildings and the preferred service standards to be specified
 - c. Ensure contractor innovation, investment and scalability are included as key requirements
 - d. Progress market engagement in a manner that complies with Council procurement rules.

7. Implications (including financial implications)

7.1 Resources, Financial and Transformation

- 7.1.1 The proposed arrangements seek to work within the allocated revenue budgets for the impacted service.
- 7.1.2 The delivery routes (including the procurement options) were subject to a SWOT analysis considering a breadth of issues around affordability, deliverability and flexibility; as well as both value for money and potential risk.
- 7.1.3 The Council currently spends circa £370k per annum on security arrangements across its estate. The new contract is proposed to to be a three plus one year contract, which aims to ensure flexibility such that the level of security service provided can be reduced (or increased) should changes in buildings arise following the council's asset rationalisation programme or the security requirements for a locality change.

7.2 Legal and governance

- 7.2.1 There is a requirement to comply with Public Contract Regulation 2015 and the Council's financial and constitutional procedures regarding any of the future options.
- 7.2.2 The Public Contracts Regulations 2015 requires contracts for supplies and services of more than £213,477 to be tendered in accordance with the regulations.

7.3 Relevant Policies and Plans

- 7.3.1 The procurement will seek bidder solutions that align with the Council's Corporate Plan commitment to deliver Modern Public Services.

7.4 Risk

- 7.4.1 Failure to provide appropriate arrangements and associated resources for this service may contribute to deterioration of the Council's estate and associated health and safety and reputational risks.
- 7.4.2 Failure to secure sufficient capacity via a third-party provider is likely to continue to lead to under-performance of the service.
- 7.4.3 Continuation of the current fragmented arrangements sustains current levels of underperformance and will have both management and re-procurement cost implications.
- 7.4.4 Failure to enter into affordable and flexible arrangements may see the Council unable to fulfil its commitments to service continuity, customer service, safeguarding and value for money.
- 7.4.5 Ensuring both a safe operating environment for council staff and that our assets are suitably secured is vital to safeguard the provision of services and staff. Having contractual access to sufficient and suitably qualified security arrangements, therefore, mitigates the above risk.

7.5 Consultation

- 7.5.1 No external consultation is required as part of this decision.

7.6 Consideration by Executive Advisory Panel

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

7.7 Consideration by Scrutiny

- 7.7.1 This item is eligible to be reviewed by the Scrutiny Commission as part of their work plan.

7.8 Equality implications

- 7.8.1 An equality impact assessment will be in place as part of the project and cover the TUPE transfer process and the terms of the selected contractor.

7.9 Climate and Environment Impact

- 7.9.1 Appointing a single provider is intended to have a number of climate change mitigation benefits arising from
 - Improved resource deployment
 - More modern (and environmentally friendly) plant and equipment
 - Enhanced use of management information to plan and deliver services.

7.9.2 Within the procurement, bidders will be requested to demonstrate how they are supporting climate change through reductions in their carbon emissions, which might include switching to low carbon vehicles, sustainable procurement practices or removing reliance on paper.:

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7.10 **Community Impact**

7.10.1 Improved building security will help to maximise benefits for customers and community-oriented service delivery through safer and more secure public buildings. The proposed route aims to provide flexibility to change service delivery arrangements as product innovation emerges to further improve security, safety and value for money moving forward.

7.11 **Crime and Disorder Impact**

7.11.1 None arising directly as a result of this paper.

8. **Background Papers**

8.1 None

EXECUTIVE 16th February 2023

Report Title	Concessionary Travel Reimbursement in 2023/24
Report Author	George Candler, Executive Director for Place & Economy Graeme Kane, Assistant Director of Highways & Waste
Lead Member	Cllr Lloyd Bunday, Executive Member for Finance

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

List of Appendices

None

1. Purpose of Report

- 1.1. This report seeks agreement for the arrangements for reimbursing bus operators for concessionary bus travel in 2023-24.

2. Executive Summary

- 2.1. The Council has a statutory duty under the Transport Act 2000 to reimburse bus operators for free travel by eligible older persons' and disabled persons' pass holders under the English National Concessionary Travel Scheme.
- 2.2. Since the start of the Covid-19 pandemic, concessionary bus travel has been significantly below pre-Covid levels. In consequence, the Government has asked councils to reimburse operators at above actual levels. Secondary legislation is required for this purpose. The Government has now asked the Council to continue reimbursement at pre-Covid levels through the 2023/24

financial year and will be laying secondary legislation before Parliament to permit this.

- 2.3. In North Northamptonshire, operators were reimbursed at 100% of pre-Covid levels until 30th September 2022 and have since been reimbursed at 90% of pre-Covid levels. It is recommended that, subject to Parliament approving the necessary secondary legislation, reimbursement continues at 90% of pre-Covid levels until 31st March 2024 to provide consistent funding for operators to minimise the likelihood of further reductions to bus services.

3. Recommendations

- 3.1. It is recommended that the Executive agree to reimburse bus operators for concessionary travel at 90% of pre-Covid levels until 31st March 2024 (this is subject to the passage of appropriate secondary legislation through Parliament)
- 3.2. Reason for Recommendation – To support bus operators in North Northamptonshire following the decline in passenger numbers caused by the Covid pandemic with the intention of securing current bus provision.
- 3.3. Alternative Options Considered – The Council could provide a lower level of concessionary reimbursement than proposed; however, this would be likely to lead to a reduction in the level of bus service for North Northamptonshire communities. The Council could provide a 100% reimbursement based on pre-Covid levels. This would reverse the recent reduction to 90% and is considered to set an unrealistic expectation that patronage levels (and related funding) will reach 100% of pre-Covid levels in the foreseeable future. It is, therefore, not recommended. Except for the small number of subsidised services provided under contract to the Council, the level of service provided is a matter for the commercial bus operators and not a decision which the Council can make or directly influence.

4. Report Background

- 4.1. The Council has a statutory duty under the Transport Act 2000 to reimburse bus operators for free travel by eligible older persons' and disabled persons' pass holders under the English National Concessionary Travel Scheme.
- 4.2. Because free travel is likely to generate additional journeys, compared to the situation where passengers had to pay their own fare, operators are generally reimbursed a proportion of the fare that would otherwise be paid, so that they are no better and no worse off as a result of concessionary travel. For less frequent services, operators are reimbursed the full fare, because of the reduced ability for passengers to make additional journeys.
- 4.3. Bus patronage has been significantly reduced since the start of the Covid pandemic and concessionary pass use, at 65-70% of pre-Covid levels remains

significantly below the level for fare-paying passengers, which is around 90% of pre-Covid levels, giving overall patronage at around 80% of pre-Covid levels.

- 4.4. Since the start of the pandemic, the Government has asked travel concessionary authorities to maintain the reimbursement of bus operators for those carried free of charge with concessionary bus passes at above actual levels. This has required temporary changes in secondary legislation, most recently through The Mandatory Travel Concession (England) (Amendment) Regulations 2022 (SI 2022/284).
- 4.5. In North Northamptonshire, operators were reimbursed at 100% of pre-Covid levels until 30th September 2022 and have since been reimbursed at 90% of pre-Covid levels. Whilst the number of concessionary journeys made is currently at 65-70% of pre-Covid levels, fare increases mean that if operators were reimbursed on the basis of actual fares foregone, it would be around 75% of pre-Covid levels.
- 4.6. The Government has informed the Council that it intends to lay further secondary legislation before Parliament to allow operators to continue to be reimbursed at above actual levels in 2023/24 and has asked that operators continue to be reimbursed at pre-Covid levels.
- 4.7. To help with cost-of-living pressures, the Government is currently funding a temporary £2 cap on single bus fares, from 1st January to 31st March 2023. Participation by operators in the fare cap scheme is voluntary, although the majority of services in North Northamptonshire are covered. Whilst this may be useful in encouraging bus use, it is not of relevance to this report as the initiative will have ended before the recommendations of this report come into effect and people with concessionary passes already travel free of charge, except before 0930 or after 2300 on Monday to Friday.

5. Issues and Choices

- 5.1. The Council has a choice with regards to the rate at which it reimburses bus operators for concessionary travel after 1st April 2023. Broadly the choices are to:
 - Continue to maintain payments at 90% of pre-Covid levels for the duration of the 2023/24 financial year.
 - Increase payments above 90% of pre-Covid levels.
 - Reduce payments below 90% of pre-Covid levels, but above actual levels
 - Reduce payments to represent actual levels of patronage.
- 5.2. The Government has asked that any savings from the concessionary fares budget are retained within the wider supported bus sector – for example, through greater support for tendered bus services.
- 5.3. With concessionary bus travel currently at around 65-70% of pre-Covid levels (lower than overall patronage recovery), it is important to recognise that any

reduction in reimbursement to operators will inevitably lead to reduction in service levels. Equally, it seems unlikely that concessionary travel will return to pre-Covid levels in the foreseeable future. Since reimbursement at pre-Covid levels is unlikely to be permitted in the longer term, an eventual reduction in reimbursement seems likely unless Government changes the reimbursement calculation methodology to account for a reduced number of additional trips being generated as a result of concessionary travel.

- 5.4. In recent months, operators across the country have been adjusting their service levels to reflect both the reduced number of passengers they are carrying, the shortage of drivers and increased costs. In many parts of the country this has resulted in significant numbers of services being withdrawn, such that communities no longer have a commercial bus service.
- 5.5. In North Northamptonshire, most service reductions have been achieved through a reduction in the frequency of services, so that communities retain a service, albeit less often. Only a small number of infrequent services have been completely withdrawn, although in other areas some links between communities and particular destinations have been lost. Given this relative stability, retaining consistent funding levels to operators seems the most appropriate way to seek the best possible service levels for North Northamptonshire communities.
- 5.6. It is, therefore, recommended that, subject to passage of the appropriate secondary legislation through Parliament, concessionary reimbursement is maintained at 90% of pre-Covid levels until 31st March 2024.

6. Next Steps

- 6.1. Bus operators will be advised of the concessionary fare reimbursement for 2023/24 following the outcome of this report.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. The Council has a concessionary fares budget of £2.907m per annum. This covers both the reimbursement of operators for passengers carried free of charge, the issue of concessionary passes and the associated back-office systems. This report describes alternative options for reimbursement of operators, all of which could achieve savings against the allocated budget, as described in the table below. These figures include an allowance for new operators who have either started or expanded their operations since before the pandemic and for some new subsidised services being introduced which would require additional reimbursement.

Option	2023/24 minimum cost	Maximum saving
Budget available	£2.907m	-
Option A: Reimbursement at 100% of pre-Covid levels	£2.811m	-£0.096m
Option B: Reimbursement at 90% of pre-Covid levels	£2.537m	-£0.370m
Option C: Reimbursement at 80% of pre-Covid levels	£2.264m	-£0.643m
Option D: Reimbursement at actual levels (estimated 75% of pre-Covid)	£2.128m	-£0.779m

7.1.2. It should be noted that these savings would only be realised should concessionary fare reimbursement based on actual fares foregone remain below the level quoted. It seems unlikely that the 90% figure would be breached during 2023/24.

7.1.3. It should be noted that:

- Along with revenue from fare-paying passengers, concessionary fares reimbursement forms part of the revenue for subsidised services funded by the Council which helps to offset the costs of providing the service. Any reduction in the rate of concessionary reimbursement may reduce the revenue for these subsidised services meaning that the available budget will not go as far.
- The savings in the concessionary fares budget may not be sustained in the longer-term, even if patronage does not recover, as for most services operators only receive a proportion of the fare that a passenger would have paid to allow for the extra patronage generated by free travel. The reduction is based on a figure determined by Government, and it is likely that, if the reduction in patronage is sustained in future years, Government would recalculate this figure, therefore, increasing the reimbursement received by operators.

7.2. Legal and Governance

7.2.1. The Council's duties for the issuing of concessionary bus passes and the reimbursement of bus operators under the English National Concessionary Travel Scheme are set out in the Transport Act 2000 (as amended by the Concessionary Bus Travel Act 2007) and related secondary legislation.

7.2.2. Payment of operators at pre-Covid levels requires secondary legislation to amend the Mandatory Travel Concessions (England) Regulations 2011 (SI 2011/1121). That is currently achieved via The Mandatory Travel Concession (England) (Amendment) Regulations 2022 (SI 2022/284) which cease to have effect after 5th April 2023. Government has advised that it intends to lay further secondary legislation before Parliament to extend this period to April 2024. The recommendation in this report is, therefore, caveated on the successful

passage of this secondary legislation through Parliament. Should this not happen, the Council would have to revert to reimbursing operators based on actual patronage levels.

7.3. Relevant Policies and Plans

7.3.1. The proposal will assist the Council in meeting the priorities in the Corporate Plan around:

- Safe and Thriving Places
 - Enabling people to travel across North Northamptonshire and beyond
- Green, sustainable Environment
 - Demonstrate clear leadership on tackling environmental sustainability
 - Promote sustainable, active travel

7.3.2. The proposal will assist the Council in delivering the objectives of the North Northamptonshire Transportation Plan (the Council's Local Transport Plan), which the Council has a statutory duty to deliver, and the Bus Service Improvement Plan.

7.4. Risk

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

7.5. Consultation

7.5.1. No formal consultation has been undertaken or is required on this proposal. Bus operators have advised the Council that any significant reduction in revenue as a result of reduced concessionary fare reimbursement would be likely to impact service levels.

7.6. Consideration by Executive Advisory Panel

7.6.1. The former Environment, Growth and Climate Change Executive Advisory Panel considered the development of the Bus Service Improvement Plan and the Enhanced Partnership with bus operators, but did not specifically cover concessionary bus travel. The Sustainable Communities or Prosperous Communities Executive Advisory Panel may choose to do so in future.

7.7. Consideration by Scrutiny

7.7.1. Not applicable at this stage. The Scrutiny Commission may choose to consider concessionary bus travel in the future.

7.8. Equality Implications

- 7.8.1. An Equalities Screening Assessment found that the recommendation in this report will benefit all bus users or potential bus users across North Northamptonshire. They will be of proportionately greater benefit to the older age groups, those with disabilities, particularly those who are unable to drive, and those who are pregnant or using pushchairs, those with certain health problems and those on low incomes, who use buses proportionately more than the wider community. There are no identified negative impacts on the nine protected characteristics within the Equalities Act 2010.

7.9. Climate and Environment Impact

- 7.9.1. The proposals in this report should have a positive climate/environmental impact through maintaining and hopefully increasing bus use and reducing car use.

7.10. Community Impact

- 7.10.1. The proposals in this report reduce the risk that communities in North Northamptonshire will lose their bus service.

7.11. Crime and Disorder Impact

- 7.11.1. No apparent impact.

8. Background Papers

- 8.1. Transport Act 2000 (as amended by Concessionary Bus Travel Act 2007)

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EXECUTIVE 16th February 2023

Report Title	Public Health & NHSE Integrated Sexual Health and HIV services
Report Author	John Ashton – Interim Director of Public Health
Lead Member	Councillor Helen Harrison – Executive Member for Adults, Health and Wellbeing

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

List of Appendices

None

1. Purpose of Report

- 1.1 The purpose of this document is to provide an update on the Northamptonshire Integrated Sexual Health Service (NISHH) contract and to seek approval to extend for 1+1 years in line with the current option to extend clause in this contract.
- 1.2 North Northamptonshire Council (NNC) currently has a contract in place with NHS England, through a Section 75 (S75), for the delivery of sexual health and HIV services. The service is a mandatory service funded through the Public Health ring-fenced grant. The current service is provided by Northamptonshire Healthcare NHS Foundation Trust (NHFT), GPs, and Pharmacies across the county, as an open access service. North Northamptonshire Council is holding the commissioning responsibility for this service on behalf of West Northamptonshire Council (WNC). There is one contract covering both authorities.

- 1.3 This report seeks approval from the Executive to delegate authority to the Executive Member for Adults, Health and Wellbeing in consultation with the Council's Director of Public Health (DPH). The authority is required to extend the existing Section 75 agreements with NHS partners from April 2023 to March 2025.

2. Executive Summary

- 2.1 The report provides summary information on the progress so far with the integrated approach for Sexual Health and HIV services and options for future arrangements.
- 2.2 The NISHH initial contract period commenced on 1st April 2019 and is due to expire on 31st March 2023. The service currently covers both North and West Northamptonshire. The Provider is Northamptonshire Healthcare NHS Foundation Trust (NHFT). A similar report to approve the extension of the sexual health service is being prepared by West Northamptonshire Council's DPH for presentation at their Cabinet in February 2023.
- 2.3 The contract has a two-year option to extend which would subsequently end this arrangement on 31st March 2025. Extending this contract for a further 2 years would incur a total cost of £18.512m. The contribution from NHS for the 2-year extension would be £8.934m. The remaining contribution from the local authorities would be £9.578m. NNC's contribution value (48.6%), equates to £4.655m. The residual amount £4.923m would be contributed by WNC as per their contribution value (51.4%). The Integrated Sexual health contract value was approved by Northamptonshire County Council (NCC) Cabinet in 2017.
- 2.4 Work has begun with the service to review the areas that require further development and improvement such as Young People's sexual health outreach clinics, and to refresh the current performance monitoring schedule (matching these to the new national service specification which is being updated against national guidance and will include targets/baselines). Service improvement plans have been introduced to closely monitor for improvement in activity.
- 2.5 Evaluation frameworks will be introduced to measure the impact of the service, and this will be benchmarked against regional and statistical neighbours. This work will also inform a more strategic vision.

3. Recommendations

- 3.1. It is recommended that the Executive:
- a) Delegate authority to the Executive Member for Adults Health and Wellbeing in consultation with the Director of Public Health and the Executive Director of Finance and Performance to extend a Section 75 agreement (or equivalent public sector agreement) for up to two years with

partners, NHS England, to jointly commission the Integrated Sexual health and HIV service from April 2023 – March 2025.

- b) Agree to extend the current Northamptonshire Integrated Sexual Health and HIV contract with Northamptonshire NHS Foundation Trust (NHFT)

3.2. Reason for Recommendations:

- The recommended course of action is the most cost-effective and likely to match future services with the changing profile of North Northamptonshire's population
- Accords with legislation or the policy of the Council
- Enables development of the previous decisions of Northamptonshire County Council in September 2018,
- An extension of the NISHH contract with NHFT will provide time to undertake a needs assessment and benchmarking of the service and introduce new KPI's and targets required to meet the new and emerging needs of the population, identified through this process

3.3 Alternative Options Considered – The options available to North and West Northamptonshire are as follows:

- a) Extend the current contract with NHFT. This will provide time to undertake a needs assessment and a benchmarking exercise to better understand the emerging needs of the local population. The KPI's and targets would be updated through a contract variation to ensure the service is fit for purpose and delivering value for money while meeting local need.

This will also give time to understand how services have changed and how the learning can be further used to inform future re-commissioning of the new sexual health service in 2025 in line with the wider transformation and strategic aims.

Give time for the current Provider to reset and recover from the COVID-19 pandemic

- b) Do not extend the contract, and reprocure the service – the risk is that this would not be completed in time, and risk service disruption.

The transformation and strategic ambitions are still being refined and the risk is that the intentions may not be fully embedded in the new service design for 2023.

The recommendation is option A. This would provide consistency in provision, enabling NISHH to fully reset and recover. It will enable the development of robust performance/quality monitoring and to evaluate/inform future service

delivery. This option will provide time in considering the wider transformation including fitting the ICS agenda into future recommissioning

4. Report Background

- 4.1. In 2017, Northamptonshire County Council (NCC) gave approval for Section 75 arrangements with NHS England (NHSE) to commission an Integrated Sexual Health Service which offers preventative, diagnostic and treatment services, including contraceptive and sexually transmitted infection services and diagnosis of HIV and to improve equity of access across the county.
- 4.2. The Council currently has a contract in place with NHS England through a Section 75 agreement (s.75).
- 4.3. The Integrated Sexual Health and HIV Service is a mandated service funded through the Public Health ring-fenced grant and is provided by Northamptonshire Healthcare NHS Foundation Trust (NHFT), GPs, and Pharmacies across the county. It is an open access service.
- 4.4. The Integrated Sexual Health Service is funded by both North and West Northamptonshire Councils. The annual contract value is: -
- £3,712,000 for Integrated Sexual Health Service (ISHS) delivered by NHFT
 - £550,000 for Primary care delivery of Long-Acting Reversible Contraception (LARC) services.
 - £15,000 for Emergency Hormonal Contraception (EHC) supplied by Pharmacies
 - £15,000 for HIV testing supplied by Preventx
 - £ 122,000 Pre-exposure prophylaxis (PreP)
 - £375,000 Out of area activity
- Total £4,789,000
- NHS budget for HIV treatment and Care is **£4,467,000**.
- The total annual service contract is **£9,256,000**.
- 4.5. The contract was awarded in 2019 by Northamptonshire County Council (NCC) and contracts for all these services end on 31st March 2023.
- 4.6. The Integrated Sexual Health Service commissioned by the Council includes prevention and screening for HIV, however HIV treatment services are commissioned by NHS England. The NHS funds £4.467m per year for HIV treatment and has a contract with NHS Foundation Trust until 31st March 2023.
- 4.7. HIV treatment services are currently delivered by NHFT, in full alignment (staff, accommodation and reporting systems) with the Integrated Sexual Health Services commissioned by the Council. NHSE and NCC jointly prepared a

service specification and opened the tender for this service in February 2018, and the new service launched on 1st April 2019.

- 4.8. Disruption of this existing alignment is expected to increase costs, impact on the recruitment and retention of high-quality clinical staff and reduce accessibility for service users with the subsequent potential impact of increasing the numbers of people with HIV who access treatment at a late stage of disease progression.
- 4.9. Approval is now sought for delegated authority to be given to the Executive Member for Adults Health and Wellbeing in consultation with the Director of Public Health and the Executive Director of Finance and Performance, to extend the existing s.75 agreements with NHS partners to March 2025. This will enable the needs assessment and benchmarking to take place, and for longer-term commissioning options to be explored. The Council currently commissions this service on behalf of West Northamptonshire Council (WNC) too.
- 4.10. The first year of the extension will allow the Council and the Northamptonshire Integrated Care system to review the profile of need in North Northamptonshire for Sexual Health and HIV Service, as well as to creatively look at delivery options. The extension will deliver a procurement or other delivery option. It should not be assumed that the existing NHFT arrangements will continue, although this does remain an option. Possible replacement of existing services arrangements would require a procurement or related process.
- 4.11. This longer-term contract will continue to provide current services, and allow time to develop and transform services, with the aim to increase interest from the market, as well as obtain better value for money. It will also provide stability for service users, for whom trust, and confidentiality, are very important.
- 4.12. Under the s.75 there are opportunities for improved joint working. This will focus on prevention, transformation of service delivery, and lead to more effective and sustainable outcome focused contracts and services.
- 4.13. Building on existing organisational and policy arrangements with commissioning and provider organisations would be the least disruptive option in terms of organisational change. This will allow the Council to continue using existing mechanisms to promote better integration of Sexual Health services while the development of wider joint commissioning plans takes place.
- 4.14. The extension is sought for the delivery of the services and is covered by the original and current overarching NHS section S75 agreement entered into between the Council and NHFT (Northamptonshire Healthcare NHS Foundation Trust). As a result, this does not impinge on public procurement rules. The terms and conditions of the original contract will continue to apply subject to any variations agreed by the parties. A letter of extension is sufficient to formalise the two years (1+1) contract extension between the parties.
- 4.15. Performance
NISHH performance data for 2022/23 tells us that:

During 2022/23 the Service was available to the 3,014 residents (age 15 and above) of the North Northamptonshire area, and has provided

- All people (100%) accessing sexual health service are being offered an appointment, or walk-in, within 48 hours of contacting the provider
- All people (100%) accessing the sexual health service for emergency contraception have been offered Emergency Hormonal Contraception (EHC)
- There is an increase in the numbers of people accessing the service. This may be due to the success of non-face to face contacts. The service is now seeing more people than pre COVID-19 pandemic.
- Work to address areas of poor performance is mentioned in section 2.4.

Key Integrated Sexual Health service metrics	England 2021/22 (latest comparator data)	NNC 2021/22	NNC CIFPA neighbours	Trend
HIV - Among the sexual health service (SHS) patients the percentage tested from North Northamptonshire who were eligible to be tested for HIV in 2021.	45.8% in England.	38.8%	n/a	There is a decreasing/getting worse trend over the past five years.
The prevalence of diagnosed HIV per 1,000 people aged 15-59 years in 2019, is below the rate in England but above the CIPFA nearest neighbour rate.	2.32	2.01	1.59	No significant change over the past five years.
The number of new HIV diagnoses among people aged 15 years and above in North Northamptonshire in 2021.	4.8 per 100,000	20 total number (5.7 per 100,000)	n/a	No significant change over the past five years.
In North Northamptonshire, in 2019-21, the percentage of HIV diagnoses made at a late stage of infection (CD4 count ≤ 350 cells/mm ³ within 3 months of diagnosis) was worse than in England.	43.4%	59.1%,	n/a	Slight improvement on the previous year of 60.7.
Chlamydia- Screening - Young people in North Northamptonshire aged 15 to 24 attending sexual health services (SHS) and community-based settings screened for Chlamydia in 2021,	14.8%	15.0%	13.4%.	There is a decreasing/getting worse trend over the past five years.

Key Integrated Sexual Health service metrics	England 2021/22 (latest comparator data)	NNC 2021/22	NNC CIFPA neighbours	Trend
is similar to the England average and higher than the CIFPA nearest neighbours' average.				
Chlamydia detection rate per 100,000 young people aged 15-24 years in North Northamptonshire in 2021, is slightly below the rate for England.	1,334 per 100,000	1,231 per 100,000	n/a	n/a
The total abortion rate per 1,000 women aged 15-44 years in 2020 in Northamptonshire, higher than the England rate and the CIFPA nearest neighbours' rate.	18.9 per 1,000	was 20.7	17.3 per 1,000	There is an increasing/getting worse trend over the past five years.
Under-18s Conception rate in North Northamptonshire 2020, for girls aged 15-17 years, is similar to the rate in England.	13.0 per 1,000	13.7 per 1,000	n/a	n/a
Under 18 conceptions led to an abortion in North Northamptonshire in 2020, lower than in England and higher than 50.4% for CIFPA nearest neighbours. No significant change over the past five years.	53.0%	51.8%	50.4%	n/a

5. Issues and Choices

- 5.1. The existing Section 75 arrangement for Sexual health and HIV services ends in March 2023. It is proposed that the integrated commissioning approach through the S75 agreement between the two councils and NHSE will be extended for up to two years, and that services described above under this arrangement continue to be delivered during that period.
- 5.2. During the period of the extension commissioners will be undertaking a benchmarking exercise against neighbouring councils and a needs assessment. Following these options will be explored for the development of a transformed model of service provision and how this can be achieved.

- 5.3. The option to end the existing services in March 2023 is extremely risky as it could result in significant loss of essential services.
- 5.4. Delivery of other options, including bringing services in-house or running a procurement would not be possible before the end of the current arrangement. The proposals here are for these options to be modelled during the period of the extension.

6. Next Steps

- 6.1. Confirm agreement to act on the proposed continuation of contract arrangements with the NHSE.
- 6.2. Use the opportunities that strategic commissioning affords to work with partners to improve the effectiveness and efficiency of an integrated sexual health service.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. The financial implications are set out in the following tables and the costs will be met from within the existing Public Health budget.

Funding Allocation (2 years)

Contract Values (2 years)	£000's
NHSE	8,934
NNC (Contribution Value 48.6%)	4,655
WNC (Contribution Value 51.4%)	4,923
Total	18,512

Contract Costs

On-going costs (revenue) approx. - Sexual health services	2023/24 £000's	2024/25 £000's
NNC: 48.6% (£2,327)	2,327	2,327
WNC 51.4% (£2,462)	2,462	2,462
Cost of NHFT Sexual Health services	3,712	3,712
Emergency Hormonal Contraception (EHC) - maximum	15	15
Long-Acting Reversible Contraception (LARC) - maximum	550	550
HIV Screening	15	15
Pre-exposure Prophylaxis (PreP)	122	122
Out of area activity	375	375
Funding by Public Health Budget	4,789	4,789
HIV Treatment and care funded by NHSE	4,467	4,467
Total on-going costs (revenue)	9,256	9,256

7.1.2. There has been no request from the provider for an uplift in contract value over the 4-year period.. Within the integrated sexual health contract there is a gainshare clause which enables the provider to receive fifty percent of the underspend from the out of area sexual health budget to re-invest in the service. An example of this is introducing HIV testing in acute services and an investment in a new laboratory STI testing machine to provide quicker results to clients. This has supported service developments benefiting service users and the service.

7.2. Legal and Governance

7.2.1. Section 75 of the NHS Act 2006 contains powers enabling NHS bodies to exercise certain local authority (LA) functions and for LAs to exercise various NHS functions. In view of the risks associated with taking a unilateral approach to recommissioning, this report seeks approval to continue the arrangement with NHS England using s75 of the NHS Act 2006 for the commissioning of an integrated open access sexual health and HIV treatment and care service.

7.2.2. In order to have the power to enter into an agreement under s75 of the National Health Service Act 2006, the Council must have complied with a number of statutory pre-conditions.

7.2.3. These are set out below and will need to be met before the s75 can be entered into.

- (i) The parties must be able to show that such arrangements are likely to lead to an improvement in the way in which the NHS functions and the

Council's health-related functions are exercised. The s75 Agreement and contractual arrangements will enable the continuation of an integrated open access sexual health and HIV treatment and care service.

- (ii) The parties must consult such persons as appear to the NHS body and the local authority to be affected by such arrangements. The s75 agreement governs the formal responsibilities between the Council and NHS England as to who commissions the services to be delivered.

7.2.4. In addition, statutory Regulations set out certain matters that must be contained in any s75 Agreement as follows:

The agreed aims and outcomes;

- The payments to be made between LAs and NHS bodies and how those payments may be varied;
- Both the NHS functions and health-related functions to be exercised and the persons in respect of whom and the kinds of services in respect of which such functions may be exercised;
- The staff, goods, services or accommodation to be provided by the partners;
- The duration of the arrangements and the provision for the review or variation or termination of the arrangements;
- The arrangements for monitoring the exercise of the functions; and
- Where pooled funding arrangements are to be set up, further detailed requirements apply. Not applicable for this s75 agreement. These requirements will be met by the proposed extension of the s75 Agreement.

7.3. Relevant Policies and Plans

7.3.1. The Council's vision is to make North Northamptonshire a place where everyone has the best opportunities and quality of life. This is achieved through:

- Active fulfilled lives
- Bigger brighter futures
- Safe and thriving places
- Green sustainable communities
- Connected communities
- Modern public services

This initiative specifically delivers Active fulfilled lives, bigger brighter futures and safe and thriving places by ensuring that:

- People of all ages are safe, protected from harm and able to live happy, healthy and independent lives in our communities.
- People have the information and support they need to make healthy choices and achieve wellbeing.
- People achieve economic prosperity, through training and skills development.

- Communities thrive in a pleasant and resilient environment.
- Resources are utilised effectively and efficiently, in coordination with partners and providers.

7.4. Risk

7.4.1. There are several risks identified in the table below.

Risk	Risk Rating
Failure to deliver sexual Health services beyond March 2023 will result in a failure of the Council to provide mandatory services.	Red
Failure to deliver these services beyond March 2023 will result in a significant impact on the population sexual health including unplanned pregnancy, sexually transmitted infections and HIV.	Red
Failure to retain full integration of ISHS with HIV treatment services will negatively impact uptake of treatment and increase untreated HIV prevalence in the population.	Amber
Separation of ISHS and HIV Service delivery will increase costs, impact on recruitment and retention of skilled staff.	Amber
Failure to maintain sexual health services beyond March 2023 will lead to increased future costs due to North Northamptonshire residents accessing out of area services.	Amber
If contract is extended, service development may be delayed as market has not been tested and workforce remains a challenge	Amber
Instability of the contract may lead to decline in staff capacity and provider performance.	Green

7.5. Consultation

7.5.1. This report was produced for both Councils and submitted through the established governance arrangements.

7.5.2. There are clear national guidelines for the delivery of the clinical elements of an integrated sexual health service. Consultation on the delivery model to ensure access for high-risk groups and communities will be a requirement of the new contract.

7.6. Consideration by Executive Advisory Panel

7.6.1. The Integrated Sexual Health business case was not presented to the EAP.

7.7. Consideration by Scrutiny

7.7.1 This report was not considered by Scrutiny.

7.8. Equality Implications

7.8.1. Equality Impact Assessments will be undertaken for the purposes of re-commissioning and procurement.

7.8.2. There are no EqlA implications for this proposal, although we expect there to be positive benefits from any new elements to the service.

7.9. Climate and Environment Impact

7.9.1 During the extension period and in preparation for new arrangements from 2025 climate impact will be a key factor in consideration of service delivery options.

7.10. Community Impact

7.10.1 The report considers the health and wellbeing of North Northamptonshire resident population. Stability in the Integrated Sexual Health Service will have a positive impact on local residents as this will reduce the need for them to access services out of the county.

7.11. Crime and Disorder Impact

7.11.1 There are no Crime and Disorder implications in this paper.

8. Background Papers

8.1 NHS England Formal Midlands Acute Specialised Commissioning Group (FMASCG) Paper

EXECUTIVE 16th February 2023

Report Title	The Former Grange Methodist Church, Stamford Rd, Kettering - Housing Development Budget Amendment and Procurement
Report Author	David Watts, Executive Director of Adults, Health Partnerships and Housing
Lead Member	Cllr Matthew Binley, Executive Member for Housing, Communities and Levelling Up.

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	Paragraph 3 Appx A & B

List of Appendices

Appendix A- The Former Grange Church Cost Plan (**Exempt**)

Appendix B- The Former Grange Church Risk Register (**Exempt**)

Appendix C- The Former Grange Church Site Plan

1. Purpose of Report

- 1.1. To seek approval to amend the project budget for the Former Grange Methodist Church, Kettering housing development following a redesign of the site to meet planning requirements; achieve the target EPC rating and allow for general build cost inflation since the original budget was approved under the former Kettering Borough Council.
- 1.2. To seek approval to procure a principal contractor via an open procedure tender process, subject to planning approval for the site.

- 1.3. To seek delegation of authority to the Executive Member for Housing, Communities and Levelling up, in consultation with the Executive Director of Adults, Health Partnerships and Housing, to take any further decisions/actions necessary to conclude the procurement and enter into a contract or contracts to deliver the project.

2. Executive Summary

- 2.1. The Former Grange Methodist Church housing development is a scheme to demolish an existing building, formerly used as a church and community centre on Stamford Road in Kettering and construct eight new affordable rented homes in its place.
- 2.2. This project forms part of the Housing Revenue Account (HRA) Capital Programme and the homes developed will be owned, managed, and maintained by the Council as part of its portfolio of HRA properties (otherwise known as 'council housing').
- 2.3. The capital costs of the project are covered over the longer-term by the rental income collected from the completed properties once occupied.
- 2.4. Initial budget approval for this scheme was obtained from Kettering Borough Council in January 2021.
- 2.5. Work has been ongoing to formulate a site layout and design which meets all necessary planning requirements and overcomes a neighbour objection on the grounds of amenity impact.
- 2.6. Six of the eight homes have been designed to be accessible for disabled people in the form of four bungalows and two specially designed houses which enable a wheelchair user to occupy the ground floor. These are of particular importance as there are a growing number of larger households on the housing register who require adapted homes. Bespoke housing options such as these are difficult to secure via private sector developers due to the higher costs involved and the floor area they occupy within a development site.
- 2.7. A budget increase of £313,000 is required to cover the inflation of estimated build costs since the original budget was set.
- 2.8. It is proposed to procure the construction contractor via an open procedure tender process as this ensures the opportunity is available to all suitable contractors in the market, including SME contractors and those who are locally based, ensuring greater competition than using an external framework arrangement.
- 2.9. This report seeks approval to uplift the project budget. It also seeks approval to procure a principal contractor via an open procedure tender process.

3. Recommendations

3.1. It is recommended that the Executive:

- a) Approves the amendment of the budget to £2,173,000 for the Former Grange Methodist Church, Stamford Rd, Kettering - Housing Development
- b) Note that the construction works will then be procured via an open procedure tender process
- c) Delegates authority to the Executive Member for Housing, Communities and Levelling Up in consultation with the Executive Director of Adults, Health Partnerships and Housing to take any decisions necessary to complete the project including decisions to conclude procurement and award contracts

3.2. Reasons for Recommendations:

- To enable the delivery of the housing development.
- To bring back into use a redundant brownfield site in a residential area, which is currently subject to vandalism and attracts anti-social behaviour.
- The Avondale Grange ward within which the proposed development is located has been designated as a “left behind” area and in need of additional investment under the Government’s levelling up agenda.
- To increase the supply of affordable rented housing available in North Northamptonshire, which meets the corporate objective of enabling safe and thriving places.
- To increase the supply of housing suitable for disabled people, which meets the corporate objective of helping people to live healthier, more active and fulfilled lives in North Northamptonshire.

3.3. Alternative Options Considered-

- Do nothing – this would not deliver any of the objectives set by the Council and would not deliver additional affordable housing.
- Cease the development and sell the site- not recommended because the site is required by the Council to deliver its existing programme of housing development, increase the supply of affordable housing and housing suitable for people with disabilities and enable spend of Right to Buy Receipts, which would otherwise have to be returned to the Government.
- Further pause the development and redesign the scheme to achieve lower per unit costs/increase rental income- not recommended because it would not allow the provision of additional housing suitable for disabled people. It would also require the project to be restarted as a new planning application would be required and all spend to date would be abortive cost.

4. Report Background

- 4.1. This project forms part of the Housing Revenue Account (HRA) Capital Programme and the homes developed will be owned, managed, and maintained by the Council as part of its portfolio of HRA properties (otherwise known as 'Council housing').
- 4.2. The capital costs of the project are covered over the longer-term by the rental income collected from the completed properties once occupied.
- 4.3. A budget of £1,860,000 was approved by the Executive of the former Kettering Borough Council in January 2021 and is included within the existing approved HRA capital programme for housing development.
- 4.4. The site has been designed to meet all necessary planning requirements. There has been significant delay in the planning process due to a neighbour objection on the grounds of amenity impact (which has now been addressed by a site layout change), and the recent introduction of the requirement for a biodiversity net gain assessment to be carried out. Once the net gain assessment has been completed the scheme should be able to progress to a planning determination, expected in early in 2023.
- 4.5. The development has been designed so that six of the eight homes would be suitable for disabled people, in the form of four bungalows and two specially designed houses which will enable a wheelchair user to occupy the ground floor. These are of particular importance as there are a growing number of larger households on the housing register who require adapted homes. Bespoke housing options such as these are difficult to secure via private sector developers due to the higher costs involved and the floor area they occupy within a development site.
- 4.6. A budget increase of £313,000 is required to cover the inflation of estimated build costs since the original budget was set.
- 4.7. The updated cost plan (attached as **Appendix A**) identifies that a budget of £2,173,000 is required to ensure that the project can be delivered to completion. This report seeks approval to increase the budget to this amount from the £1,860,000 previously approved, an increase of £313,000.
- 4.8. There is sufficient money available within the HRA housing development capital budget to fund this increase and therefore no additional borrowing would be required within the HRA. 40% of the total cost of the development (£869,200) will be funded by Right to Buy Receipts, which is money collected from the sale of other council homes to tenants who exercise their Right to Buy.
- 4.9. The additional budget will be vired from an existing overall budget allocated for housing development projects as outlined in the Capital Update Report elsewhere on the agenda.

- 4.10. It is important to note that the increased budget allows for the entire cost of the development and all cost to date, including all statutory and planning fees, surveys, design fees, professional fees, and the estimated cost for the construction work. The risk register also identifies the specific risks and quantifies the level of contingency required to allow for those risks within the overall budget. Any risk/contingency money which is not required at the conclusion of the project will be returned into the overall capital housing development budget to be spent on other projects.
- 4.11. It is recommended that a principal contractor is sought via an open procedure tender process, rather than via an external framework arrangement. A fully competitive tender process is considered the best test of the current contractor market as it allows any interested contractor to tender for the project and is the best way to demonstrate that value for money has been achieved. It will also allow close scrutiny by officers of the Council over issues relating to quality control, use of local sub-contractors and labour, Health and Safety procedures and environmental sustainability standards, which are all important to the successful delivery of this project. This route to market will help officers to identify a suitable contractor to deliver the project.

5. Issues and Choices

- 5.1. Several options were considered in formulating the recommendations contained within this report.
- 5.2. If the full budget allocated is expended, the cost per unit for this development is high. It is important to note however that there are several reasons for this including:
- The site includes properties which have a larger floor area. The proposed development consist four one and two bed bungalows, two specially adapted three-bedroom homes which enable a wheelchair user to occupy the ground floor and two standard three bed houses. These larger and more bespoke homes are particularly important to meeting the needs of a growing number of households on the Keyways housing register.
 - The specification is high on sustainability and energy efficiency. The homes will achieve an EPC B rating by taking a fabric first approach.
 - The current economic climate and the level of build cost inflation seen since the project was first approved has significantly increased costs beyond what could have reasonably been predicted at the project's inception.
- 5.3. Options considered:

- Do nothing – This would not deliver any of the objectives set by the Council and would not deliver additional affordable and specialist housing for people currently on the Council's housing register.
- Cease the development and sell the site- This is not recommended as the site is required by the Council to deliver its existing programme of housing development, increase the supply of affordable housing and housing suitable for disabled people and enable spend of Right to Buy Receipts, which would otherwise have to be returned to the Government.
- Further pause the development and redesign the scheme to achieve lower per unit costs/increase rental income- this is not recommended because it would not allow the provision of additional housing suitable for disabled people, and the scheme is still financially viable in its current form. The rental income for the development will cover the cost of borrowing required to deliver the scheme over time, despite the per unit cost being relatively high.

6. Next Steps

- 6.1. If approval is given to increase the budget as recommended, the Housing Development and Enabling Lead will await the planning determination. If permission is granted, they will instruct the current professional team to conclude the RIBA stage 4 technical design and start preparing the necessary tender documentation, following the approval of the Procurement, Finance and Legal Teams.
- 6.2. The construction works will then be procured via an open procedure tender process, with the support of the Council's Procurement team.
- 6.3. A construction contract will need to be agreed between the Council and the successful contractor and then contracts prepared by the Council's Legal Service.
- 6.4. Currently it is envisaged that a start on site could be achieved in early autumn 2023 and a 45 week build programme has been assumed, although the exact programme will be agreed during the tender and contract award process. An indicative programme is below:

The former Grange Methodist Church site- Indicative Programme	
Task	Date
Exec	Feb 2023
Planning Approval (Est.)	March 2023
Tender period and	Jun/Jul 2023

analysis	
Contractor Mobilisation	Aug 2023
Start on Site	Sep 2023
Practical Completion	Sep 2024

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. This project requires an additional £313,000 of capital budget to be allocated from within the Housing Revenue Account, increasing the overall budget to £2,173,000.
- 7.1.2. It is important to note that the budget allows for the entire cost of the development, and all spend to date, including all statutory and planning fees, surveys, design fees, professional fees, and the estimated cost for the construction work. The risk register also identifies the specific site risks and quantifies the level of contingency required to allow for those risks within the overall budget. Any risk/contingency money which is not required at the conclusion of the project will be returned into the overall capital development budget.
- 7.1.3. There is sufficient money available within the HRA capital budget for housing development to cover the additional costs and 40% (£869,200) of the total development cost will be paid for from retained Right to Buy Receipts. There are currently approximately £9m of Right to Buy Receipts which require spend between 2022 and 2027.
- 7.1.4. The capital costs of this development will be covered over the longer-term by the rental income collected from the homes once occupied and so the development is self-funding over the life of the asset. No additional borrowing is required against the Housing Revenue Account to fund this project as it can be funded within existing allocated budgets.
- 7.1.5. The budget virement will be captured in the Capital Programme Report 2023-2026 for February's Council budget meeting for the Medium-Term Budget Approval
- 7.1.6. A copy of the latest cost plan for the project is attached as **Appendix A** and the full risk register as **Appendix B**. This information is classed as commercially sensitive at the current time and is therefore exempt from publication. This is because, in being made public, it would also be available to potential contractors and may prejudice the open tender exercise which would prevent best value from being achieved.

7.2. Legal and Governance

- 7.2.1. All procurement activities associated with the project shall be subject to the Council's Contract Procedure Rules (CPRs) and where the value of any works contract is above the threshold for the relevant type of contract shall be subject to the Public Contract threshold for £5,336,937 (inclusive of VAT) subject to the Public Contracts Regulations 2015 (as amended). Support will be provided by Legal Services and the Procurement Team in relation to the conduct of the procurement process to ensure that it is compliant and risk of legal challenge is minimised.
- 7.2.2. Legal Services will advise and assist client officers as necessary in order to put in place an appropriate form of construction contract, along with any relevant bonds, guarantees and/or warranties to deliver the project.
- 7.2.3. The Council will be required to manage the project in compliance with the Construction Design and Management Regulations 2015 and ensure all other Health and Safety requirements are met. An independent Health and Safety/CDM Advisor will be appointed as part of the project to ensure the Council is meeting its obligations as a client in this regard and will conduct independent site safety audits throughout the construction phase to monitor compliance.

7.3. Relevant Policies and Plans

- 7.3.1. This development will provide eight additional affordable rented homes, which will be owned and managed by the Council and allocated to households on the housing register. It also includes the homes specifically designed to meet the needs of households with disabilities.
- 7.3.2. The provision of additional affordable housing meets the objective of creating safe and thriving places in the Corporate Plan 2021-2025.
- 7.3.3. The provision of specialist housing to meet the needs of disabled people meets the Corporate Plan objective of helping people to live healthier, more active and fulfilled lives in North Northamptonshire.

7.4. Risk

- 7.4.1. A fully costed risk register has been prepared for this project and attached as **Appendix B**. It is exempt from publication for the same reasons as the cost plan, to avoid prejudicing the open tender exercise. The risks contained within the register will be monitored and managed closely as the project progresses and the register updated accordingly. A professional project manager/contract administrator will be appointed to oversee the risk register as part of the management of the overall project in consultation with the Strategic Lead for Housing Development and Enabling.

7.4.2. A cost report will be provided each month by an appointed Quantity Surveyor and any financial risks will be reported through the Council's monthly budget monitoring report to Executive.

7.4.3. If the project does not proceed there is a risk that the Right to Buy receipts committed to this project would not be spent by the deadlines required by DLUHC (within five years from receipt). Failure to spend Right to Buy Receipts by the required deadlines means that the money must be returned to the Treasury with punitive interest.

7.5. Consultation

7.5.1. Consultation was carried out as part of the planning application for the site.

7.6. Consideration by Executive Advisory Panel

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

7.7. Consideration by Scrutiny

7.7.1. The decision has not been considered by scrutiny as it is proposed to cover the additional costs within the existing HRA capital budget for housing development and does not require any increase to the overall housing development budget. It is however eligible for call-in by scrutiny if required.

7.8. Equality Implications

7.8.1. The three aims of the General Equality Duty under the Equalities Act 2010, which must be considered consider in the Council's decision-making processes, are:

(a) Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act.

(b) Advance the equality of opportunity between those who share a protected characteristic and those that do not share it.

(c) Foster good relations between those who share a protected characteristic and those that do not share it.

7.8.2. It is considered that this decision will have a positive impact on a group with a protected characteristic, particularly people who have a disability. The negative impact on disabled people which would be caused by selecting one of the previously discussed alternative options was a primary consideration in discounting those options.

7.9. Climate and Environment Impact

- 7.9.1. The scheme has been designed to exceed Building Regulations on energy efficiency and sustainability, the properties will achieve at least an EPC B rating taking a fabric first approach.
- 7.9.2. In the quality scoring for the tender process, questions will be included about how contractors consider environmental impact and climate change in the operation of their business.

7.10. Community Impact

- 7.10.1. The site is situated within an existing residential area in Kettering and the site existing building has been subject to arson and vandalism. The development of this site will have a positive impact on the community, bringing back into use a currently redundant and unattractive site. The site is located within the Avondale Grange ward, which has been identified as left behind area requiring additional investment to “level up” the area.

7.11. Crime and Disorder Impact

- 7.11.1. The development of this site will reduce the likelihood of crime and disorder by bringing a redundant site back into use. The scheme has been designed with Secured by Design Principles being adopted and the Police were consulted as part of the planning application process.

8. Background Papers

- 8.1 None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

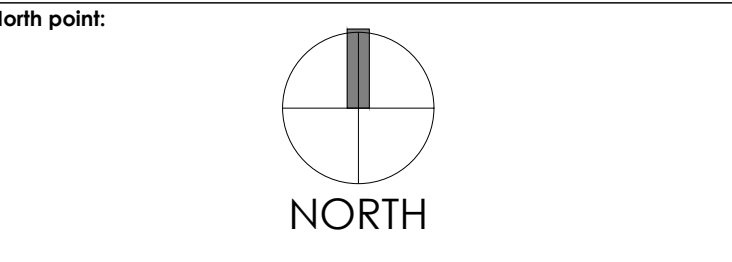
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Proposed Site Plan

0 2.5m 5m 7.5m 10m 12.5m 15m 1:250

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Notes:

Schedule of Accommodation	
<i>(All Areas below Conform with the Technical housing standards - nationally described space standards as adopted by North Northamptonshire BC).</i>	
Affordable	
8 no. Units -	2 no. x 1 bed 2p Bungalows- 48m²
	2 no. x 2 bed 4p Bungalows- 74m²
	2 no. x 3 bed 5p - 93m²
	2 no. x 3 bed 5p - 118m²
	(Incl Oversized G.Floor)

Total Area of Units = 664m²

Site Red Line = 2,449m² or 0.605 acres

Storm Water Attenuation requirements:
44m³ - 67m³ storage with 5l/s discharge rate
60% impermeable area required.

Revision Log:			
P5	House Types and Plots adjusted	AH	12.08.22
P4	HT2 footprint increased, HT3 stairs / ground floor layout adjusted	cd	27.07.22
P3	Road width increased to 4500mm, one way signage added, bin collection points added and visitors spaces added	cd	20.05.22
P2	Entrance road, parking spaces and footpaths amended	cd	02.03.22
P1	Planning Issue	DH	17.02.22

Rev: Description: By: Date:

Project:
Proposed Development at
Grange Methodist Church
Stamford Road,
Kettering

Client:
Gleeds Management Services Ltd

Scale:
0 2.5m 5m 7.5m 10m 12.5m 15m 1:250

Drawn by: DH	Checked:	Date: Feb '21	Paper Size: A1
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Drawing Title:
Proposed Site Plan

Drawing Status:
PLANNING ISSUE

Drawing Number: 4720/GM/19/003	Revision Number: P5
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EXECUTIVE 16th February 2023

Report Title	Highways and Transport Block Funding 2022-25
Report Authors	George Candler, Executive Director of Place & Economy Graeme Kane, Assistant Director: Highways and Waste
Lead Member	Councillor Graham Lawman, Executive Member for Highways, Travel & Assets

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

List of Appendices

None

1. Purpose of Report

- 1.1. To inform the Executive of the grants received from the Department of Transport (DfT) for infrastructure improvements and confirm the allocation of spend on the highways network in accordance with the priorities laid out in the Northamptonshire Transportation Plan.

2. Executive Summary

- 2.1 Each year, the Department for Transport provides annual allocations of capital funding for the maintenance and improvement of their transport and highway networks to achieve the policies and outcomes set out in local transport and highway authorities Local Transport Plans.
- 2.2 In February 2022, the Department for Transport wrote to the Council, and published online, North Northamptonshire's funding allocations for 2022-25; totalling £9.955m, for each of the three years 2022/23, 2023/24 and 2024/25:
- Highways Maintenance Block needs element - £3.735m

- Highways Maintenance Block incentive element - £0.934m
- Potholes Fund - £3.735m
- Integrated Transport Block Funding - £1.551m

These allocations, which were for the same amounts as in 2021/22, were all provided as firm allocations for 2022/23. For 2023/24 and 2024/25, they were also presented as firm allocations, except for the Highway Maintenance block incentive element which is an indicative allocation pending further engagement with local authorities.

2.3 In December 2022, the Department for Transport informed the Council that following a representation by West Northamptonshire Council that equal division of the Integrated Transport Block allocations for North and West Northamptonshire did not reflect the relative size of the authorities' networks, the allocations had been changed to reflect a 56% West / 44% North split, the same split which had already been used for maintenance funding.

2.4 The revised allocations for 2022/23, 2023/24 and 2024.25 are therefore:

- Highways Maintenance Block needs element - £3.735m
- Highways Maintenance Block incentive element - £0.934m
- Potholes Fund - £3.735m
- Integrated Transport Block Funding - £1.364m

These are all firm allocations for 2022/23. For 2023/24 and 2024/25, they are also firm allocations, except for the Highway Maintenance block incentive element which is an indicative allocation pending further engagement with local authorities.

2.5 Both the Highways Maintenance Block and the Potholes Fund are intended for maintenance of our highways, such as resurfacing or bridge repairs. The Integrated Transport Block is intended for small scale improvement work, such as road safety engineering or improved footways or pedestrian crossings.

2.6 It is recommended that the funding is used to progress several highways schemes and routine maintenance. These are selected based on their potential to improve the network in accordance with the priorities laid out in the Northamptonshire Transportation Plan. The funding is used to progress as many of the priority schemes that can be funded from the grants.

3. Recommendations

3.1 It is recommended that the Executive:

- i) Note and accept the revised allocation of Integrated Transport Block funding of £1.364m in 2022/23.
- ii) Note and accept the receipt of the government grants totalling £9.768m per annum in 2023/24 made up of the following:
 - Highways Maintenance Block needs element - £3.735m

- Highways Maintenance Block incentive element (subject to confirmation) - £0.934m
 - Potholes Fund - £3.735m
 - Integrated Transport Block Funding - £1.364m
- iii) Approve the distribution of spending of the grants on maintaining and upgrading the highways network as set out in the Northamptonshire Transportation Plan.
- 3.2 Reason for Recommendation – To support delivery of the priorities laid out in the Northamptonshire Transportation Plan by utilisation of the government grant to support and maintain the Council’s Highways infrastructure and transport network.
- 3.3 Alternative Options Considered: Options would include not spending the money and allowing DfT to recoup it. Alternatively, the Council could choose to spend the money on schemes that are not a priority in line with the Northamptonshire Transportation Plan

4. Report Background

- 4.1 Each year, the Department for Transport provides local highway and transport authorities with annual allocations of capital funding for the maintenance and improvement of their transport and highway networks to achieve the policies and outcomes set out in their Local Transport Plans.
- 4.2 In February 2022, the Department for Transport wrote to the Council, and published online, North Northamptonshire’s funding allocations for 2022-25; totalling £9.955m, for each of the three years 2022/23, 2023/24 and 2024/25:
- Highways Maintenance Block needs element - £3.735m
 - Highways Maintenance Block incentive element - £0.934m
 - Potholes Fund - £3.735m
 - Integrated Transport Block Funding - £1.551m

These allocations, which were for the same amounts as in 2021/22, were all provided as firm allocations for 2022/23. For 2023/24 and 2024/25, they were also presented as firm allocations, except for the Highway Maintenance block incentive element which is an indicative allocation pending further engagement with local authorities.

- 4.3 In December 2022, the Department for Transport informed the Council that following a representation by West Northamptonshire Council that equal division of the Integrated Transport Block allocations for North and West Northamptonshire did not reflect the relative size of the authorities’ networks, the allocations had been changed to reflect a 56% West / 44% North split, the same split which had already been used for maintenance funding.
- 4.4 The revised allocations for 2022/23, 2023/24 and 2024.25 are therefore:
- Highways Maintenance Block needs element - £3.735m
 - Highways Maintenance Block incentive element - £0.934m
 - Potholes Fund - £3.735m

- Integrated Transport Block Funding - £1.364m

These are all firm allocations for 2022/23. For 2023/24 and 2024/25, they are also firm allocations, except for the Highway Maintenance block incentive element which is an indicative allocation pending further engagement with local authorities.

- 4.5 The funding will support several projects which will be prioritised from a list of schemes as having the best fit with the Northamptonshire Transportation Plan (the authority's Local Transport Plan), which the Council has a statutory duty to deliver. The benefits include:
- Maintaining the existing highways infrastructure assets
 - Investing in and improving the highways infrastructure
 - Improving access by cycle and foot, including safety improvements
 - Improved safety and traffic flows by upgrading traffic signals.

4.6 Highways Maintenance Block and Potholes Fund £8.404m.

This funding is used to support routine maintenance of the highways network to a safe standard in accordance with the Northamptonshire Asset Management Plan and Network Management Plan. As part of this, it also delivers the annual Capital Maintenance Programme which consists of a range of maintenance schemes across the Council which are developed annually based on need.

- 4.7 The Maintenance Fund is made up of the following funding streams from DfT:

Pothole Fund	£3,735,000
Incentive Fund	£934,000
Highways Maintenance Block	£3,735,000

4.8 Integrated Transport Block £1.364m.

This proposal delivers several comparatively small-scale measures which will contribute towards achieving the objectives in the Northamptonshire Transportation Plan. These are principally around extensions to the walking and cycling networks (including new crossings), the maintenance of traffic signals and Road Safety engineering measures.

- 4.9 In addition, the block allocation is being used to fund contributions agreed by the former County Council for the A14 Cambridge – Huntingdon scheme, as part of funding contributions sought from local authorities along the A14 corridor. The County Council had originally agreed to fund £1.5million of the costs of this £1.5bn scheme, at the rate of £60,000 per annum for 25 years commencing in 2020/21. North Northamptonshire Council has now agreed with the DfT to pay £37,371 per annum of this contribution for 25 years with a revised start date of 2022/23. £37,371 represents 62.3% of the £60,000 contribution agreed by the County Council, as 62.3% of the Northamptonshire length of the A14 is within North Northamptonshire.

5. Issues and Choices

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

6. Next Steps

- 6.1 Once approved, the budget will be allocated to specific highway schemes. It is anticipated that most of these schemes will be delivered by the Council's new highway services provider, Kier.

7. Implications (including financial implications)

7.1 Resources, Financial and Transformation

- 7.1.1 The budget requirements are funded from contributions from external grants from the DfT. They are intended for the purposes of improving or maintaining the highways network. There is no requirement for the Council to undertake borrowing to support these schemes.
- 7.1.2 Whilst this report reflects continuous improvement in services, it does not form part of the Council's Transformation Plan.

7.2 Legal and Governance

- 7.2.1 The Council must utilise this DfT funding in line with the restrictions and requirements as set out in the agreements linked to that funding.
- 7.2.2 Temporary Traffic Regulation Orders may be required for some of the works being funded to be carried out.
- 7.2.3 The funding helps to deliver the objectives of the Northamptonshire Transportation Plan (the Council's Local Transport Plan), which the Council has a statutory duty to deliver.
- 7.2.4 In accepting the grant funding awards from DfT the Council makes a commitment to deliver any defined programmes of activity within any required timescales. Should any of the funding be passed to a third party to deliver, the Council would need to reflect such commitments, whether such commitments are set out in formal grant funding agreement with DfT or otherwise, in any consequent/supplementary agreements to deliver any defined programmes (including but not limited to any provisions in relation to clawback of grant monies, Subsidy Control etc.). Legal services will advise and assist client officers as necessary, and where instructed, to deliver programmes of activity.

7.3 Relevant Policies and Plans

7.3.1 The proposal will assist the Council in meeting the priorities in the Corporate Plan around:

- Safe and Thriving Places
 - Maintain our highways infrastructure to help people move safely around North Northamptonshire
 - Enable people to travel across North Northamptonshire and beyond
- Green, sustainable Environment
 - Promote sustainable, active travel
 - Embed low carbon technology, sustained and improved green infrastructure, and sustainable forms of transport fit for the future.

7.3.2 The proposal will assist the Council in delivering the objectives of the Northamptonshire Transportation Plan (the Council's Local Transport Plan), which the Council has a statutory duty to deliver.

7.4 Risk

7.4.1 These schemes will form part of the authority's Capital Programme. The deliverability of the Capital Programme is monitored by each accountable project manager and senior officer. There is further review throughout the financial year reported through the Executive Committee.

7.4.2 If any overspends or emerging pressures are identified during the year, then mitigating actions will be sought and management interventions undertaken.

7.4.3 Details of pressures, risks and mitigating actions implemented will be provided as part of the project highlight reports as the year progresses and reported through the Strategic Capital Board.

7.4.4 There is a risk that delays, and cost increases may arise as a result of the significant volatility within the supply chain and high inflation rates arising from the current, national (and international) economic situation. This generally relates to the supply and price of materials with projects requiring increased lead in times. Whilst every attempt is made to cost these implications into the project, the risks remain.

7.4.5 The schemes are fully funded by the DfT.

7.5 Consultation

7.5.1 Highway improvement schemes are often suggested or requested by Councillors or members of the public. They are assessed against the priorities of the Northamptonshire Transportation Plan. If they are subject to a Traffic Regulation Order (TRO) then public consultation is carried out through this process. In advance of any works, communication is shared with Councillors and local communities to minimise the impact of any works or road closures.

7.6 Consideration by Executive Advisory Panel

- 7.6.1 Not applicable at this stage. The Sustainable Communities or Prosperous Communities Executive Advisory Panel may choose to examine highway and transport schemes and the development of a new North Northamptonshire Local Transport Plan in the future.

7.7 Consideration by Scrutiny

- 7.7.1 Not applicable at this stage. Scrutiny may choose to scrutinise highways schemes and the development of a new North Northamptonshire Local Transport Plan in the future.

7.8 Equality Implications

- 7.8.1 An overall Equalities Screening Assessment has been completed for the programme of works and no negative impacts to groups with protected characteristics were identified as a result of that screening. Where applicable, an Equalities Screening Assessment will be conducted for individual highways schemes to ensure they consider and support all residents including those with protected characteristics.
- 7.8.2 The highways and transport system is used by all who travel across North Northamptonshire. The initial list of schemes identified focuses on maintenance activity, and all sectors of the community can be expected to benefit from a more even carriageway or footway surface. It will be of proportionately greater benefit to the older age groups, those with disabilities, particularly those who have difficulty walking and/or need to use a wheelchair, and those who are pregnant or using pushchairs. There are no identified negative impacts on the nine protected characteristics within the Equalities Act 2010.

7.9 Climate and Environment Impact

- 7.9.1 Maintaining a safe highway with fewer defects improves carbon efficiency by avoiding accidents, congestion and delays. Innovative highway maintenance techniques are being explored by highway maintenance providers during reactive and planned maintenance activity; these seek to reduce carbon emissions. Schemes to be included in the full programme will also enable improvements to cycling and walking routes and therefore encourage sustainable travel and a potential reduction in carbon dioxide.

7.10 Community Impact

- 7.10.1 These proposals can be considered to have a positive impact on the community as the programme delivers the infrastructure to support and connect communities. An efficient highway network supports all manner of social benefits including access to education, healthcare, social networks and economic opportunities.

7.11 **Crime and Disorder Impact**

- 7.11.1 There are no evident crime and disorder implications of the proposals in this report.

8. **Background Papers**

- 8.1 Northamptonshire Transportation Plan
<https://www.northamptonshire.gov.uk/councilservices/northamptonshire-highways/transport-plans-and-policies/Pages/local-transport-plan.aspx>

EXECUTIVE 16th February 2023

Report Title	Admission Arrangements for Community and Voluntary Controlled North Northamptonshire schools for 2024 intakes and the Primary and Secondary Co-ordinated Schemes for the 2024 intakes
Report Author	Jan Baines, School Admissions Manager – jan.baines@northnorthants.gov.uk
Lead Member	Cllr Scott Edwards – Executive Member for Children, Families, Education & Skills

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

List of Appendices

Appendix A – Admission Arrangements for Community and Voluntary Controlled schools in North Northamptonshire for 2024 intakes

Appendix B – NNC Primary Co-ordinated Scheme for 2024 Intakes

Appendix C – NNC Secondary Co-ordinated Scheme for 2024 Intakes

1. Purpose of Report

- 1.1. 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 28th February in the determination year.
- 1.2. 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.

- 1.3. This report requests that the admission arrangements for North Northamptonshire is determined and the co-ordinated scheme is approved.

2. Executive Summary

- 2.1 Admissions arrangements for all maintained schools are bound by the DFE Schools Admissions Code . The Local Authority has not proposed to make any changes to the Published Admission Number of its schools for 2024. The Admission Arrangements are set out at the following appendix.

Appendix A “Admission Arrangements for Community and Voluntary Controlled schools in North Northamptonshire for 2024 intakes”.

- 2.2 The new timetable for the Co-ordinated Admissions Scheme meets with the requirements of the Schools Admissions Code of Practice and is attached at the following appendices.

Appendix B to this Executive Report is the “NNC Primary Co-ordinated Scheme for 2024 Intakes”.

Appendix C to this Executive Report is the “NNC Secondary Co-ordinated Scheme for 2024 Intakes”.

- 2.3 The dates in the co-ordinated scheme timetables are set annually. The scheme then details how applications will be processed.

3. Recommendations

- 3.1 The Executive is asked to:

- i) Determine the Admission Arrangements as detailed in **Appendix A**
- ii) Agree the two Co-ordinated Schemes for the 2024 intakes as detailed in **Appendix B** and **Appendix C**.

- 3.2 Reasons for Recommendations: It is the duty of admission authorities to determine the admission arrangements for all their schools annually. 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.

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

4. Report Background

- 4.1 The Local Authority (LA) has a duty to act in accordance with the statutory provisions of the School Admissions Code (2021) and with laws relating to school admissions.
- 4.2 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 (2021)
- 4.3 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 2024 intake.
- 4.4 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 2024 intake.

5. Issues and Choices

- 5.1 With regard to Admission Arrangements, the Local Authority has not consulted on making changes to the admission arrangements for Community and Voluntary Controlled (VC) schools. The admission arrangements remain unchanged from those for 2023.
- 5.2 With regard to Co-ordinated Schemes, the timetable has been set in line with nationwide deadlines and time constraints.

6. Next Steps

- 6.1 If approved by the Executive, then the admission arrangements and co-ordinated scheme will come into effect from September 2023 for the September 2024 admission year.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

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

7.2. Legal and Governance

- 7.2.1 Sections 13, 13A and 14 of the Education Act 1996 require councils that are Education Authorities to: ensure that efficient primary, secondary and further

education is available to meet the needs of their population; ensure that their education functions are exercised with a view to promoting high standards ensuring fair access to opportunity for education and learning, and promote the fulfilment of learning potential; and secure that sufficient schools for providing primary and secondary education are available for their area.

- 7.2.2 The Education and Inspections Act 2006 requires an Education Authority to publish any proposed alterations to existing school places provision and the process for consultation on such proposals is governed by Regulation.

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 in accordance with the requirements of the School Admissions Code (2021).

7.4. Risk

- 7.4.1 Risk 1 – That the Council does not fulfil its statutory obligations as required by the School Admissions Code (2021).
- 7.4.2 Mitigation – The Council must determine the admission arrangements for its Community and Voluntary Controlled schools by 28th February 2023 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 – If there is an objection to the admission arrangements, the Council must refer the objection to the Office of the Schools Adjudicator.

7.5. Consultation

- 7.5.1 There was no consultation on the admission arrangements as no changes were proposed for 2024.

7.6. Consideration by Executive Advisory Panel (EAP)

- 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 taken to the Council's scrutiny committees.

7.8. Equality Implications

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

7.9. Climate and Environment 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

- 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/92421/school-admissions-code-2021.pdf)

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Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2024 intakes)

Contents

1. Admission Authorities	1
2. Community and Voluntary Controlled schools in North Northamptonshire.....	2
3. Definitions	8
4. Multiple Birth Groups	10
5. Fraudulent Applications	10
6. Conflicting Applications.....	10
7. Distance Measurements	10
8. Late Applications	10
9. Children below Compulsory School Age	11
10. Admission outside the normal age group	11
11. Children of UK Service Personnel (UK Armed Forces) and Crown Servants ..	13
12. In-year Admissions	13
13. Waiting Lists	15
14. Appeals.....	15

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
Community Schools	Local Authority
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
Voluntary Controlled (VC) Schools	Local Authority

Table 1: Admission authorities and school type (governance)

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) or linked area may vary). 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

2.1 Primary Schools – Rural

School	PAN	Linked Area
Brigstock Latham's CE Primary School	15	Brigstock, Lyvedon
Broughton Primary School	30	Broughton
Earls Barton Primary School	75	Earls Barton
Geddington CE Primary School	30	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
King's Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King's Cliffe, Laxton, Wakerley
Mawsley Primary School	45	Mawsley

School	PAN	Linked Area
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 places at 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.

2.2 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

School	PAN
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 places at 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.

2.3 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 places at 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.

2.4 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 places at 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.

2.5 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 places at 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 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.

2.6 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 places at 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.

2.7 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 places at 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 places at 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, including non-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.

Places cannot be allocated on the basis of an intended future change of address unless house moves have been confirmed through the exchange of contracts or signing of a formal lease.

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

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 share 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.

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 the 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

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

10.1 Requests for admission to reception outside the normal age group (summer born children)

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a **year 1** place for the September following their child's 5th birthday as other children in the child's age group already attending school will be moving from reception to year 1 at this point. It is important

to remember that some schools are likely to be full in year 1 and unable to offer a place

2. If parents do not want their child to miss their reception year, they may request that their child is admitted out of their normal age group i.e., into reception instead of 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. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who wish to delay their child's school start by a full year but would like them to start in Reception, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January** in the offer year (the academic year in which the child turns 4). If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to the admission authority (NNC) by the same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will, however, still be considered after this date.

Parents/carers requests to apply for a Reception place at a NNC community or voluntary controlled school for the September following their child's 5th birthday should be made in writing to admissions.NCC@northnorthants.gov.uk. In their request, parents/carers should identify which school they would like to make their request for and provide some information about their child to explain why they think that their child should be educated out of their normal age group and start school in Reception rather than year 1. It is important for parents/carers to provide any additional evidence to support their request if they have any as this information will help the admission authority to make their decision on the appropriate year group for the child, e.g., parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the admissions authority of the school (NNC) who have to decide on the appropriate year group for the child. The decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- 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 request to be admitted outside normal age group is approved by NNC, parents/carers will need to make an application for a place in Reception in the normal round of admissions in the following academic year and if an application for the normal reception year has been submitted, this can be withdrawn.

Please note – this does not mean that a child has been, or will be, offered a place in the reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including applications for children who are starting reception out of the normal age group) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

- If the request to be admitted outside normal age group is rejected by NNC and it is decided that the appropriate year for the children to start school at compulsory school age is year 1, parents/carers have to decide whether to accept a reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place, or make a request to the admission authorities of other schools to see if they will accept an application for Reception outside the normal age group..

Parents/carers who are unhappy with NNC's decision on the appropriate year group for their child to start school at compulsory school age, should put their complaint in writing.

Parents/carers whose requests for delayed entry into Reception are refused (i.e., NNC has decided that the appropriate year group in which a child should start school is year 1), do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

10.2 General requests for admission outside the normal age group

Parents/carers seeking 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.

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 will 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.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.

12.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.

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.

13. 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 on 31 December. 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.

14. 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 within 10 working days of the submission of the appeal.

Appeals against decisions not to offer a place at a school in the normal admissions round, must be lodged in writing, giving the reasons for appeal, by the date published on the Appeals website. 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, i.e., in-year places, appeals should be submitted within 30 school days of refusal of a place.

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North Northamptonshire Council Primary Co-ordinated Admissions Scheme for 2024

Section 1

Timetable for Primary Co-ordinated Admissions Scheme for September 2024 intake

Date	Event
8 September 2023	Online applications open and information sent to parents/carers
12 December 2023	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 Year 3 place in Junior school. Email also sent to schools to remind parents/carers of the need to apply
15 January 2024	Closing date for applications (statutory). Late applications, i.e., those received after midnight on 15 January 2024, will not be processed until additional rounds of allocations (see below)
9 February 2024	North Northamptonshire Council (NNC) sends applications to other LAs and Own Admission Authority (OAA) schools
15 February 2024	SEN team must have informed the School Admissions Team about any pupils with an EHC Plan and details of the named school (statutory)
29 February 2024	Own Admission Authority schools send ranked lists to NNC
22 March 2024	NNC applies agreed Scheme for North Northamptonshire schools, informing other LAs of offers to be made to their residents
15 April 2024	Primary schools informed by NNC of the final results via S2S, which may include offers made to pupils living in other LAs
16 April 2024	National Offer Day - offers made to parents/carers by NNC
By 19 April 2024	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
6 May 2024	School Admissions begins to share late applications with OAA schools and other LAs
10 May 2024	Cut-off date for applications to be considered for inclusion in first round of reallocations
14 June 2024	Cut-off date for applications to be considered for inclusion in second round of reallocations
3 July 2024	Cut-off date for applications to be considered for inclusion in third round of reallocations
20 May 2024 24 June 2024 8 July 2024	Additional rounds of allocations will start from these dates
19 July 2024	Where no previous application has been submitted, Year 3 places at Junior schools will be 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 2024	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) Regulations¹ (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 mainstream state 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 to these year groups.

2.3 Application forms

The Common Application Form (CAF), whether online or paper, must allow parents both 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) provided by 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 (NNC) 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 2024-25' composite prospectus will be available in PDF format on the School Admissions pages of NNC's website from September 2023. Paper copies of the composite prospectus can be obtained by request from:

School Admissions
North Northamptonshire Council
Tithe Barn Office Block
Tithe Barn Road
Wellingborough
NN81BN

The prospectus contains important 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 2023
- 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 2024**.

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 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 2023. 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 2024 unless otherwise stated in the school's 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 Academies, Foundation, Voluntary Aided and Free 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 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., at 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.

OAA schools using random allocation as a tie-breaker, or as one of their oversubscription criteria, must send ranked lists 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.

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.

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. 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 Academies, Foundation, Voluntary Aided and Free schools, 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, not the School Admissions team. 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 can make to their residents. All schools, including Academies, Foundation, Voluntary Aided and Free 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 **15 January 2024**. If an application form is received *after 15 January 2024*, 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 composite prospectus - 'Applying for a Primary School Place in North Northamptonshire 2024-25' - 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 which will be processed in the further rounds of allocation (see Section 1).

For Academies, Foundation, Voluntary Aided and Free 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 application will be sent to the school before an allocation is made by the local authority.

N.B. 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 to request that their child's name is added to the waiting list. After the 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 school's waiting list policy.

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 that there is prompt, clear and regular communication 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 2024 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 need to 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 2024 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. As 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 2024 should be made on an in-year application form, in accordance with the LA's In-year process.

In-year applications for a Year 3 place at a Primary school should be made from June 2024.

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 the school's 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 30th pupil. For Community and Voluntary Controlled schools, the published 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 their own policy in place concerning multiple births and parents should check on the school's website.

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 must be taken into account.

Parents/carers of summer born children who could start school in September 2024, who wish to delay applying for a Reception place to start in September 2025, should make their application for a Reception place for their child's normal year of entry before the deadline **on 15 January 2024**. They should also make their request for admission to their preferred schools out of the normal age group by the same date: **15 January 2024**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests to delay applying 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 the normal year of entry and they must make a new application for that school as part of the main admissions round in 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 agree to the parent's/carer's 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.

N.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 2024), 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 2024 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 children 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. To ensure that the Early Years setting can secure the funded place for your child/children for September 2024, 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 2024. 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 which 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;
- Support schools in the co-ordinated process;
- 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 2024

Section 1

Timetable for Secondary Co-ordinated Admissions for September 2024

Date	Event
8 September 2023	Online applications open and information to parents/carers
9 October 2023	Generic reminder letters sent via schools for parents of Year 6 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 2023	Closing date for applications (statutory). Late applications, i.e., those received after midnight on 31 October 2023, will not be processed until additional rounds of allocation (see below)
24 November 2023	North Northamptonshire Council (NNC) sends applications to other Local Authorities (LAs) and Own Admission Authority (OAA) schools
12 January 2024	Own Admission Authority schools send ranked lists to NNC
19 February 2024	NNC applies agreed Scheme for North Northamptonshire schools, informing other LAs of offers to be made to their residents
15 February 2024	EHC team must have informed School Admissions by this date about children who have an EHC Plan with named school (statutory)
28 February 2024	Secondary schools informed by NNC of the final allocations, which may include offers made to pupils living in other LAs
1 March 2024	National Offer Day - offers made to parents/carers by NNC and Secondary schools informed via S2S (Statutory)
By 4 March 2024	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
18 March 2024	Start to share late applications received with Own Admission Authority schools and other LAs
31 March 2024	Cut-off date for consideration for inclusion in first round of reallocations
17 May 2024	Cut-off date for consideration for inclusion in second round of reallocations
28 June 2024	Cut-off date for consideration for inclusion in third round of reallocations
15 April, 3 June and 8 July 2024	Additional rounds of allocations will start from these dates
19 July 2024	Places allocated to children living in the North Northamptonshire Council area, currently in Primary schools or Junior Schools in NNC 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 2024	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), whether online or paper, 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 (NNC) 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 2024-25' composite prospectus will be available on the School Admissions pages of NNC's website from September 2023. Paper copies of the composite prospectus can be obtained by request from:

School Admissions
North Northamptonshire Council
Tithe Barn Office Block
Tithe Barn Road
Wellingborough
NN8 1BN

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 2023
- 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 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 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 2023. 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 2023 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 Foundation, Free and Voluntary Aided schools, Academies or UTCs.

Applications will be sent to Academies, Foundation, Voluntary Aided and Free 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 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.

OAA schools using random allocation as a tie-breaker, or as one of their oversubscription criteria, must send ranked lists 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.

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.

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 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 2023**. If an application form is received *after 31 October 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 (1 March or the next working day). Late applications will be considered from the relevant reallocation date published 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 Academies, Foundation, Voluntary Aided and Free 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 application 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 (i.e., Academies, Foundation, Voluntary Aided and Free schools), parents need to contact the individual schools directly to ask for information on the school's waiting list policy.

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 2024 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 30th 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;
- Support schools in the co-ordinated process;
- 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.

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EXECUTIVE 16th February 2023

Report Title	Local Authority Housing Fund (Refugee Resettlement)
Report Author	David Watts, Executive Director Adults, Health Partnerships and Housing
Lead Member	Councillor Matthew Binley, Executive Member Housing, Communities and Levelling Up

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

List of Appendices

None

1. Purpose of Report

- 1.1. To seek approval to enter into an agreement with the Department for Levelling Up Housing and Communities to acquire 30 homes during 2023-2024 to deliver additional housing for refugees.
- 1.2. To seek approval to repurpose capital funding already committed to the Homelessness Prevention programme to enable North Northamptonshire Council to provide the required match funding against the central government grant for this programme.

2. Executive Summary

- 2.1 On 22nd December 2022 the Department for Levelling Up Housing and Communities (DLUHC) announced the Local Authority Housing Fund which

aims to ensure that the recent humanitarian schemes being run by Local Authorities, (Afghan and Ukraine refugee resettlement programmes) which offer sanctuary, via an organised safe and legal entry route to those fleeing conflict, provide sufficient longer-term accommodation to those they support.

- 2.2 An allocation of this funding has been offered to North Northamptonshire Council to deliver an additional thirty homes for the eligible cohort during 2023.
- 2.3 The Council will need to identify between 50% and 60% match capital funding to support this programme.
- 2.4 It is proposed that the Council commits to this programme to alleviate increasing demand on homelessness services and to assist refugees who have arrived in the area to move on from bridging hotels or sponsor placements, and that the Council delivers it through a property acquisitions programme.

3. Recommendations

3.1 It is recommended that the Executive:

- a) Approves that the Council enters into an agreement with the Department for Levelling Up Housing and Communities (DLUHC) to acquire 30 homes during 2023-2024 to deliver additional housing for refugees.
- b) Approves the proposal to repurpose £3.711m capital funding already committed to the Homelessness Prevention programme to enable North Northamptonshire Council to provide the required match funding against the central government grant for this programme.
- c) Delegates authority to the Executive Member for Housing, Communities and Levelling Up in consultation with the Executive Director for Adults, Health Partnerships and Housing to take any decisions and actions necessary to complete the programme.

3.2 Reasons for Recommendations:

- To ensure the recent humanitarian refugee schemes (Afghan and Ukraine), provide sufficient longer-term accommodation to those they support.
- To mitigate the increased pressures on the Local Authority's homelessness and social housing resources which arise as sponsorship / family placements / bridging accommodation arrangements end, by increasing the provision of affordable housing to those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation.
- To increase the overall supply of affordable rented housing available in North Northamptonshire, which meets the corporate objective of enabling safe and thriving places.

3.3 Alternative Options Considered-

- Do nothing – if the Council does not participate in this programme, it will not receive the funding allocation and the challenge of finding onward settled accommodation for refugees will remain. This challenge is already putting pressure on stretched homelessness services. Those refugees who present as homeless are still owed a statutory homelessness duty by the Council and need to be placed in costly nightly paid Temporary Accommodation and then progressed through Keyways on to the housing register.
- Commit to delivering a smaller number of homes – whilst this may be easier to achieve, the government grant allocation will reduce proportionately and less homes will be acquired into our temporary accommodation stock. Ultimately fewer additional homes will be available to the Council to use as affordable housing for our residents in the longer term.

4. Report Background

- 4.1 Since the Afghan Resettlement Programme was launched in the autumn of 2021 and the Homes for Ukraine Programme in March 2022, Local Authorities, including North Northamptonshire Council, have struggled to move refugees out of bridging hotels or on from sponsorship placements into settled accommodation in the private rented sector.
- 4.2 For the Afghan refugees in bridging hotels this is largely due to the size of the families and the shortage of supply of larger, four bed plus, family homes in the private rented sector. The Council committed to resettling 10 Afghan families from the bridging hotels and to date have settled 3, with 2 further identified properties awaiting large (up to 12 people) families to be nominated to them.
- 4.3 For Ukrainian refugees in sponsor placements with local families, or who have entered through the Family Scheme, where placements have broken down or come to the end of the initial sponsorship period, barriers to move on into private rented accommodation have been identified due to affordability and availability.
- 4.4 Where sponsor placements have ended and Ukrainian refugees have presented as homeless, the Council's statutory homelessness duties must be discharged which has meant placing refugees in costly nightly paid temporary accommodation. Although these costs are met by government grants from the Homes for Ukraine programme, placing refugee families who have fled war into short term temporary accommodation is far from ideal. It also places additional pressure on an already stretched homelessness services and ultimately increased demand on our housing register and allocations to social housing through Keyways. This in turn impacts on residents who are awaiting social housing.

- 4.5 Officers, alongside colleagues from other Local Authorities across the country, have consistently highlighted these issues to the DLUHC and have sought government guidance and action to aid the provision of onward settled accommodation for refugees.
- 4.6 Since the scheme was launched in mid-March 2022, and as of 4th January 2023, the Council has supported 374 Ukrainian guests and 229 sponsor households under the Homes for Ukraine Scheme.
- 4.7 There are currently 181 guests remaining in sponsor placements, others have either moved out of area, returned to Ukraine, have made their own arrangements or have been supported to move into the private rented sector (67 guests).
- 4.8 On 22nd December 2022 the Government announced the £500m Local Authority Housing Fund to support 182 councils across England to provide up to 4,000 homes by end the financial year 2023-24, thus reducing the impact of new arrivals on existing housing pressures and eventually providing a new and permanent supply of accommodation for local communities.
- 4.9 The purpose of the funding is to:
- Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route to those fleeing conflict, provide sufficient longer-term accommodation to those they support.
 - Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
 - Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing to those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation.
 - Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible refugees.
 - Reduce emergency, temporary and bridging accommodation costs.
 - Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to local residents (UK nationals) e.g. after usage by this cohort ends.
 - Reduce impacts on the existing housing and homelessness systems and those waiting for social housing.
- 4.10 Although DHLUC are providing flexibility to local authorities to shape local delivery according to local circumstances, there is an assumption that most delivery will be via stock acquisition, but the funding can be used for refurbishment or conversion of buildings, acquiring new build properties from

developers, building new homes, or passing on the funding to enable housing association delivery.

- 4.11 As a condition of receiving this funding, local authorities are expected to increase their number of pledges and provide additional homes for those Afghan refugees in bridging accommodation.
- 4.12 North Northamptonshire Council has provisionally been identified as eligible for capital grant funding (under section 31 of the Local Government Act 2003), with the following indicative allocation:
- Main element for Ukrainian refugees: £2,424,500. With this funding the Council is expected to provide a minimum of 26 homes.
 - Bridging element for Afghan refugees: £809,000. With this funding the Council is expected to provide a minimum of 4 larger 4+ bed homes to be allocated to households currently residing in bridging accommodation.
 - The funding includes £20,000 per property for refurbishment.
 - The total grant allocation is £3,234,384.
- 4.13 The Council is expected to part match fund some of the required capital. For the 'main element' housing, government funding equates to 40% of total capital costs. For 'bridging element' housing, government funding equates to 50% of total capital costs.
- 4.14 This programme needs to be delivered at pace given the requirement to deliver the additional homes during 2023. The Council has made an initial indication to DLUHC, which was required by 25th January 2023, to acquire the full allocation of 26 plus 4 (30 homes) through this programme.
- 4.15 Properties will be sourced from the open market by searching listed properties for sale. The Council will also take the opportunity to buy back any suitable ex Right to Buy properties which are subject to a right of first refusal by the Council and will liaise with Registered Housing Providers with stock in the area to identify any properties they are looking to dispose of. Officers will also contact developers of newbuild housing in the area and seek to make some purchases of suitable new homes that are ready to complete.
- 4.16 Purchases will be focussed in the main towns of Corby, Kettering, Rushden and Wellingborough as these locations offer greater choice, access to facilities and services and are better connected to local public transport networks, which our refugee guests have reported is really important to them.
- 4.17 The Council has a track record of delivering similar projects, having acquired approximately 80 properties in the past for temporary accommodation and through projects such as the Rough Sleeper Accommodation programme which is currently being delivered with government and local authority capital funding in a similar way to this new programme.

- 4.18 The grant amount per property is considered sufficient to purchase freehold properties on the open market and/or ready to complete new builds from developers. As the lower quartile average house price assumed includes the whole of North Northamptonshire, we are confident that we can source properties within the allocated budget by focussing on the areas of the local authority where house prices are lower. If new builds are acquired, they will be on top of any current Section 106 allocations of affordable homes by developers.
- 4.19 The proposed approach is acquisitions through the General Fund into the temporary accommodation stock, rather than through the HRA because the borrowing costs would put too much pressure on the HRA in the short to medium term, and the burden would therefore fall on the existing NNC tenants. Given the pressure on homeless services and the challenge in finding onward settled accommodation for refugees, these refugee families will come through the homelessness route to access the properties and securing private rented sector properties is more expensive.
- 4.20 Placing refugees at risk of homelessness in these homes within the temporary accommodation stock held in the General Fund will mitigate the potential concern that they would otherwise be gaining preference over our residents on the housing register if these homes were acquired immediately into the Housing Revenue Account housing stock. There is a separate proposal being developed by officers to recommend acquiring more temporary accommodation stock, so the Local Authority Housing Fund programme can be dovetailed with that, in terms of understanding which of the new acquisitions might be needed to be retained for temporary accommodation in the long term and which might be transferred to the HRA at a future date.
- 4.21 A plan will be developed in due course to transfer appropriate properties acquired through this programme into the HRA housing stock, subject to compliance with the relevant regulations and the Disposal's policy, governing such transfer.
- 4.22 Rents will be at market rents capped at Local Housing Allowance rates to enable the success of these tenancies. Residents in temporary accommodation cannot be offered secure tenancies but will be offered the most appropriate short-term tenancy in the first instance. Ukrainian guests only have leave to remain in the UK for a maximum of 3 years under the current resettlement programmes.
- 4.23 The Local Authority will need to recruit additional staffing resources, funded through capital, to deliver this programme within the tight timescales, without having a significant impact on other elements of service delivery. It is proposed these are funded from underspend within this year's homelessness prevention capital budget.
- 4.24 The unit types required to meet our refugee population has been modelled. This has been identified as; 2 x 1 bed; 20 x 2 bed; 4 x 3 bed; 4 x 4 bed plus (bridging element) homes.

- 4.25 Any refurbishment / voids work to prepare the properties for let will be contracted out to keep the programme separate from the work of the in-house depots funded by the HRA.
- 4.26 Subject to Executive approving the recommendations in this report, North Northamptonshire Council needs to make a formal commitment via a Memorandum of Understanding with DLUHC by 1st March 2023

5. Issues and Choices

- 5.1 Several options were considered in formulating the recommendations contained within this report.
- 5.2 If North Northamptonshire Council does not commit to the LAHF programme, this would mean the Council would not be awarded any of the grant funding and would continue to place additional pressure on its homelessness services, resulting in the use of high cost nightly paid accommodation which is already in short supply for people requiring temporary accommodation. Ultimately it will result in increased pressure on the local Housing register which already is under pressure at a time when demand for social housing is increasing.
- 5.3 The Council could commit only to the Bridging element of the programme, but this will not alleviate the pressure on homelessness services from the Ukraine Resettlement programmes.
- 5.4 Committing to delivering a smaller number of properties was also considered. However, the grant funding would be reduced in proportion to the commitment made. If less homes are delivered for the bridging element, then the Council will continue to struggle to meet its current pledge to resettle Afghan refugees.
- 5.5 In addition, an assessment of the local housing market has indicated there is enough properties on the market to enable us to meet our allocated numbers, of 26 plus 4 properties (30).
- 5.6 Building new properties to add to the Council's housing stock is not achievable in the required timeframes as new development, from identification of land through to completion usually takes at least 3 years.
- 5.7 Acquiring the properties into the HRA has also been considered but has been discounted at this time due to the increased borrowing costs which will put undue pressure on the HRA in the short term, potentially placing a negative impact on existing Council tenants.

6. Next Steps

- 6.1 If approval is given by the Executive, the Section 151 Officer will formally commit the Council to the programme by signing an MOU with DLUHC. The

additional staffing resource will be mobilised to provide the additional capacity to begin acquiring the properties.

- 6.2 The conveyancing process takes an average of 12-16 weeks for properties purchased on the open market so it is expected that all 30 properties will be completed during the 2023-2024 financial year, with as many as possible being complete by November 2023 which is the ask from DHLUC.
- 6.3 Contact will be made with developers locally in the first instance to assess if there are any newbuild properties close to completion which would enable a swift purchase.

7. Implications (including financial implications)

7.1 Resources, Financial and Transformation

- 7.1.1 The total project costs are estimated at £6.965m. The total indicative grant funding from DLUHC (subject to final validation) is £3.234m, requiring a match capital funding from the Council of £3.711m.
- 7.1.2 There is an existing capital programme for Homelessness Prevention, the total capital budget available for 2022/23 is £5.1m, with a further £3m included in the Medium-Term Financial Plan 2023/24 – 2025/26, giving a total budget of £8.1m, which was to be fully funded by borrowing. This budget will be utilized to provide the match funding required from the council of £3.711m, together with the increase in budget of £3.234m to reflect the grant funding allocation.
- 7.1.3 Currently the Housing and Homelessness Prevention capital budget is only being utilised for capital works to properties acquired by Kettering Borough Council in 2020/21 and for the match funding (£580,250) to the Rough Sleeper Accommodation project approved by Executive in July 2021.
- 7.1.4 The LAHF funding cannot be combined with Right to Buy Receipts or other funding streams for affordable housing.
- 7.1.5 The project will be delivered in-house by the Housing Enabling and Development team with support from legal, finance and property colleagues. The allocation of the properties will be managed by the Homelessness and Housing Options service in conjunction with the Refugee Resettlement team. Additional staff resource will be recruited into the Housing Development team to support the project alongside any additional legal resource required to support the conveyancing.

7.2 Legal and Governance

- 7.2.1 All procurement activities associated with the project shall be subject to the Council's Contract Procedure Rules (CPRs). Support will be provided by Legal Services and the Procurement Team in relation to the conduct of the

procurement process to ensure that it is compliant, and risk of legal challenge is minimised.

- 7.2.2 The LAHF proposal will aid North Northamptonshire Council in meeting its statutory duties to prevent and relieve homelessness in the Housing Act 1996, as amended.
- 7.2.3 The acquisition of thirty properties units under the LAHF programme falls outside of the Public Contracts Regulations 2015 which list specific exclusions for service contracts at page 15/128. One of these (Regulation 10 (1) (a)) is *“for the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property, or which concern interests in or rights over any of them.”*
- 7.2.4 The Council will first and foremost, seek to purchase properties on a freehold basis.

7.3 Relevant Policies and Plans

- 7.3.1 This programme will provide thirty additional affordable rented homes, which will be owned and managed by the Council and allocated to eligible refugees to alleviate their risk of homelessness and assist with their settlement into local communities.
- 7.3.2 The provision of additional affordable housing meets the objectives of creating safe and thriving places, and active and fulfilled lives in the Corporate Plan 2021-2025.

7.4 Risk

- 7.4.1 The main risks to delivery at pace are being able to quickly recruit additional staffing resource to support the project to deliver within the required timescales, and the availability of properties to purchase. To mitigate the resourcing issue there will be a need to recruit temporary agency staff initially to be able to secure the additional resource quickly.
- 7.4.2 There is a risk that the Council will be unable to identify the right properties on the market but the project will be led by existing staff with extensive experience of acquiring and refurbishing properties and so there is good knowledge and contacts within the housing market.
- 7.4.3 Delays in the conveyancing process may impact on timelines.

7.5 Consultation

- 7.5.1. Council officers have been involved with other Local Authorities in the East Midlands in considering our responses to the LAHF announcement.

7.6 Consideration by Executive Advisory Panel

- 7.6.1. This item has not been considered by an Executive Advisory Panel due to the short timescales to seek approvals within the DLUHC programme.

7.7 Consideration by Scrutiny

- 7.7.1. This proposal has not been considered by Scrutiny.

7.8 Equality Implications

- 7.8.1. The three aims of the General Equality Duty under the Equalities Act 2010, which must be considered consider in the Council's decision-making processes, are:

- (a) Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act.
- (b) Advance the equality of opportunity between those who share a protected characteristic and those that do not share it.
- (c) Foster good relations between those who share a protected characteristic and those that do not share it.

- 7.8.2. It is considered that this decision will have a positive impact on a group with a protected characteristic, particularly people of diverse races, religion and cultural backgrounds who have come to the UK, following an offer of sanctuary to those fleeing conflict, via an organised safe and legal entry route. This decision will support those affected to settle within and contribute to local communities.

7.9 Climate and Environment Impact

- 7.9.1. The purchase and repair option brings existing properties back into use and will typically save embodied carbon emissions compared to constructing a new building thus there is also an environmental case for refurbishment.

7.10 Community Impact

- 7.10.1 The objectives of the LAHF programme are to ensure that refugees in North Northamptonshire welcomed, and able to integrate into and contribute to the local community.

7.11. Crime and Disorder Impact

7.11.1 None identified.

8. Background Papers

8.1 None

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EXECUTIVE 16th February 2023

Report Title	Capital Outturn 2022/23 – Draft Outturn as at Period 9
Report Authors	Janice Gotts, Executive Director of Finance and Performance Janice.gotts@northnorthants.gov.uk
Lead Member	Councillor Lloyd Bunday, Executive Member for Finance and Transformation

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

List of Appendices

Appendix A – General Fund Monitoring

Appendix B – HRA Monitoring

1. Purpose of Report

- 1.1 This report sets out the provisional capital outturn position for 2022/23 as at period 9 for North Northamptonshire Council (NNC), including requests to re-phase scheme expenditure profiles.
- 1.2 The report details the latest capital budgets (2022/23) for the General Fund (GF) and the Housing Revenue Account (HRA) Capital Programme, including new schemes which have been approved since 1st April 2022.

2. Executive Summary

- 2.1 This report sets out the draft 2022/23 outturn as at period 9 for the Council's capital programme.

- 2.2 It provides commentary on the Council's current financial outturn position for 2022/23 as at period 6 for both the GF and the HRA Capital Programmes. It should also be recognised at this point that the final outturn position may be affected by any changes arising from the outstanding audits for the legacy authorities.
- 2.3 The Council will continue to assess and refine its capital profiling as part of the capital monitoring for 2022/23 prioritising schemes and focussing on deliver ability. The outturn position presented in the report is based on the best available data and information of the operations of the Council. The review of profiling of the capital programme is currently ongoing and has not been reflected within this report.

3. Recommendations

- 3.1 It is recommended that Executive:
- a. Note the draft capital outturn position as at period 9 for the General Fund (GF) Capital Programme and Housing Revenue Account (HRA) Capital Programme for 2022/23.
 - b. Note the new schemes that have been approved since 1st April 2022.
- 3.2 Reasons for Recommendations:
- This is in line with the Council's constitution and financial regulations in relation to governance.
- 3.3 Alternative Options Considered:
- This report is for noting and alternative options are not proposed.

4. Report Background

- 4.1 The Capital Programme is the Council's plan for investing in assets to efficiently deliver its statutory services, and to improve and shape the local infrastructure of North Northamptonshire, with the benefits lasting over several years.
- 4.2 Resources come from several sources including Government grants, capital receipts from surplus land and buildings, revenue contributions, other external contributions and borrowing. The Council is required to set a balanced revenue budget and therefore must ensure that where borrowing is proposed to fund the cost of capital that the cost of servicing the debt is affordable within the Council's revenue budget.
- 4.3 The Council captures its projected capital expenditure within the Capital Programme to ensure effective monitoring and ensure transparency. In year changed to the Capital Programme are approved by Executive, unless authority

has been delegated or Full Council approval is required, in accordance with the Council's constitution.

- 4.4 This report provides an update to the Capital Programme 2022/23 as adopted by the Council in February 2022 and updated in subsequent reports to Executive.
- 4.5 The programme has been split into three areas:
- General Fund Committed Capital Programme containing schemes approved by Council, the majority of which are in the process of being delivered.
 - General Fund Development Pool containing schemes which are in the early stages of their lifecycle and are not ready to commence. The Development Pool comprises the schemes that the Council would be prepared to take forward, subject to final negotiations, confirmation and evidencing of funding and submission of robust business cases to the Capital Approvals Board for approval by Cabinet.
 - Housing Revenue Account Capital Programme which contains schemes that are either committed or in their early stages of their life cycle.

Capital Approval Process

- 4.6 The Capital Approval Governance process aims to provide greater emphasis on the link to strategic priorities and achievement of benefits and outcomes. As part of this each submission is requested to identify any contribution to reducing carbon and/or how the development or investment will support a zero-carbon agenda.
- 4.7 The governance process requires that Directorates submit business cases to the officer led Strategic Capital Board for initial consideration. Each scheme requires approval to enter the development pool or as a commitment in the main programme. The business case must set out the requirement for funding and any funding streams available (e.g. grant), how it meets the Council's strategic priorities, risk analysis and expected outcomes and benefits.
- 4.8 The Strategic Capital Board meets monthly to scrutinise new proposals and consider the progress/risks in relation to schemes already in delivery as well as update on potential schemes which may be in the future pipeline. The board is chaired by the Executive Director of Finance and Performance and consists of the Executive Directors from each of the Directorates, the Monitoring Officer and finance/project management support.
- 4.9 In line with the agreed process, schemes progress from the Strategic Capital Board to initially be considered by the Council's Deputy Leader and the Executive Member for Finance and Transformation. Following review, the capital scheme proposals are reported to Executive for approval each month through the Capital Update Report. If approved, such proposals will be incorporated within the Council's Capital Programme.

5. Issues and Choices – Draft Outturn 2022/23

Draft Capital Outturn P9 2022/23

- 5.1 The outturn for 2022/23 in respect of the GF Capital Programme shows a revised capital budget position of £106.8m, including slippage and in-year approved programmes. The outturn position is currently estimated at a spend of £42.9m, which represents movement (slippage/underspend) of £63.8m against the budget.
- 5.2 As part of the 2023/24 budget setting and Medium-Term Financial Planning process, several budgets have been identified to either be reprofiled into the next financial year to align with realistic dates of delivery, or to be allocated to the development pool for reconsideration and further updated business cases. Therefore, of this £63.8m estimated slippage/underspend, £43.8m of this underspend relates to schemes that have been reviewed/ reprofiled into the Capital Programme or Development Pool for 2023/4, resulting in a revised estimated variance as at period 9 of £20m. The table below sets out the position by Directorate. Detail analysis by project by Directorate is shown in **Appendix A**.

Directorate	General Fund Capital Programme 2022/23										
	Original Budget	Re-Profile/ Slippage from prior years	Approved in year	Revised Budget	YTD Actuals p9	P6 Outturn	P9 Outturn	Movement to P6	Variance to Budget	Budget reviewed/ re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Place and Economy	2,472	30,318	32,751	65,541	12,239	31,318	26,083	(5,235)	(39,458)	(30,120)	(9,339)
Children and Education	6,544	5,146	1,893	13,583	5,139	8,539	8,666	126	(4,917)	(612)	(4,305)
Adults, Communities and Wellbeing Services	4,796	14,871	1,998	21,664	4,427	6,991	6,977	(14)	(14,687)	(11,029)	(3,658)
Enabling and Support Services	2,520	2,244	1,210	5,974	231	1,705	1,105	(600)	(4,869)	(2,000)	(2,869)
Total	16,332	52,578	37,852	106,762	22,036	48,553	42,831	(5,722)	(63,931)	(43,761)	(20,170)

- 5.3 The range of schemes delivered or in progress during 2022/23 include Corby Towns Fund – 6th Form College and Train Station to Town Centre, completion of Alfred East Museum Extension, Heritage Action Zone, a number of school related improvements such as completion of work on Stanton Cross Primary School and Prince William Academy, delivery of highways maintenance programme, infrastructure related schemes such as the Isham Bypass, A43 Urban Extension, Hanwood Park Junctions in Kettering.
- 5.4 A significant proportion of the capital programme delivered in 2022/23 includes projects that were already in flight within the legacy authorities as well as new schemes. Focus has also been on those projects which have grant funding in

order to ensure that any grant terms and conditions are met and minimise the potential risk of repayment and/or loss of grant.

- 5.5 The deliverability of the programme in future must also take into account the current and potential cost related to inflationary pressures. This may require some scoping changes or other mitigation if schemes are to remain within the original budget envelope.

5.6 General Fund Capital Programme Funding

For the General Fund capital programme funding sources have been identified to cover the MTFS capital budget requirements, including the original MTFS budget of £16.3m, together with funding for the slippage (£52.6m) and in-year approved schemes (£37.8m). Below shows the anticipated funding source for the in-year expenditure for 2022/23, estimated at period 9 as £42.9m.

Directorate	Discretionary Funding	Capital Reserves	Capital Grants	Total
Place and Economy	2,127	1,768	22,187	26,083
Children and Education	1,162	0	7,504	8,666
Adults, Communities and Wellbeing Services	1,798	578	4,601	6,977
Enabling and Support Services	305	800	0	1,105
Total	5,392	3,146	34,292	42,831

5.7 Development Pool

The Development Pool has undergone a full review in period 9 as part of the 2023/24 MTFP work, this is contained within the Capital Programme for 2023/24 as presented to Budget Executive on 9th February 2023. At this stage in the financial year, it is not anticipated that there will be further calls from the Development Pool into the Capital Programme for 2022/23.

5.8 HRA Capital Programme

The outturn for the HRA Capital Programme shows a revised a budget for 2022/23 of £28.9m, including slippage from 2022/23 of £15.6m. There have been no further approvals since budget setting. The outturn is showing a spend of £11.8m, which represents an underspend of £17.1m compared to budget, and which will be reviewed and re-profiled considering the latest position. Detailed analysis by project shown in **Appendix B**.

Housing Revenue Account 2022/23									
	Original Budget	Slippage	Revised Budget	YTD Actuals	P9 Outturn	P6 Outturn	Variance to Budget	Budget re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Corby	8,971	9,715	18,686	2,862	8,043	7,118	(10,643)	(7,803)	(2,840)
Kettering	4,333	5,923	10,256	3,172	3,843	4,763	(6,413)	(2,202)	(4,211)
Total	13,302	15,637	28,938	6,034	11,886	11,881	(17,052)	(10,005)	(7,051)

5.9 A significant proportion of the budget is forecast not to be spent in 2022/23 as initially planned. Some schemes are forecast to underspend due to experiencing delays in finalising new contractual arrangements and implications arising from architecture plans, but the more significant change is the reprofiling of the housing development programme for new build properties which is currently being reviewed by officers.

5.10 As part of the 2023/24 budget setting and Medium-Term Financial Planning process, several budgets have been identified to either be reprofiled into the next financial year to align with realistic dates of delivery, or to be allocated to the development pool for reconsideration and further updated business cases. Therefore, of this £17.1m estimated slippage/underspend, £10.0m of this underspend relates to schemes that have been reviewed/ reprofiled into the Capital Programme or Development Pool for 2023/4, resulting in a revised estimated variance as at period 9 of £7m.

6. Implications (including financial implications)

6.1 Resources, Finance and Transformation

6.1.1 The financial implications are set out in the detail of the report.

6.2 Legal

6.2.1 The council must utilise funding and deliver schemes in line with the restrictions and requirements as set out in the agreements linked to that funding and the requirements as set out in the Council's Constitution, in particular the budget setting and policy framework and the financial regulations.

6.3 Risk

6.3.1 The deliverability of the 2022/23 Capital Programme is monitored by the relevant accountable project manager and senior officer. There are a number of risks to be managed throughout the year and these are highlighted in the paragraphs below.

- 6.3.2 If any overspends or emerging pressures are identified during the year for whatever reason, then mitigating actions will be sought and management interventions undertaken.
- 6.3.3 With most capital projects there is a risk that delays, and cost increases may arise as a result of the impact of inflation. Generally, this relates to the supply and price of materials with projects requiring increased lead in times. Whilst every attempt is made to cost these implications into the project, the risks remain. However, it must be recognised that the current “Cost of Living Crisis” has driven up the level of inflation, which is much higher than in previous periods and indeed when funding bids were originally submitted. This therefore poses a risk to the deliverability of the projects as originally envisaged, where reductions to the scope of projects may be required to ensure budgets are not overspent.
- 6.3.4 The current uncertain economic context is also increasing interest rates associated with borrowing that is used to fund elements of the capital programme. This treasury risk impacts the overall affordability of the programme, which will be closely monitored and managed, but may lead to a reduced capital programme in the future.
- 6.3.5 There is a risk in relation to funding, particularly S106 where works may be required to take place in advance of S106 triggers/funding being payable. This occurs where a road or school is needed to provide infrastructure for the first residents/businesses utilising the site. Where this is the required, the Council will fund costs at risk in relation to the funding being received to reimburse its costs.

6.4 Relevant Policies and Plans

- 6.4.1 The schemes provide a strategic fit with the Council’s priorities as set out within the corporate plan.

6.5 Consultation

- 6.5.1 The 2022/23 Capital Strategy and Capital Programme were subject to consultation prior to approval by Council in February 2022.

6.6 Consideration by the Executive Advisory Panel

- 6.6.1 Not applicable.

6.7 Consideration by Scrutiny

- 6.7.1 The report will be considered at a future meeting of the Finance and Resources Scrutiny Committee.

6.8 Equality Implications

- 6.8.1 None specific within this report.

6.9 Climate and Environmental Impact

- 6.9.1 The climate impact of each capital project will be considered and managed within the relevant scheme.
- 6.9.2 A number of the capital schemes include initiatives to offset/reduce carbon impact as a priority for the Council and in recognition of the Climate Emergency declared by the Council.

6.10 Community Impact

- 6.10.1 These proposals can be considered to have a positive impact on the community as the Capital Programme delivers the infrastructure to support, educate, connect and regenerate communities. This includes enhancing the cultural offer and promoting a positive environmental impact.

6.11 Crime and Disorder Impact

- 6.11.1 None specific within this report.

7. Background Documents

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

Capital Programme Budget 2022/23, approved by the Executive Committee on 24th February 2022.

[Capital cover report.pdf \(moderngov.co.uk\)](#)

[Appendix A.pdf \(moderngov.co.uk\)](#)

[Appendix B.pdf \(moderngov.co.uk\)](#)

Appendix A

Appendix A

General Fund Capital Programme											
	Original Budget	Budget C/fwd	Approved in year	Revised Budget	YTD Actual 30/12/22	P9 Outturn	P6 Outturn	Movement to p6 outturn	Variance to Budget p9	Budget reviewed/ re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
DIRECTORATE - PLACE											
A43 Corby Link Road	100	586	0	686	162	162	100	62	(524)	(524)	0
Northamptonshire Superfast Broadband	1,563	1,800	0	3,363	903	2,054	2,054	0	(1,309)	(1,309)	0
Contribution to HWRC Sinking Fund	30	57	0	87	65	30	30	0	(57)	(57)	0
Energy Saving Scheme	0	0	0	0	25	25	25	0	25	0	25
Minor Works 2020-21	0	313	0	313	0	50	313	(263)	(263)	(263)	0
Trading Standards metrology lab	0	62	0	62	0	62	0	62	0	0	0
Sladebrook Reservoir	0	86	0	86	9	86	0	86	0	0	0
Tithe Barn Road Office Refurbishment	0	2,521	0	2,521	0	10	100	(90)	(2,511)	(2,511)	0
North Staff reloc One Angel Square	0	192	0	192	155	192	192	0	0	0	0
CPO Fund	0	601	0	601	0	0	0	0	(601)	(601)	0
Crematorium - Pathways and Garden Infrastructure	0	52	0	52	40	52	52	0	(0)	0	(0)
Tithe Barn Phase 2	0	177	0	177	5	25	25	0	(152)	(152)	0
Open Spaces/ Parks/ Brooks and Waterways	0	0	0	0	6	0	0	0	0	0	0
Car Parking - Kettering Town Centre	20	17	0	37	0	37	37	0	0	0	0
Cremator Repairs	0	3	0	3	0	3	3	0	(0)	0	(0)
Borough Wide - Recycling Project	100	0	0	100	0	100	100	0	(0)	0	(0)
New Depot	0	2,000	0	2,000	0	0	0	0	(2,000)	(2,000)	0
Recycling Project / Facility	0	376	0	376	0	0	0	0	(376)	(376)	0
Woodland Improvements	63	122	0	185	0	0	10	(10)	(185)	(185)	0
Replacement Wheelie Bins	52	52	0	104	16	104	104	0	0	0	0
Shire Lodge Cemetery Extension	0	812	0	812	495	757	812	(55)	(55)	0	(55)
Priors Hall Sustainable Urban Extension- A43/Steel Road junction	0	2,728	0	2,728	1,704	2,000	2,728	(728)	(728)	0	(728)
Air Conditioning and UPS	0	14	0	14	0	8	8	0	(6)	0	(6)
Regeneration & Economic Development	0	0	0	0	2	2	2	0	2	0	2
Environment Projects	105	25	0	130	57	100	100	0	(30)	0	(30)
AMP - East Northamptonshire House	0	49	0	49	0	0	0	0	(49)	0	(49)
AMP- East Northamptonshire House Internal Works	0	68	0	68	0	0	0	0	(68)	0	(68)
AMP- East Northamptonshire House H&S Audit	0	131	0	131	83	100	100	0	(31)	0	(31)
Rushden Centre	0	4	0	4	0	0	0	0	(4)	0	(4)
AMP - Car parks	0	32	0	32	0	0	0	0	(32)	0	(32)
Bassetts Park Skate Park	0	95	0	95	4	10	10	0	(85)	0	(85)
Croyland Gardens landscaping & public realm improvement	0	(0)	0	(0)	(2)	0	0	0	0	0	0

Appendix A

General Fund Capital Programme										
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£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Brooks & Waterways	0	8	0	8	0	0	0	(8)	0	(8)
Play Equipment -parks	0	62	0	62	(37)	62	62	(0)	0	(0)
Park Improvement	0	44	0	44	12	44	44	0	0	0
Capital Community Grant	0	15	0	15	0	0	0	(15)	0	(15)
High St/Jackson Lane car park	0	97	0	97	25	97	97	(0)	0	(0)
Health and Safety Improvements	0	39	0	39	5	5	0	(34)	0	(34)
Residential Zones / CPE	0	20	0	20	0	0	0	(20)	0	(20)
Depot Improvements	0	9	0	9	0	0	0	(9)	0	(9)
Cemetery works	40	84	0	124	30	76	76	(48)	0	(48)
Municipal Offices - Major Works	0	26	0	26	(0)	26	26	(0)	0	(0)
Council Chamber Works	0	141	0	141	181	181	141	40	0	40
Corporate Property Stock Conditions Work	0	92	0	92	0	0	92	(92)	0	(92)
Churchill Way Public Realm	0	211	0	211	6	0	0	(211)	0	(211)
Meadow road Urban Park	0	43	0	43	0	0	0	(43)	0	(43)
Stock Improvement & Compliance	250	496	0	746	70	420	150	(326)	(326)	0
Town Centre Improvements	0	32	0	32	0	0	0	(32)	0	(32)
London Road Site Development - Pre contract works	0	50	0	50	0	0	0	(50)	0	(50)
High Street - Heritage Action Zone	0	1,983	504	2,487	1,680	2,200	2,339	(139)	0	(287)
Public Realm 5	0	48	0	48	0	0	0	(48)	0	(48)
Conservation Area Enhancement Schemes	0	4	0	4	0	0	0	(4)	0	(4)
Improving access to FE/HE	0	98	0	98	0	0	0	(98)	0	(98)
Electric Vehicle Charging	0	64	0	64	0	0	0	(64)	0	(64)
Industrial Units - Energy Efficiency	0	49	0	49	0	0	49	(49)	0	(49)
Chesham House - Major Works	0	122	0	122	25	48	97	(49)	0	(74)
Haylock House	0	123	0	123	0	123	123	0	0	0
Warren Hill Works	150	150	0	300	99	99	75	(24)	0	(201)
Warren Hill - Music & Database	0	12	0	12	0	12	12	0	0	0
Grounds Fleet & Equipment S106	0	50	0	50	(37)	50	50	0	0	0
OAKLEY VALE PHASE 6 DEVELOPMENT	0	7	0	7	0	3	7	(4)	0	(4)
TOWN FUND CAPITAL PROJECTS	0	7	0	7	0	0	7	(7)	0	(7)
Cycleway Infrastructure Improvements	0	95	0	95	0	0	0	(95)	0	(95)
Pedestrianisation of George Street	0	344	0	344	1	25	196	(171)	0	(319)
GROSVENOR HOUSE IMPROVEMENTS	0	0	0	0	2	0	0	(0)	0	(0)
S106 FUNDING - CYCLE & PEDESTRIAN SHOPPING PARADE PRIORITY IMPROVEMENTS	0	736	0	736	184	200	736	(536)	0	(536)
	0	77	0	77	0	0	0	(77)	0	(77)

Appendix A

General Fund Capital Programme										
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£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
0	48	0	48	13	13	13	0	(35)	0	(35)
0	12	0	12	0	12	12	0	(0)	0	(0)
0	21	0	21	1	1	0	1	(20)	0	(20)
0	154	0	154	0	0	0	0	(154)	0	(154)
0	39	0	39	15	39	39	0	0	0	0
0	9	0	9	0	0	0	0	(9)	0	(9)
0	122	0	122	1	0	0	0	(122)	0	(122)
0	188	0	188	0	20	20	0	(168)	0	(168)
0	128	0	128	0	20	20	0	(108)	0	(108)
0	58	0	58	0	0	0	0	(58)	0	(58)
0	(0)	0	(0)	7	7	8	(1)	7	0	7
0	145	0	145	2	45	145	(100)	(100)	0	(100)
0	115	0	115	8	20	20	0	(95)	0	(95)
0	0	0	0	(17)	0	0	0	0	0	0
0	4	0	4	0	4	4	0	0	0	0
0	2	0	2	0	0	0	0	(2)	0	(2)
0	(0)	0	(0)	0	0	0	0	0	0	0
0	85	0	85	0	50	85	(35)	(35)	0	(35)
0	11	0	11	0	11	11	0	(0)	0	(0)
0	21	0	21	(0)	0	0	0	(21)	0	(21)
0	1	0	1	1	1	0	0	(1)	0	(1)
0	14	0	14	0	0	0	0	(14)	0	(14)
0	45	0	45	3	10	10	0	(35)	0	(35)
0	8	0	8	0	8	8	0	(0)	0	(0)
0	1	0	1	1	1	1	0	(0)	0	(0)
0	(309)	0	(309)	65	0	0	0	309	0	309
0	1,367	0	1,367	211	1,058	1,058	0	(309)	0	(309)
0	(33)	0	(33)	0	0	0	0	33	0	33
0	249	0	249	1,559	0	0	0	(249)	0	(249)
0	0	3,735	3,735	1,442	3,735	3,735	0	0	0	0

Appendix A

General Fund Capital Programme										
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£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Highways 22-23 LTP Maintenance	0	0	3,735	3,735	0	3,735	3,735	0	0	0
Highways 22-23 Incentive Maintenance	0	0	934	934	2,264	934	934	0	0	0
Highways 22-23 Integrated Transport	0	0	1,551	1,551	82	1,000	1,000	0	(551)	(551)
Capital support to routine maintenance 2020-21	0	0	0	0	0	0	0	0	0	0
Challenge Fund Schemes 2020-21	0	46	0	46	0	46	46	0	(0)	(0)
Targetted Patching 2020-21	0	42	0	42	0	42	42	0	0	0
Rights of Way Improvements 2020-21	0	126	0	126	0	126	126	0	0	0
Eskdall St. Kettering Highways works	0	135	0	135	0	0	0	0	(135)	(135)
Corby Town Fund Walking & Cycling	0	265	0	265	0	0	0	0	(265)	(265)
Barton Road/Cranford Road Junction	0	208	0	208	0	0	0	0	(208)	(208)
Denford Flood Management	0	31	0	31	0	0	0	0	(31)	(31)
Smart Commuters	0	31	0	31	12	12	0	12	(19)	(19)
WA0003 Closed Landfill Sites	0	0	0	0	0	0	0	0	0	0
Property Minor Works 2019-20	0	65	0	65	0	65	65	0	(0)	0
East Kettering (Hanwood Park) Junctions D & E	0	1,693	0	1,693	19	19	19	0	(1,674)	(1,674)
Binfrasture	0	2	0	2	0	2	2	0	0	0
DfT Capital Maintenance Funding 2021/22	0	630	0	630	0	630	630	0	0	0
Corby Town Fund	0	975	0	975	0	25	25	0	(950)	(950)
Corby Town Fund - 6th Form College	0	0	9,500	9,500	0	2,000	4,750	(2,750)	(7,500)	(7,500)
Corby Town Fund - Train Station to Town Centre	0	0	8,055	8,055	0	100	1,700	(1,600)	(7,955)	(7,955)
Treescape	0	195	0	195	42	0	0	0	(195)	(195)
Isham Bypass	0	1,451	0	1,451	485	1,451	1,451	0	0	0
Oundle Cycle Way	0	125	0	125	35	125	125	0	0	0
Wellingborough Norse	0	418	0	418	14	25	195	(170)	(393)	(393)
Street Lighting LED Upgrade 2022-23	0	0	3,033	3,033	0	25	0	25	(3,008)	(3,008)
Changing Places 2022-23	0	0	186	186	0	186	0	186	0	0
Garden Communities 2022-23	0	0	1,428	1,428	0	750	0	750	(678)	(678)
LA Treescape Fund (LATF) 2023	0	0	90	90	0	90	0	90	0	0
Augean Landfill - Highways Construction £5k per annum	0	3	0	3	0	0	0	0	(3)	(3)
Land at Gainsborough and Sower Leys Road	0	59	0	59	0	0	0	0	(59)	(59)
Former Sunseekers site, Finedon Road, Irthlingborough	0	105	0	105	0	0	0	0	(105)	(105)
S106 Funded Schemes	0	2,794	0	2,794	0	0	0	0	(2,794)	(2,794)
TOTAL PLACE	2,472	30,318	32,751	65,541	12,239	26,083	31,318	(5,236)	(39,459)	(30,121)
										(9,338)

Appendix A

General Fund Capital Programme										
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£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
0	35	0	35	203	0	0	0	(35)	0	(35)
0	453	0	453	(216)	463	462	1	10	0	10
0	84	0	84	221	14	13	1	(70)	0	(70)
0	4,173	0	4,173	360	360	2,648	(2,288)	(3,813)	0	(3,813)
0	214	0	214	0	0	0	0	(214)	0	(214)
0	0	0	0	269	269	0	269	269	0	269
0	23	0	23	17	0	0	0	(23)	0	(23)
4,564	(1,054)	0	3,510	3,454	4,184	4,126	57	673	0	673
0	522	341	863	16	837	555	282	(26)	0	(26)
968	486	0	1,454	603	572	541	31	(882)	0	(882)
0	169	0	169	34	169	169	0	0	0	0
0	30	215	245	23	60	24	36	(185)	0	(185)
0	10	0	10	88	0	0	0	(10)	0	(10)
0	0	0	0	68	0	0	0	0	0	0
0	1	0	1	0	0	0	0	(1)	0	(1)
0	0	762	762	0	762	0	762	0	0	0
0	0	213	213	0	213	0	213	0	0	0
0	0	172	172	0	172	0	172	0	0	0
0	0	190	190	0	190	0	190	0	0	0
1,012	0	0	1,012	0	400	0	400	(612)	(612)	0
6,544	5,146	1,893	13,583	5,139	8,666	8,539	126	(4,917)	(612)	(4,305)

Appendix A

General Fund Capital Programme										
Original Budget	Budget C/fwd	Approved in year	Revised Budget	YTD Actual 30/12/22	P9 Outturn	P6 Outturn	Movement to p6 outturn	Variance to Budget p9	Budget reviewed/ re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
0	194	0	194	(20)	194	194	0	0	0	0
540	44	0	584	0	0	0	0	(584)	0	(584)
1,900	2,669	662	5,231	1,122	2,000	2,000	0	(3,231)	(3,231)	0
0	0	0	0	0	0	0	0	0	0	0
0	740	0	740	0	0	0	0	(740)	(740)	0
0	183	0	183	0	0	0	0	(183)	(183)	0
0	308	0	308	0	100	100	0	(208)	(208)	0
0	300	0	300	0	0	0	0	(300)	(300)	0
150	150	0	300	48	48	39	9	(252)	(252)	0
2,000	3,424	0	5,424	171	250	750	(500)	(5,174)	(5,174)	0
0	580	0	580	346	580	580	0	0	0	0
104	256	0	360	101	101	101	0	(259)	0	(259)
0	69	0	69	0	0	0	0	(69)	0	(69)
0	13	0	13	0	0	0	0	(13)	0	(13)
40	65	0	105	60	60	37	23	(45)	0	(45)
0	42	0	42	7	7	7	0	(35)	0	(35)
0	16	0	16	0	0	0	0	(16)	0	(16)
0	5	0	5	5	5	5	0	0	0	0
32	44	0	76	39	39	31	8	(37)	0	(37)
0	5	0	5	6	6	5	1	1	0	1
0	1,964	487	2,451	2,247	2,361	2,451	(90)	(90)	0	(90)
0	223	0	223	(1)	223	223	0	(0)	0	(0)
0	0	0	0	35	0	0	0	0	0	0
0	66	0	66	0	0	0	0	(66)	0	(66)
30	26	0	56	3	4	0	4	(52)	0	(52)
0	790	0	790	0	0	0	0	(790)	0	(790)
0	0	0	0	0	0	0	0	0	0	0
0	17	0	17	2	2	0	2	(15)	0	(15)
0	5	0	5	0	0	0	0	(5)	0	(5)
0	13	0	13	0	0	0	0	(13)	0	(13)
0	17	0	17	0	0	0	0	(17)	0	(17)
0	1	0	1	4	4	0	4	3	0	3
0	159	0	159	0	0	0	0	(159)	0	(159)
0	13	0	13	12	13	13	0	0	0	0
0	63	0	63	0	0	0	0	(63)	0	(63)
0	24	0	24	0	4	24	(20)	(20)	0	(20)
0	0	0	0	19	20	0	20	20	0	20

Appendix A

General Fund Capital Programme										
Original Budget	Budget C/fwd	Approved in year	Revised Budget	YTD Actual 30/12/22	P9 Outturn	P6 Outturn	Movement to p6 outturn	Variance to Budget p9	Budget reviewed/ re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
0	20	0	20	(4)	20	20	0	0	0	0
0	0	0	0	(17)	0	0	0	0	0	0
0	77	0	77	13	13	9	4	(64)	0	(64)
0	470	0	470	0	125	125	0	(345)	0	(345)
0	(3)	0	(3)	0	11	11	0	13	0	13
0	293	0	293	(4)	6	6	0	(287)	0	(287)
0	6	0	6	0	0	0	0	(6)	0	(6)
-	18	0	18	0	0	0	0	(18)	0	(18)
0	148	0	148	0	0	0	0	(148)	0	(148)
0	51	0	51	3	20	20	0	(31)	0	(31)
0	50	0	50	0	0	0	0	(50)	0	(50)
0	1	0	1	1	0	0	0	(1)	0	(1)
0	0	0	0	0	0	0	0	0	0	0
0	14	51	65	56	65	0	65	0	0	0
0	3	0	3	3	0	0	0	(3)	0	(3)
0	23	0	23	14	14	0	14	(9)	0	(9)
0	28	0	28	0	0	0	0	(28)	0	(28)
-	81	72	153	95	95	72	23	(58)	0	(58)
0	(0)	0	(0)	0	0	0	0	0	0	0
0	161	0	161	0	0	0	0	(161)	0	(161)
0	0	82	82	61	61	82	(21)	(21)	0	(21)
0	0	87	87	0	87	87	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	245	245	0	245	0	245	0	0	0
0	0	312	312	0	195	0	195	(117)	0	(117)
0	939	0	939	0	0	0	0	(939)	(939)	0
4,796	14,871	1,998	21,664	4,427	6,977	6,991	(14)	(14,687)	(11,029)	(3,658)

Appendix A

General Fund Capital Programme											
	Original Budget	Budget C/fwd	Approved in year	Revised Budget	YTD Actual 30/12/22	P9 Outturn	P6 Outturn	Movement to p6 outturn	Variance to Budget p9	Budget reviewed/ re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
DIRECTORATE - ENABLING SERVICES											
BRR18 - Customer Contact and Digital	0	1,875	0	1,875	0	250	700	(450)	(1,625)	0	(1,625)
Xpress Merge	0	34	0	34	0	0	0	0	(34)	0	(34)
Infrastructure / Flexi & Remote Working	220	61	0	281	70	100	100	0	(181)	0	(181)
ICT Hardware Replacement	150	(1)	0	149	21	5	5	0	(144)	0	(144)
Passport Replacements and IP addressing	0	(1)	0	(1)	0	0	0	0	1	0	1
NCloud Server Replacements	0	6	0	6	0	0	0	0	(6)	0	(6)
Capita ONE to Cloud	0	1	0	1	0	0	0	0	(1)	0	(1)
Office365 Implementation	0	1	0	1	0	0	0	0	(1)	0	(1)
IT Security Solutions	0	75	0	75	0	0	0	0	(75)	0	(75)
Cyber Security	0	193	0	193	44	100	100	0	(93)	0	(93)
WAN/WiFi	0	0	0	0	9	0	0	0	0	0	0
End User Devices phase 1	0	0	460	460	46	300	300	0	(160)	0	(160)
Customer Service Mangement	150	0	0	150	41	150	150	0	0	0	0
IT Strategy	2,000	0	0	2,000	0	0	0	0	(2,000)	(2,000)	0
Revs & Benefits System	0	0	750	750	0	200	350	(150)	(550)	0	(550)
TOTAL ENABLING SERVICES	2,520	2,244	1,210	5,974	231	1,105	1,705	(600)	(4,869)	(2,000)	(2,869)
Total General Fund Capital Programme	16,332	52,578	37,852	106,762	22,036	42,831	48,553	(5,723)	(63,932)	(43,762)	(20,170)

Appendix B

Appendix B

HRA Monitoring

Directorate - Housing	Original Budget	Budget C/fwd.	Year End Virements	Revised Budget	YTD Actuals 30/12/22	P9 Outturn	P6 Outturn	Movement to P6	Variance to Budget	Budget reviewed/re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Housing Corby											
Housing Development Programme	5,300	8,283	0	13,583	1,710	4,018	4,018	0	-9,565	-7,803	-1,762
HRA - Smoke Detectors [CBC]	1,032	519	0	1,551	182	1,188	700	488	-363	0	-363
HRA - Heating Works [CBC]	-288	196	0	-92	0	0	0	0	92	0	92
HRA - Asbestos Inspections & Work [CBC]	165	124	0	289	61	229	100	129	-60	0	-60
HRA - Additional Gas Inspections & Work [CBC]	-67	34	0	-33	0	0	0	0	33	0	33
HRA - Disabled Adaptations [CBC]	180	88	0	268	130	167	122	45	-101	0	-101
HEALTH & SAFETY RATING	450	-52	0	398	162	182	140	42	-216	0	-216
Property Stores Proejct	0	0	163	163	37	145	140	5	-18	0	-18
HRA - Bathrooms [CBC]	463	-51	0	412	236	258	258	0	-154	0	-154
HRA - Central Heating Boilers [CBC]	858	-238	0	620	129	641	481	160	21	0	21
DECENT HOMES : CENTRAL HEATING REPLACEMENT	0	91	0	91	0	0	0	0	-91	0	-91
HRA - External Doors (Dwellings) [CBC]	107	208	0	315	96	143	190	-47	-172	0	-172
HRA - Kitchens [CBC]	-273	135	0	-138	4	238	0	238	376	0	376
DECENT HOMES : KITCHEN & BATHROOMS	0	127	0	127	0	0	0	0	-127	0	-127
HRA - Wall Finishes [CBC]	100	-45	0	55	85	182	250	-68	127	0	127
HRA - Unallocated Labour & Overheads [CBC]	750	182	-163	769	0	614	614	0	-155	0	-155
HRA - Other Smaller Schemes [CBC]	94	148	0	242	1	9	6	3	-233	0	-233
HRA - Estate Maintenance [CBC]	100	-42	0	58	11	11	21	-10	-47	0	-47
MAJOR ROOFING WORKS	0	8	0	8	8	8	78	-70	0	0	0
HRA Housing Management System [CBC]				0	10	10	0	10	10	0	10
Total Corby Housing	8,971	9,715	0	18,686	2,862	8,043	7,118	925	(10,643)	(7,803)	(2,840)
Kettering Housing											
Decent Homes - Kitchen & Bathroom Renewal	400	378	0	778	377	362	393	-31	-416	0	-416
New Build	0	714	0	714	435	454	0	454	-260	0	-260
Central Heating Renewal	500	51	0	551	240	317	551	-234	-234	0	-234
Homes for the Future: Hampden Crescent B	928	-1	0	927	0	0	1,050	-1050	-927	0	-927
Roof Renewals	100	296	0	396	125	206	227	-21	-190	0	-190
Improving access for disabled people	200	23	0	223	191	226	209	17	3	0	3
Decent Homes - Electrical Upgrades	400	177	0	577	167	222	577	-355	-355	0	-355
External Door Replacements	50	85	0	135	67	96	129	-33	-39	0	-39

Appendix B

HRA Monitoring

Directorate - Housing	Original Budget	Budget C/fwd.	Year End Virements	Revised Budget	YTD Actuals 30/12/22	P9 Outturn	P6 Outturn	Movement to P6	Variance to Budget	Budget reviewed/re-profiled as part of 2023/24 budget setting	Revised estimated variance to reprofiled budget
Voids Repairs and Improvements	400	181	0	581	291	378	581	-203	-203	0	-203
External Insulation	100	79	0	179	25	25	109	-84	-154	0	-154
Desborough & Rothwell	0	416	0	416	1,030	1,134	416	718	718	0	718
Environmental Improvements	100	87	0	187	72	78	90	-12	-109	0	-109
Sheltered Housing - "Sparkle" Programme	50	68	0	118	1	54	72	-18	-64	0	-64
Window Renewal	100	47	0	147	14	19	29	-10	-128	0	-128
Hidden Homes	0	110	0	110	79	202	110	92	92	0	92
Housing Association Grant	985	1,317	0	2302	13	13	100	-87	-2289	-2,202	-87
Former Grange Methodist Church Site	0	1,852	0	1852	10	10	100	-90	-1842	0	-1842
Heath & Safety and Fire Precautions	20	42	0	62	35	47	20	27	-15	0	-15
Total Kettering Housing	4,333	5,922	0	10,255	3,172	3,843	4,763	(920)	(6,415)	(2,202)	(4,211)
Total Housing Revenue Account	13,304	15,637	0	28,941	6,034	11,886	11,881	5	(17,057)	(10,005)	(7,051)

EXECUTIVE 16th February 2023

Report Title	Capital Programme Update 2022/23
Report Authors	Janice Gotts, Executive Director of Finance Janice.gotts@northnorthants.gov.uk
Lead Member	Councillor Lloyd Bunday, Executive Member for Finance and Transformation

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

1. Purpose of Report

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

2. Executive Summary

- 2.1 This report contains details of projects which have been submitted by officers to the Council's Strategic Capital Board as part of the Council's Capital Approval Process. Each scheme must complete a business case setting out the changes requested to the Capital Programme, including the purpose of the spend, the expected outcomes and the financial implications together with funding routes.

3. Recommendations

3.1 It is recommended that Executive:

- i) Approve the following changes into the capital programme:
 - a. The Grange Housing development - virement of £313k from the Housing Development capital programme for 2023/24.
 - b. Local Authority Housing Fund (LAHF) (Refugee Resettlement) – budget approval for £3.234m in 2023/24, which is to be funded from the DLUHC LAHF grant.
 - c. Integrated Transport Block Funding – budget reduction in line with revised funding allocations from £1.551m to £1.364m for 3 years from 2022-23 to 2024-25.

3.2 Reasons for the recommendation are set out in greater detail within section 5 of the report, but can be summarised as:

- To support the delivery of housing provisions across North Northamptonshire.
- To provide access to temporary accommodation across North Northamptonshire, helping to meet the priorities of humanitarian schemes announced by DLUHC, particularly in relation to the Afghan and Ukraine refugee resettlement programme.

3.3 Alternative Options Considered:

- As all the schemes in this report are grant funded/S106 funded, the use of the funding is in line with the agreement, so there is no alternative option proposed in this report.
- Where schemes are over £500k, individual reports are presented elsewhere on the agenda that set out the wider options that were considered before reaching the proposed schemes identified for grant funding/S106 funding.

4. Report Background

4.1 The Capital Programme is the Council's plan for investing in assets to efficiently deliver its statutory services, and to improve the local infrastructure of North Northamptonshire, with the benefits lasting over a number of years. The Council is required to set a balanced revenue budget and therefore must ensure that where borrowing is proposed to fund the cost of capital that the cost of servicing the debt is affordable within the Council's revenue budget.

- 4.2 Resources come from several sources including Government grants, capital receipts from surplus land and buildings, revenue contributions, other external contributions and borrowing. The Council captures its projected capital expenditure within the Capital Programme to monitor the same, help to control costs and ensure transparency. Given that the Capital Programme is approved by Executive, changes to it are also approved by Executive unless authority has been delegated in accordance with the Council's constitution.
- 4.3 This report provides an update to the Capital Programme 2022/23 as adopted by the Council in February 2022 and requests that the proposed changes are approved and reflected within the programme.

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

- 5.1 **Former Grange Methodist Church site, increase in HRA capital budget of £313k** - This project is for the construction of eight new homes on the site of the former Grange Methodist Church in Stamford Road, Kettering. The eight homes consist of two x one bed bungalows, two x two bed bungalows, two x three bed, five person houses and two x three bed, six person houses which include an extended, fully wheelchair accessible ground floor, including a ground floor bedroom and wet room.
- 5.2 This is an existing project within the HRA capital programme, currently with budget approval for £1.86m. This request is for a virement of £313k for the project budget from the Housing Development Programme in 2023/24, materially due to forecast inflation, changes to the main contractors' preliminaries and remodelling some elements of the properties.
- 5.3 The changes to this scheme are highlighted in an individual report presented elsewhere on this agenda that sets out the wider options that were considered before reaching the proposed option.
- 5.4 **Local Authority Housing Fund (Refugee Resettlement) – budget approval for £3.234m to be funded from grant funding.** On 22nd December 2022 DLUHC announced capital funding for Local Authorities to deliver additional housing stock for refugees. In cases where Homes for Ukraine sponsorships can no longer continue, 182 councils will receive a share of a new £500 million Local Authority Housing Fund in England. This housing £500 million fund and is expected to provide up to 4,000 homes by end of 2024, reducing the impact of new arrivals on existing housing pressures and eventually providing a new and permanent supply of accommodation for local communities.
- 5.5 The main purpose of the funding is to:
- Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route to those

fleeing conflict, provide sufficient longer term accommodation to those they support.

- Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
- Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined in the programme prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing to those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation.
- Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort.
- Reduce emergency, temporary and bridging accommodation costs
- Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends).
- Reduce impacts on the existing housing and homelessness systems and those waiting for social housing.

5.6 As the total project costs are £6.965m, a report elsewhere on this agenda sets out the further details on this project.

5.7 **Integrated Transport Block Funding – budget reduction of £187k**

5.8 In December 2022, the Department for Transport informed the Council that following a representation by West Northamptonshire Council that equal division of the Integrated Transport Block allocations for North and West Northamptonshire did not reflect the relative size of the authorities' networks, the allocations had been changed to reflect a 56% West / 44% North split, the same split which had already been used for maintenance funding.

5.9 The revised allocations for 2022/23, 2023/24 and 2024.25 are therefore:

- Highways Maintenance Block needs element - £3.735m
- Highways Maintenance Block incentive element - £0.934m
- Potholes Fund - £3.735m
- Integrated Transport Block Funding - £1.364m

5.10 A report elsewhere on the agenda sets out further details of the funding for the Highways for the current and future years.

6. **Next Steps**

6.1 Agree to proceed with procurement of housing projects for The Grange and HAHF.

7. Implications (including financial implications)

7.1 Resources, Finance and Transformation

- 6.1.1 The additional budget requirements in this report are funded from the use of external grants/ S106 or virements from existing budgets.

7.2 Legal

- 6.1.1 The Council must utilise funding and deliver schemes in line with the restrictions and requirements as set out in the agreements linked to that funding and the requirements as set out in the Council's Constitution, in particular the budget setting and policy framework and the financial regulations. In this regard any new borrowing must be approved by Council (no new borrowing identified in this report).

7.3 Risk

- 6.1.2 The deliverability of the 2022/23 Capital Programme is monitored by each accountable project manager and senior officer. There is further review throughout the financial year reported through the Executive.
- 6.1.3 If any overspends or emerging pressures are identified during the year, then mitigating actions will be sought and management interventions undertaken.
- 6.1.4 With most capital projects there is a risk that delays, and cost increases may arise as a result of the impact of inflation. Generally, this relates to the supply and price of materials with projects requiring increased lead in times. Whilst every attempt is made to cost these implications into the project, the risks remain. However, it must be recognised that the current "Cost of Living Crisis" has driven up the level of inflation, which is much higher than in previous periods and indeed when funding bids were originally submitted. This therefore poses a risk to the deliverability of the projects as originally envisaged, where reductions to the scope of projects may be required to ensure budgets are not overspent.
- 6.1.5 The current uncertain economic context is also increasing interest rates associated with borrowing that is used to fund elements of the capital programme. This treasury risk impacts the overall affordability of the programme, which will be closely monitored and managed, but may lead to a reduced capital programme in the future.
- 6.1.6 There is a risk in relation to funding, particularly where it is from third parties including grants, and appropriate agreements must be entered into to ensure that the funding is secured and spend is in accordance with any criteria stipulated by the funder, both the nature of the spend and the timing (where a deadline applies).

7.4 Relevant Policies and Plans

- 6.4.1 The schemes provide a strategic fit with the Council's priorities as set out within the corporate plan.

7.5 Consultation

- 6.5.1 The 2023/24 Capital Strategy and Capital Programme is subject to consultation prior to approval by the North Northamptonshire Authority in February 2023. The draft programme was approved by Executive at its meeting on 22nd December 2022 and was subject to consultation from 23rd December 2022 to 27th January 2023. These changes are in addition to the approved programme.

7.6 Consideration by the Executive Advisory Panel

- 6.6.1 Not applicable

7.7 Consideration by Scrutiny

- 6.6.2 The schemes recommended in this report have not been considered by Scrutiny. However, monitoring against the programme is subject to Scrutiny.

7.8 Equality Implications

- 6.6.3 Nothing specific within this report

7.9 Climate and Environmental Impact

- 6.9.1 The climate and environmental impact of each capital project will be considered and managed within the relevant scheme.

7.10 Community Impact

- 6.10.1 These proposals can be considered to have a positive impact on the community as the Capital Programme delivers a range of schemes to support and connect communities.

7.11 Crime and Disorder Impact

- 6.11.1 Nothing specific within this report.

8. Background Papers

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

Draft Capital Programme Budget 2023/24, North Northamptonshire Council,
22nd December 2022.

[\(Public Pack\)Agenda Document for Executive, 22/12/2022 09:00 \(moderngov.co.uk\)](#)

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EXECUTIVE 16th February 2023

Report Title	Budget Forecast 2022/23 as at Period 9
Report Authors	Janice Gotts, Executive Director of Finance and Performance Janice.gotts@northnorthants.gov.uk
Lead Member	Councillor Lloyd Bunday, Executive Member for Finance and Transformation

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

List of Appendices

Appendix A – Savings Schedule

1. Purpose of Report

- 1.1. The revenue budgets (2022/23) and Medium-Term Financial Plans for North Northamptonshire Council for the General Fund and the Housing Revenue Account were approved by Council at its meeting on 24th February 2022. The purpose of this report is to set out the forecast outturn position 2022/23 for the Council for the General Fund and the Housing Revenue Account.
- 1.2. This monitoring report sets out the material financial issues identified since the 2022/23 budget was set, based on the income and expenditure as at end of December 2022 (Period 9) and reflects the views of the budget managers within the Directorates.
- 1.3. As part of the ongoing monitoring process, work will continue to examine income and expenditure and activity data, against the available budgets to support the position presented and help to shape the medium-term financial plan.
- 1.4. Some areas remain unchanged from the previous report; however, the detail of these variances is included within the report for completeness.

2. Executive Summary

- 2.1 This report provides commentary on the Council's forecast for the revenue outturn position 2022/23, which, for the General Fund, is indicating an overspend of £5.242m based on the information available as at Period 9 (December 2022). With regard to the Housing Revenue Account (HRA) overall, there is a forecast overspend of £154k.
- 2.2 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.
- 2.3 Whilst there are a number of movements on the General Fund since last month, the overall reduction is predominantly as a result of lower spend than previously forecast on Property Management Costs and Adult Social Care together with an increase in investment income. These savings are partial offset by an increase in staffing costs within the Children's Directorate and an increase in placements costs within the Children's Trust.
- 2.4 The Council will continue to seek further efficiencies in year to offset the forecast overspend. The remainder of the Council's contingency budget was applied in Period 7 to reduce the in-year impact of the costs arising from Home to School Transport alongside the pressures from the pay award which exceeded the budget expectations of 3%. The Council also has reserves available to call on for any balance remaining, however, it will look to achieve in- year mitigations in the first instance.

3. Recommendations

- 3.1 It is recommended that Executive:
 - a) Note the Council's forecast outturn position for 2022/23 as summarised in Section 4, alongside the further analysis, risks and other considerations as set out in Section 5 and Section 6 of the report.
 - b) Note the assessment of the current deliverability of the 2022/23 savings proposals in Appendix A.
- 3.2 Reason for Recommendations – to note the forecast financial position for 2022/23 as at Period 9 and consider the impact on this year and future years budgets.
- 3.3 Alternative Options Considered: The report focuses on the forecast revenue outturn against budget for 2022/23 and makes recommendations for the Executive to note the current budgetary position as such there are no specific choices within the report.

4. Report Background

General Fund

- 4.1 The Council's Revenue Budget for 2022/23 was set at the Council meeting on 24th February 2022. The overall outturn forecast for the General Fund for 2022/23, as at Period 9 is a forecast overspend of £5.242m against a budget of £300.075m. This is summarised in the table below

General Fund Forecast Outturn 2022/23			
	Net Budget £000	Forecast Position at 31/03/2023 £000	Forecast Variance £000
Net Available Resources	300,075	300,075	0
Total Corporate Budgets	0	0	0
Children and Education	64,445	69,639	5,194
Adults, Communities and Wellbeing Services	118,694	118,487	(207)
Place and Economy	59,655	63,635	3,980
Enabling and Support Services	57,279	53,554	(3,725)
Total Directorate Budgets	300,075	305,317	5,242
Total Budget	300,075	305,317	5,242
Net Position	(0)	5,242	5,242

Note – Favourable variances are shown in brackets

- 4.2 The net budget approved by Council was increased by £4.168m from £295.907m to £300.075m in Period 3. This reflects the use of earmarked reserves of £3.938m which was approved by the Executive at the meeting on 14th July 2022 and was to mitigate pressures relating to Home to School Transport, short-term vehicle leasing costs, commercial income for grounds maintenance and facilities management from the previous Wellingborough NORSE contract, and Knuston Hall. The Executive also approved a further contribution of £230k from the Public Health Reserve to underwrite the potential shortfall in the School Holiday Food Voucher Scheme over the Summer break.
- 4.3 The forecast position at Period 9 is an overspend of £5.242m this is a favourable movement of £510k since the last report to Executive (Period 8) where an overspend of £5.752m was reported. The following table summarises the movement.

	Report Ref	Net Budget £000	P8 Forecast Variance £000	Movement in Forecast £000	P9 Forecast Variance £000
Children and Education		64,445	4,498	696	5,194
Assistant Director of Education	5.8	6,696	(51)	286	235
Commissioning and Partnerships	5.9	57,749	4,549	410	4,959
Adults, Communities and Wellbeing Services		118,694	(112)	(95)	(207)
Adult Services	5.20	89,647	0	0	0
Safeguarding and Wellbeing	5.20	13,033	0	0	0
Commissioning and Performance	5.20	5,099	0	0	0
Public Health	5.31	138	(138)	0	(138)
Housing and Community Services	5.32	10,777	26	(95)	(69)
Place and Economy		59,655	4,587	(607)	3,980
Assets and Environment	5.38	2,202	1,649	(441)	1,208
Growth and Regeneration	5.40	4,143	(8)	0	(8)
Highways and Waste	5.42	50,378	2,492	(196)	2,296
Regulatory Services	5.44	2,284	454	30	484
Directorate Management	5.46	648	0	0	0
Enabling and Support Services		57,279	(3,221)	(504)	(3,725)
Finance and Corporate	5.3 & 5.47	32,953	(1,585)	(741)	(2,326)
Chief Executive	5.55	2,371	(482)	0	(482)
HR, Legal and Democratic Services	5.57	9,003	(963)	282	(681)
Transformation	5.66	12,952	(191)	(45)	(236)
Total		300,075	5,752	(510)	5,242

Housing Revenue Account

- 4.4 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.

4.5 Within North Northamptonshire prior to 1st April 2021 there were two HRA accounts, covering the sovereign Councils of Kettering and Corby respectively. As part of the move to a single unitary council for North Northamptonshire, there was a statutory requirement to create a single HRA for the area. Whilst North Northamptonshire Council must only operate one HRA it will, for a period of time, operate two separate Neighbourhood Accounts, these being:

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

4.6 The Council's overall outturn forecast for the Housing Revenue Account as at Period 9, is a forecast overspend of £154k (Period 8 £281k) against the approved budget of £36.270m. This is summarised in the table below and further details are set out in Section 6. It is important to note that this is subject to continual review.

Housing Revenue Account Forecast Outturn 2022/23				
Directorate	Budget			P9 Forecast Variance at 31/03/23 £'000
	Expenditure	Income	Net	
	£'000	£'000	£'000	
Corby Neighbourhood Account	20,141	(20,141)	0	(5)
Kettering Neighbourhood Account	16,129	(16,129)	0	159
Net Position 2022/23 (under)/over	36,270	(36,270)	0	154

National Context

4.7 The national, and indeed the global, economy is seeing significant inflationary pressures that could not have been foreseen at this scale a number of months ago.

4.8 The UK economy has been subject to significant global shocks, with energy prices pushed to record levels, which in turn has contributed to high inflation. The Monetary Policy Committee (MPC) of the Bank of England has taken action to get inflation under control; this in part has resulted in higher interest rates.

4.9 Alongside the continuing effects of the pandemic on global supply and demand, the rise in energy prices has contributed to a slowdown in the global economy. The UK is a net importer of energy with a high dependence on gas and oil and is expected to spend 8% of its Gross Domestic Product (GDP) on energy compared to 2% prior to the pandemic. High inflation restrains customer demand and spending, it also increases the costs for businesses which can lead to limited investment and a slowdown in growth.

4.10 The Chancellor in his Autumn Statement for 2023-24 recognised that the UK's economic and fiscal outlook had deteriorated significantly since March 2022, predominantly as a result of higher inflation and interest rates and slower economic growth. This has adversely affected public finances. The Autumn

Statement acknowledged that difficult decisions needed to be made to correct the economy over the medium term which included both taxation and public spending. However, it also recognised that whilst demonstrating fiscal discipline, the Government also needed to balance this with support for vulnerable households and businesses with their energy bills, and to protect public services. The Energy Price Guarantee announced by Government in response to rising energy prices, lowers the peak of inflation and provides support to households.

- 4.11 Central banks across the world have responded to inflationary pressures by tightening monetary policy or signalling their intention to do so. Market interest rates have risen sharply, reflecting expectations of further policy tightening in response to renewed risks of more persistent, higher inflation and increasing credit risk.
- 4.12 The Bank of England increased the Base Rate by 0.50% to 3.50% on the 15th December 2022. This was the ninth consecutive increase since December 2021 and the rate is at its highest level for 14 years (November 2008 – 3%). It is anticipated that more rate rises are likely next year, and some analysts suggest rates could reach 4.5% by the middle of this year.
- 4.13 The inflation figures for December are slightly lower than in November. The 12-month CPI figure for December was 10.5% (November – 10.7%) and the 12-month RPI figure for December was 13.4% (November - 14.0%).
- 4.14 Councils like most organisations continue to see the impact of price rises, particularly around fuel and energy costs (for example, the street lighting PFI). A number of services are provided under contract, and it is likely that the Authority will experience some pressure from suppliers regarding current arrangements and any new contracts entered in to. As part of the budget setting for 2022/23, the Council included growth to address forecast inflationary increases in light of the position known at the time. However, the significant and continuing increase in the rate of inflation has added further risk to the 2022/23 position and has significantly increased the pressures for the 2023/24 Budget.
- 4.15 Further risk to Local Government funding comes from the high street as the Country enters a recession and individuals have less disposable income. This poses a risk for the Council's future income generation from business rates should businesses cease to trade. It may also see more people seeking to access Council Tax Support and other financial support which could reduce the overall Council Tax yield.
- 4.16 Alongside this there is a recognition that the demand for services may increase and the Council will review its offer in all areas as part of future financial and service planning.
- 4.17 The context of the national and global economy along with potential changes to the local government financial landscape in the future through reforms are key considerations for the Council as it continues to deliver its services for 2022/23 and were key considerations in developing the 2023/24 draft budget proposals and Medium-Term Financial Plan which were presented at the December meeting of the Executive.

5. Overview of Forecast Position 2022/23

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 2022 84.67% of Council Tax had been collected (December 2021 – 84.11%). Business Rates collection is 83.12% at the end of December 2022 (December 2021 – 78.06%). It should be noted that in 2021/22 there were technical changes to the collectable debit owing to how COVID Retail Relief was applied. Initially reliefs for the period April 2021 to March 2022 were granted at 100% and then in July 21 the reliefs were adjusted to 50% for the period July 21 to March 22 in line with the requirements of the scheme, this meant that where businesses had received retail relief, bills for the year were reissued in July and in effect businesses commenced payments from this point rather than April giving rise to a lower collection rate in December 2021 compared to December 2022. Therefore, the figures are not directly comparable, the current collection rate for 2022/23 remains strong.
- 5.2 It is unknown how businesses will be affected in the longer term following the reduction / cessation of financial support. However, the Autumn Statement issued by Government on 17th November did point to further business rates support for businesses in 2023/24 including the protection from an inflationary uplift in the rates payable and this was confirmed in the provisional Local Government Financial Settlement where the Business Rates multiplier remained unchanged for 2023/24.

Corporate Resources

- 5.3 The total net budget for Corporate Resources is £26.494m which consists of the contingency budget and budgets for treasury related costs.
- 5.4 The contingency budget is held to meet unknown or unplanned/ unbudgeted costs. The contingency budget for 2022/23 was £4.750m and the contingency budget had been used in full as at Period 7. This does present a risk to the Council for the remaining three months as any further pressures would not be able to be met through the contingency budget. The following Table provides a summary of how the contingency budget has been used in 2022/23.

Contingency	Executive Meeting	Amount £'000
Total Contingency Budget		4,750
Virements		
Maintained Nursery Schools	29/03/22	(650)
Increments	14/07/22	(1,150)
Energy Costs	27/09/22	(500)
Pay award	22/12/22	(1,532)
Home to School Transport	22/12/22	(918)
Balance		0

Directorate Budgets

- 5.5 This section of the report provides an analysis of the forecast variations against the 2022/23 General Fund for each of the Directorates as set out in the table at paragraph 4.3.

Children's Services Directorate

- 5.6 The budget for Children's and Education Services includes the Commissioning and Partnerships including Northamptonshire Children's Trust and Education Services not funded by the Dedicated Schools Grant (DSG).
- 5.7 The net forecast position for Period 9 for Children's and Education Services is an overspend of £5.194m (Period 8 - £4.498m overspend). The forecast outturn position consists of a net overspend of £235k (Period 8 - £51k underspend) in Education Services and an overspend of £4.959m (Period 8 - £4.549m overspend) in Commissioning and Partnerships, which also includes the Northamptonshire Children's Trust contract sum.

Education

Assistant Director of Education	£'000
Expenditure	12,391
Income	(5,695)
Net Budget	6,696
Forecast	6,931
Variance	235

- 5.8 The forecast underspend relating to Education Services comprises of the following variances.
- The Teacher's Pension Strain was disaggregated between the North and West, the 2021/22 budget assumed a split 44% North and 56% West which was in line with the contract sum. The budget for the North is £1.109m. The Council is billed on quarterly basis, and the service have now received the final invoice for the year, totalling £845k. This has resulted in a forecast underspend of £264k (Period 8 - £275k underspend).
 - The Teachers' Pension strain is funded from DSG and the amount of DSG funding was previously understated, resulting in additional DSG income of £473k (Period 8 - £462k underspend).
 - The School Improvement Monitoring and Brokering Grant was budgeted at £226k. This grant should have been disaggregated between the North and West, however the full grant was reflected in the North. The actual grant is being phased out and 2022/23 is the final year that it will be paid – the amount that will be received has reduced to £61k in 2022/23 – resulting in a pressure of £165k (Period 8 - £176k pressure).
 - The Education Health and Care service is continuing to rely heavily on interim workers to fulfil its statutory obligations. This is due to an

increased level of need being identified as a result of the impact of COVID, a high number of vacancies, and backlog of historic assessments. The service had intended to phase out the existing agency staff by December 2022, however, due to ongoing pressures and the additional work required to finalise the substantive structure of the team, this will now not be completed until April 2023 at the earliest. The service is now looking to recruit and upskill staff to ensure the future needs of children, young people and their families can be met. The Corporate Leadership Team (CLT) has approved a contribution of £274k from the Contain Outbreak Management Fund (COMF) to mitigate some of the COVID related pressures. A further request for additional funding to support the team may now be required to mitigate the pressure across the wider Children's Services staffing budgets, which are forecast to result in a net pressure of £636k (Period 8 - £321k pressure).

- The Teachers' Pension is mainly funded via the DSG, with the exception of those teachers who were employed post 2013. This post 2013 budget for this amounted to £236k and the forecast is £270k resulting in a pressure of £34k (Period 8 - £34k pressure).
- There is a shortfall of £35k in income from fees and charges. This is mainly due to the increasing demand in the Educational Psychology service area. The service's priority is to cover its core work and statutory assessments which has reduced the time to work on income generating services (Period 8 - £93k pressure).
- There is a forecast pressure of £144k (Period 8 - £128k pressure) in relation to reduced income in Education Services. In addition, there are other minor savings across the service which result in a favourable variance of £42k (Period 8 - £66k saving).

Commissioning and Partnerships

- 5.9 The net revenue budget for Commissioning and Partnerships is set out in the table below, this includes the Northamptonshire Children's Trust.

Commissioning and Partnerships	£'000
Expenditure	63,071
Income	(5,322)
Net Budget	57,749
Forecast	62,708
Variance	4,959

- 5.10 Commissioning and Partnerships is forecasting a pressure of £4.959m (Period 8 - £4.549m Pressure). The main reason for the forecast overspend relates to pressures at the Children's Trust where the forecast overspend is £12.653m (Period 8 - £11.741m overspend) – owing to the timing of the Period 9 reports information in this report is based on Period 8 forecasts for the Children's Trust. These pressures pose a significant financial risk to the Council as these pressures are unlikely to be mitigated. The cost to NNC based on an overspend at NCT of £12.653m is £5.588m, this reflects how the contract sum is split between North Northamptonshire Council (44.16%) and West

Northamptonshire Council (55.84%). Section 5.16 sets out some further pressures from NCT which were outside of their Period 8 report.

- 5.11 The main pressure within the Children's Trust relates to placements for children in care – this amounts to £9.607m (Period 8 - £8.584m). The market and availability of placements remains challenging. The placements budget will continue to remain under pressure as it remains extremely volatile both locally and nationally. The Trust is working on how these pressures can be mitigated in the current and in future years. The following table provides further detail around the pressure from placements.

Placement Type	Net Budget £'000	Projected Outturn £'000	Variance £'000
In House Fostering	8,542	8,342	(200)
Agency Foster Care Placements	14,924	16,196	1,272
Residential Placements	17,216	21,189	3,973
Supported Accommodation	3,312	7,856	4,544
18+ Agency Placements	4,806	5,666	860
Welfare Secure	308	93	(215)
Disabled Children's Placements	3,814	3,123	(691)
UASC	4,569	4,824	255
Remand Secure	274	83	(191)
Total	57,765	67,372	9,607

- 5.12 There are also pressures on transport costs of £675k (Period 8 - £675k), this is as a result of an increase in fuel costs. There is a risk that the inflation on transport costs could be above current levels and the recent increase in covid infections, may reduce the opportunities to reduce demand.
- 5.13 The current staffing budget across the Trust is projecting a pressure of £1.900m (Period 8 - £1.900m Pressure). This reflects increases in relation to the uplift in agency rates, which have seen an average increase of 5%. The main pressure relates to the pay award which was budgeted at 2% and reflected in the contract sum but based on the national pay award of £1,925 per employee amounts to around 6.3%.
- 5.14 The Local Government and Social Care Ombudsman recently made a decision on the historic treatment and compliance on Special Guardianship Allowances. This ruling has resulted in a forecast pressure of £844k (Period 8 - £844k Pressure).
- 5.15 There are other variances within the Children's Trust which amount to a saving of £374k (Period 8 - £262k Saving).
- 5.16 In addition to the pressures reported by NCT as part of their P8 monitoring there are further pressures totalling £832k. North Northants share of these pressures amount to £367k (based on the contract split) and consist of the following:
- The Internal foster care provision is more cost effective than paying for external placements, therefore, to ensure the Trust can continue to recruit and retain internal foster carers an inflationary uplift of 4% to foster carer

payments has been applied from October 2022. The cost of this is £104k and North Northants Council's share is £46k and West Northants Council's share is £58k.

- The Trust are continuing to use a managed social care team until the end of the financial year, which will provide additional capacity to the safeguarding service, ensuring that social care caseloads continue at a manageable level. This will result in an additional pressure of £728k, and North Northants Council's share is £321k and West Northants Council's share is £407k.

5.17 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

5.18 The forecast underspend relating to Commissioning and Partnership Services comprises of the following variances:

- The Council's share of the NCT contract agreement in 2022/23 is £60.7m. Included within the contract sum was an amount for support services provided to NCT by both North and West Northamptonshire Councils, of which the Council budgeted to receive £1.758m. This assumed support services were provided in line with how the contract sum had been split. However, it is anticipated that the Council will provide less support services and this will be in line with those provided in the previous year. This will in effect reduce the Council's income to £1.258m, resulting in a pressure of £500k – this is unchanged from Period 8.
- There is budgetary provision of £691k which was to meet any unforeseen pressures within the Commissioning Service, this will be used in full to mitigate the financial pressures being forecast and this position is unchanged from Period 8.
- There is a favourable variance of £172k which relates to the budget provision being higher than the contract with NCT this is unchanged to that reported in Period 8. There are also minor budget pressures of £19k on NCT grants. The service is forecasting to receive less grants than budgeted.
- There is a forecast underspend of £240k (Period 8 - £246k underspend) across Commissioning and Partnerships, of which £253k relates to

staffing (Period 8 - £262k saving). The remaining £13k represents minor forecast pressures (Period 8 - £16k saving).

- There was budgetary provision of £412k (Period 8 - £412k) following the disaggregation of NCC this budget has not been utilised and is being reflected as a saving.

5.19 The Children's Trust Budget is monitored in year through regular meetings between officers of both North and West Northamptonshire Councils and the Trust.

Adults, Communities and Wellbeing Directorate

5.20 The revenue budget covers Adult Social Services, Community Services and Public Health and Wellbeing. The changes following the Leadership Review and change in responsibilities have not yet been reflected in the financial monitoring and will be picked up in due course. The details of the forecast outturn position are set out in the paragraphs which follow.

Adults, Communities and Wellbeing Directorate

Adult Social Care, Safeguarding and Wellbeing and Commissioning and Performance Services

Adult Services	£'000
Expenditure	106,602
Income	(16,955)
Net Budget	89,647
Forecast	89,647
Variance	0

Safeguarding and Wellbeing	£'000
Expenditure	18,009
Income	(4,976)
Net Budget	13,003
Forecast	13,033
Variance	0

Commissioning and Performance	£'000
Expenditure	14,683
Income	(9,585)
Net Budget	5,098
Forecast	5,098
Variance	0

5.21 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.

- 5.22 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.
- 5.23 The service has supported an uplift award of 6.5% to care providers for providing care packages on framework rates during 2022/23, this is expected to cost approximately £2.7m during the year which has been met through additional investment in Adult Social Care as part of the 2022/23 budget setting process.
- 5.24 Within Adult Social Care there is £3.6m for demographic growth of which £0.5m relates to Mental Health Services; these are driven by the forecast number of additional people requesting care. The past four years' growth in adult social care costs in Northamptonshire have tended to be driven by two factors, general market inflation (predominately wage related) and acute care needs for existing clients, rather than increased clients due to demographic changes. However, it is too early to confirm whether this trend will continue in North Northamptonshire.
- 5.25 To support with the implementation of the Adult Social Care reform £852k of grant has been allocated in 2022/23. The impacts of social care reform include the introduction of the care cap of £86k from October 2023, which is a lifetime contribution of care costs, impact of means testing and fair funding for self-funder – following the Autumn Budget announcement on 17th November this has now been delayed until 2025. It also includes the introduction of fair cost of care.
- 5.26 In addition to this a new grant has been awarded to support local authorities to prepare for reform in Adult Social Care for NNC this is an additional £98k and Members approved the inclusion of this funding and additional expenditure at the July Executive meeting.
- 5.27 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 (£0.647m), which is a new service (initially funded by the business rates pilot fund) provided by Adult Social Care with health partners. The Admission Avoidance care model focuses on patients/clients presenting at acute hospitals with relevant conditions who can be rapidly assessed, diagnosed and treated without being admitted to a ward, if clinically safe to do so. Currently the Crises Response Team supports the back door discharges at the acute hospitals, where Admission Avoidance will focus on the significant opportunity to provide care on/at the front door to avoid hospital admissions and care costs increases client outcomes.

- Strength Based Working Project (£2.2m) which is the Transformation of Adults Services pathways and processes to ensure focus on client outcomes, independence, better decision making, and best practice approaches reduce delays and spend.
- Other savings include the increased use of PPP block purchased beds (£0.932m) this will involve reducing the spend within the independent market and increase the use of the beds for hospital discharges.

5.28 The current forecast is a breakeven position (Period 8 - breakeven). The forecast assumes that the savings detailed in 5.27 are achieved in year. These savings will continue to be tracked, and any impact of the achievability will form part of future reports. In addition to the in- year monitoring the 2021/22 trends have been used to assist in the monitoring of this year's budget; however, this has limitations as there is only one year's data and this was significantly impacted by the Covid pandemic. The trends of spend and activity will continue to be updated to support future forecasts.

5.29 NNC is in receipt of a number of grants that are available to support with Winter Pressures and Hospital Discharge. These include the original Winter funding of £1.868m, the Social Care Discharge Fund announced on 22nd September 22 of £1.051m and the further allocation off the Discharge Funding for Step Down that was announced on 9th January 2023 which has a Northamptonshire system wide allocation is £2.5m . Work is being undertaken to complete a financial plan for the different funding allocations

5.30 Similar, to the previous reports, the current monitoring identifies a number of pressures within working aged adults, this is being offset by savings within services for older people, work is continuing to realign these budgets and to understand the potential risks to the forecast, particularly in light of inflation and changes in demand.

Public Health

5.31 Public Health and Wellbeing is forecasting an underspend of £138k this reflects the split between grant and expenditure and that Public Health costs are fully funded through the Public Health grant, this is unchanged to Period 8.

Public Health	£'000
Expenditure	41,822
Income	(41,684)
Net Budget	138
Forecast	0
Variance	(138)

Housing and Community Services

5.32 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.

Housing and Community Services	£'000
Expenditure	22,626
Income	(11,849)
Net Budget	10,777
Forecast	10,708
Variance	(69)

- 5.33 The forecast includes a pressure of £95k (Period 8 - £95k pressure) relating to the under achievement of income at the Lodge Park Sports Centre in Corby; this has not yet recovered to pre pandemic levels. This is off-set by additional income of £30k (Period 8 - £30k).
- 5.34 The forecast includes a pressure of £299k (Period 8 - £299k pressure) for electricity and gas at the Corby International Pool. This reflects current market conditions where utility costs have increased significantly and reflects the estimated support from Government up to 31st March 2023. This is an area the Council will continue to monitor closely.
- 5.35 These pressures are partially offset by additional revenue of £200k (Period 8 - £200k underspend) for temporary accommodation within the homelessness service where housing policies have been harmonised. There are also savings on staff costs of £222k which are able to be capitalised against the Disabled Facilities grant (£127k Period 8).
- 5.36 In addition, there are minor efficiencies of £11k.

Place and Economy

- 5.37 The Place and Economy budget covers the following four functional areas plus Management Costs:
- Assets and Environment
 - Growth and Regeneration
 - Highways and Waste
 - Regulatory Services

Assets and Environment

- 5.38 Assets and Environment, includes Facilities Management, Property Estate Management, Energy and Fleet Management, Grounds Maintenance, Parks and Open Spaces and On and Off-street parking enforcement. It also includes Asset and Capital Management of the Council's corporate assets and capital programmes, together with the effective management of the Council's strategic assets and landholdings. Key income and cost drivers include footfalls to the high street for parking income, number of visitors to parks and heritage sites, demand for commercial rental spaces, use of office space and use of energy.

Assets and Environment	£'000
Expenditure	22,833
Income	(20,631)
Net Budget	2,202
Forecast	3,410
Variance	1,208

5.39 The Assets and Environment Service is forecasting a pressure £1.208m (Period 8 - £1.649m Pressure). The main variances within the Service are outlined below. Officers are looking to mitigate the in-year pressures detailed below including some specific actions linked to Knuston Hall and Fleet Vehicles detailed below:

- Country Parks and Outdoor Learning** (£198k Saving – Period 8 £190k Saving).

This relates to a projected saving of £205k (Period 8 - £205k Saving) at Knuston Hall (this is after the budgets were realigned in Period 2 had the budgets not been realigned the pressure would have been £452k). The main variances relating to Knuston Hall comprises of net savings in running costs of £242k plus salary savings of £404k. The savings are offset by £292k due to a reduction in income, and increase in security costs of £149k. This follows the current closure of this facility. There is a projected pressure of £7k (Period 8 - £15k Pressure) within Country Parks relating to salaries and repairs and maintenance. A separate paper on the future of Knuston Hall was considered by the Executive at the September meeting.
- Grounds Maintenance** – (£69k Saving – Period 8 £69k Saving)

There are additional costs incurred on specialist waste disposal of £47k (as a result of market volatility on costs of disposal), a one-off spend to purchase equipment and tools of £85k and other various net minor overspends of £17k. These are offset by a one-off grant of Local Authority Tree Fund grant of £89k and salary savings due to vacancies of £129k.
- Car Parks (Corby/Kettering/ENC)** – (£114k Pressure – Period 8 £125k Pressure)

This relates to the cost of Business Rates £62k, for the Corby Car Parks for which no budgetary provision had been included within the legacy authority. There is also a net pressure of £126k due to a reduction in car parking income across Corby sites as this has not returned to pre-pandemic levels and remains under budget. This is offset by net salary savings due to vacancies of £74k.
- Public Realm** (£88k Pressure – Period 8 £88k Pressure)

This relates to additional staffing costs for works in respect of the Corby Town Investment Plan for which there is no budget.
- Property and Facilities Management** – (£722k pressure – Period 8 £1.039m Pressure)

The majority of the pressure relates to an estimated £800k overspend on utilities across the service. The total forecast pressure is around £1.3m. The

Council's corporate contingency included £500k for utility pressures and this was drawn down in Period 5 to partially offset this pressure. Work is ongoing and more accurate figures will be known once suppliers confirm pricing for the next tranche of bills. This is also being reviewed in light of government support announced recently for businesses which will also apply to local councils. The service is continuing to look at ways to mitigate the increase in utility costs.

- Facilities Management (FM) unbudgeted business rates pressures of £38k
 - FM £124k pressure on general security, cleaning, waste disposal.
 - FM additional repairs and maintenance costs of £85k at Eaton Walk
 - FM net salary pressure of £135k
 - Property Management pressures of £87k on business rates on Sheerness House and other sites, and a projected reduction in garage income of £42k.
 - Property Management projected loss of rental income for the Enterprise Centre of £115k and rent for occupying Corby Innovation Hub £23k and other various minor pressures of £26k.
 - The pressures above of £675k are partially offset by additional rental income (due to rent reviews) of £463k and additional back rent of £290k.
- **Fleet Vehicles** – (£146k Pressure – Period 8 £146k Pressure)
This relates to an estimated increase in the cost of fuel £272k, and an increase in leasing costs £131k, for 2 extra vehicles partially offset by salary savings of (£21k) and an underspend on fleet costs of £236k. A separate paper on the leasing of fleet vehicles for the Wellingborough area was recently considered by the Executive which should see a positive impact to fleet costs.
 - **Parking (Bus Lane Enforcement)-** (£527k Pressure – Period 8 £534k Pressure)
There is a reduction in the forecasted income from bus lane enforcement of £219k and pressures in relation to the car parking service of £308k.
 - **Street Lighting PFI and Assets Managed** - £94k Saving due to lower than anticipated costs associated with operating the service including Salaries £6k, operational running costs of £83k and additional income of £5k.
 - **Minor variances** for Assets and Environment amount to a saving of £28k (Period 8 £23k Saving).

Growth and Regeneration

- 5.40 Growth and Regeneration includes Planning Services, Economic Development, Growth and infrastructure, Regeneration, Digital Infrastructure, Climate Change and Flood and Water Management. Key income/costs drivers include local demand and volume of Planning services, including major development fees, availability of Planning resources e.g., Surveyors and demand for economic activities.

Growth and Regeneration	£'000
Expenditure	7,559
Income	(3,416)
Net Budget	4,143
Forecast	4,135
Variance	(8)

5.41 The Growth and Regeneration Service is forecasting a saving of £8k (Period 8 – £8k pressure). The main variances within the Service are outlined below.

- **Planning Policy** – (£13k Pressure – Period 8 £13k pressure)
This comprises of a salary underspend of £92k due to staff vacancies and other minor pressures of £5k. This is partially offset by a reduction in income of £100k due to income no longer being received from the Joint Planning Unit, resulting in an overall pressure of £13k.
- **Development Management** – (£115k Pressure – Period 8 £115k Pressure)
This comprises a projected overspend on staffing of £402k and £193k on legal and professional fees. This is offset by a projected increase in Planning income of £494k and other minor pressures of £14k.
- **Economic Development** – (£29k Underspend – Period 8 £29k Saving)
This comprises of a salary underspend of £143k due to staff vacancies and is partially offset by a reduction in income of £64k which relates to a grant which is no longer received, an increase in rates of £55k and other various minor savings of £5k.
- **Environment Planning, Transport Management and Climate** – (£107k Underspend – Period 8 £107k Underspend)
There is a net underspend of £135k which relates to a legacy budget. This is offset by additional agency costs of £28k.

Highways and Waste

5.42 Highways and Waste includes street cleaning, waste and recycling collections and disposals, including the household waste and recycling centres and Transport Management. The highways services maintain the extensive network of public roads, footpaths, and rights of way, including highway related infrastructure such as streetlights, traffic signals, bridges, gullies, and highway trees. Services also include School Transport and Concessionary fares. Key cost drivers include the tonnes of waste materials collected from households, businesses, and litter bins for recycling and disposal, variations to costs per tonnage, existing conditions, and Investment on various highway assets, as well as the impact of extreme weather conditions, school age population for school transport and the agility of the older population for concessionary fares.

Highways and Waste	£'000
Expenditure	56,118
Income	(5,740)
Net Budget	50,378
Forecast	52,674
Variance	2,296

5.43 The Highways and Waste Service is forecasting a pressure of £2.296m (Period 8 - £2.492m). Officers are looking to mitigate the in-year pressures detailed below through a number of means. The variances within the Service are outlined below:

- **Highways and Traffic Management** – (£712k Pressure – Period 8 £712k Pressure)

There is a forecast pressure of £566k for streetlighting (which includes the estimated energy price cap reduction), and a further £137k on Netcom traffic signals, these are both as a result of increasing energy costs. There are also minor pressures amounting to £9k. Officers are looking at how to mitigate the streetlighting pressure through investment in LED lighting, therefore reducing the energy usage and costs.

- **Waste Management** – (£767k saving– Period 8 £740k Saving)

This relates to a saving of £219k on domestic waste disposal costs as a result of the tonnage levels being lower than forecast. There is additional income of £246k relating to a one-off performance payment from the contractor relating to the diversion of tonnages from land fill offset by a £10k pressure on landfill energy. A saving of £312k on the Household Waste Recycling Centre (HWRC) resulting from a £71k saving from HWRC residual and wood waste, specialist waste disposal, £35k saving on adhoc waste and HWRC Wood Waste Bonus, £172k saving due to HWRC additional income and £7k on staffing costs and other efficiency savings of £27k.

- **Refuse and Recycling** – (£328k Pressure – Period 8 £328k Pressure)

There is a reduction in income of £180k from the Commercial Trade Waste Service within the Wellingborough area following the NORSE contract coming to an end and a net pressure of £148k on the Kettering and Corby disposal costs.

- **Home to School transport** - (£2.341m Pressure). An overall pressure on the Home to School transport budget of £3.259m (£263k is on mainstream transport, £3.016m is on SEND transport and a saving of £20k on other). This is in addition to the overspend of £2.392m reported in Period 2 for this area. The Executive at the meeting on 14th July agreed to underwrite these pressures through the use of reserves. The increase in overspend of £3.259m was partially offset by £918k from the corporate contingency – reducing the pressure to £2.341m.

The increased costs relating to Home to School transport, are a result of a continued increase in children with Special Education Needs and Disabilities (SEND) requiring specialist transport in line with Educational Health and Care Plans (EHCP) which has been rising nationally and reflected in local

demand pressures. This is coupled with an increase in contract prices following the hyper-inflation of fuel, the shortage of drivers and passenger assistants, and the state of the transport sector following the Covid pandemic. More broadly, the limited availability of SEND facilities in North Northamptonshire also increases the distances travelled by children, which results in increased costs for routes.

This increase has arisen because contracts are put in place for the start of the academic year in September with a tranche of late applications processed during September ready for implementation after half-term (end of October). It is at this point that all contracts are in place and operating, that the team are able to confirm all contractual arrangements and costs for the rest of the academic year. Some further applications do occur throughout the academic term so further contracts may be required, but the numbers are significantly fewer than in September and October

- **Transport and Contract Management** – (£318k Saving – Period 8 £157k Saving). There are net minor pressures totalling £37k, offset by additional bus subsidies grant of £199k and a projected underspend of £156k which relates to a saving on concessionary fares as we are paying operators a fixed annual rate based on pre-Covid levels (i.e., an average for the actual number of journeys in the winter months prior to the COVID-19 outbreak - December 2019 to February 2020 – as per the current methodology set by the Department for Transport (DFT)). The Executive on 22 April 2022 agreed to reimburse bus operators for concessionary travel at 100% of pre-Covid levels until 30th September 2022 and then at 90% of pre-Covid levels until 31st March 2023.

Regulatory Services

- 5.44 Regulatory Services includes Bereavement Services, Building Control, Emergency Planning, Environmental Health, Trading Standards, and the Travellers Unit. The main income and cost drivers include the local economy and market for Building Control income, age/morbidity demographic rate for bereavement services (burials and cremations), public health demand for Environmental Health services, and legal/statutory obligations for building regulations and licensing.

Regulatory Services	£'000
Expenditure	10,023
Income	(7,739)
Net Budget	2,284
Forecast	2,738
Variance	454

- 5.45 Regulatory services are forecasting a pressure of £484k (Period 8 – £454k Pressure) The variances within the Service, are outlined below:

- **Building Control** (£45k Pressure – Period 8 £30k Pressure)
This is made up of a projected salary underspend of £220k due to vacancies, offset by the cost of employing agency staff to cover a number

of these vacancies (£157k). Resulting in a saving of £63k. There is projected loss of income of £108k relating to Building Control and Local Land charges.

- **Environmental Health** (£15k Pressure– Period 8 £46k Saving)
This relates to a salary underspend due to delay in recruitment on vacancies of (£250k) offset by increased agency costs of £228k and a reduction in income of £37k.
- **Licencing** (£182k Saving – Period 8 £142k Saving)
This relates to a salary underspend due to vacant posts of £133k, offset by the cost of employing agency staff to cover vacancies of £20k and £29k savings on professional fees. Also, savings re additional income of £13k and supplies and services saving of £27k.
- **Resilience** (£62k Saving – Period 8 £56k Saving)
The underspend relates to staffing vacancies.
- **Trading Standards** (£50k Pressure – Period 8 £50k Pressure)
Net overspends relating to the employment of a CX Database Consultant after offsetting against salary underspends.
- **Bereavement Services** (£578k Pressure – Period 8 £578k Pressure)
This relates to projected loss of income of £463k in the service at Wellingborough and Kettering - this is an area that is currently being reviewed. There is also a £90k pressure on the gas budget and a £25k pressure on the Supplies and Services Budgets.
- **Highways and Private Sewers and Countywide Travellers Unit** (£40k Pressure – Period 8 £40k Pressure)
This relates to pressures on Street Lighting and electricity based on current costs.

Place and Economy Management

- 5.46 This area includes the management costs for the Place and Economy Directorate and is forecast to be on budget and is unchanged from Period 8.

Directorate Management	£'000
Expenditure	648
Income	0
Net Budget	648
Forecast	648
Variance	0

Enabling and Support Services

5.47 Enabling and Support Services consists of the following main grouping of services, which also cover a number of corporate budget areas:

- Finance, Procurement and Revenues and Benefits Service
- Chief Executive – Policy and Communications
- Human Resources and Governance
- Transformation, Customer Services & IT

An analysis of key variances reported at Period 7 now follows:

Finance, Performance, Procurement and Revenues and Benefits Service

Finance and Corporate	
Expenditure	76,830
Income	(70,371)
Net Budget	6,459
Forecast	4,133
Variance	(2,326)

- 5.48 There is a pressure of £112k (Period 8 - £269k) arising within the Lead Authority finance operations functions. This follows from a detailed review of the service forecasts with the service lead and a consequent reduction in the estimated recharge from partner authorities. This pressure is offset by an underspend of £450k in relation to the disaggregation of legacy pension budgets – which is unchanged from Period 8.
- 5.49 There is a forecast saving in borrowing costs of £601k (Period 8 - £601k Saving) due to lower levels of external borrowing than originally forecast. In addition, the interest receivable is forecast to be £1.100m above budget owing to the increase in interest rates (Period 8 - £640k).
- 5.50 There is a forecast saving of £131k within the Procurement function. This arises due to forecast staff savings of £191k from vacancies in year partially offset by pressures of £60k relating to legacy income targets not being achievable (Period 8 - £129k).
- 5.51 There is a forecast saving of £247k in the Internal Audit service, resulting from the new service delivery model and vacancies carried in year (Period 8 - £147k).
- 5.52 There are forecast savings within the Revenue and Benefits function of £166k (Period 8 - £165k).
- 5.53 There is a forecast pressure of £217k resulting from budgets which were disaggregated from NCC which incorporated savings which are not deliverable.
- 5.54 There are other minor pressures which amount to £40k

Chief Executive's Office

Chief Executive	£'000
Expenditure	2,424
Income	(53)
Net Budget	2,371
Forecast	1,899
Variance	(482)

- 5.55 There is a forecast net saving of £319k across Executive Support, Communications and the Web team. This results from staff savings through vacancies of £391k, which are partially offset by minor pressures of £72k.
- 5.56 There is a forecast saving within Performance, Intelligence & Partnerships of £163k, arising through posts remaining vacant.

HR & Governance

HR & Governance	£'000
Expenditure	11,286
Income	(2,283)
Net Budget	9,003
Forecast	8,322
Variance	(681)

- 5.57 There are anticipated savings of £376k within HR, relating to the timing of recruitment, where current vacancies have been analysed to identify likely appointment dates (Period 8 – £487k Saving). These savings are partially offset by additional costs of £58k for Agency workers (Period 8 - £40k Pressure).
- 5.58 There are forecast savings of £70k relating to the timing of Hay work for the pay and grading project. This work is now expected to be completed in the 2023/24 financial year.
- 5.59 There is a forecast saving of £125k within the Training Commissioning function. This is partially offset by a forecast pressure of £86k within the Learning and Development service that relates to income targets for ad hoc training which are not considered to be achievable. Both arise as a result of changes to online training.
- 5.60 There are minor pressures totalling £63k.
- 5.61 Within the Legal and Governance service there is a forecast saving on salary costs of £1.051m, partially offset by consequent Agency costs of £873k; this provides a net saving of £178k (Period 8 - £217k Saving).
- 5.62 There is an anticipated pressure of £139k in the Coroner's Service related to the usage of The Leys storage facility, which is a cold storage facility brought into use in late 2021/22 (Period 8 - £139k Pressure).

- 5.63 There is a forecast saving of £170k within Legal Services relating to higher than budgeted legal income (Period 8 £165k).
- 5.64 There is a forecast saving within the professional services budget of £56k (Period 8 - £53k).
- 5.65 There are further minor favourable variances within Governance Services that provide a forecast saving of £52k (Period 8 - £42k).

Transformation

Transformation	£'000
Expenditure	13,061
Income	(109)
Net Budget	12,952
Forecast	12,716
Variance	(236)

- 5.66 There is an anticipated underspend of £688k on salaries within the transformation team (£688k in Period 8), predominantly due to vacancies and the anticipated timing of recruitment. £365k of this is being funded through reserves so has no bottom-line impact on the budget and £323k is reflected as a saving. In addition, there are one-off costs of £291k which relate to changes in the leadership structure.
- 5.67 There are further anticipated staff savings of £77k (Period 8 - £77k) within the IT function. There are further forecast savings of £50k on software licences and minor forecast pressures of £27k (Period 8 - £4k).
- 5.68 There is a forecast pressure of £59k within the Customer Services team arising from the issuing of blue badges (Period 8 - £59k). This issue results from the disaggregation of the County Council's budget.
- 5.69 There is a forecast saving on Customer Services salaries of £175k (Period 8 - £155k underspend) due to vacant posts.
- 5.70 There are other minor pressures across the Directorate totalling £12k, (Period 8 - £10k Pressures), arising mainly from software licences and staff training.

6. Housing Revenue Account

- 6.1 Within North Northamptonshire prior to 1st April 2021 there were two HRA accounts, covering the sovereign Councils of Kettering and Corby respectively. As part of the move to a single unitary council for North Northamptonshire, there was a statutory requirement to create a single HRA for the area. Whilst North Northamptonshire Council must only operate one HRA it will, for a period of time, operate two separate Neighbourhood Accounts (Corby Neighbourhood Account and the Kettering Neighbourhood Account).

Corby Neighbourhood Account

- 6.2 The forecast position for the Corby Neighbourhood Account at the end of Period 9 shows an underspend of £5k (Period 8 - £82k Overspend) This is summarised in the following table:

Corby Neighbourhood Account			
	Current Budget 2022/23	Projection P9 2022/23	Variance
	£000	£000	£000
INCOME			
Rents - Dwellings Only	19,480	19,439	41
Service Charges	641	592	49
HRA Investment Income	20	20	0
Total Income	20,141	20,051	90
EXPENDITURE			
Repairs and Maintenance	5,676	5,807	131
General Management	5,275	4,956	(319)
HRA Self Financing	2,125	2,125	0
Revenue Contribution to Capital	3,876	3,876	0
Transfer To / (From) Reserves	1,972	1,972	0
Special Services	763	732	(31)
Other	454	578	124
Total Expenditure	20,141	20,046	(95)
Net Operating Expenditure	0	(5)	(5)

- 6.3 The forecast position for rental income from dwellings at Period 9 is £41k less income than budget – this is a result of the Right to Buy Sales being 12 higher than the budgeted amount of 40 in 2021/22, resulting in a lower number of dwellings on 1st April 2022 resulting in a lower rental yield. At this stage the assumptions for the number of Right to Buy Sales in 2022/23 remain unchanged at 50 and the void rate is 0.10% lower than budgeted figure of 0.90%. The number of sales and void rates are areas that will be closely monitored during the course of the year. The pressure on service charge income of £49k is a result of budgets being increased by £19k and the inflationary increase not being realised and a variance £30k relating to a combination of optional emergency alarm charges not being taken up in the sheltered schemes and service charges on void properties.
- 6.4 The underspend within Repairs and Maintenance, General Management, Special Services and Other amounts to £95k which primarily reflects a £248k reduction in the cost of the insurance premium due to increasing the amount of insurance excess. The net saving on salaries and agency costs is £373k. This is due to a combination of vacant posts which are offset by agency costs and the increased national pay award. The contingency budget of £66k has been used to reduce the increased pay award. These savings are partially offset by increases in utility costs (£93k), repairs and maintenance costs (£271k), the under-recovery of other income (£193k) and other minor adverse variations of £35k.

Kettering Neighbourhood Account

- 6.5 The forecast position for the Kettering Neighbourhood Account at the end of Period 9 shows an overspend of £159k (Period 8 - £199k overspend). This is summarised in the following Table:

Kettering Neighbourhood Account			
	Current Budget 2022/23	P9 Projection 2022/23	Variance
	£000	£000	£000
INCOME			
Rents - Dwellings Only	15,679	15,658	21
Service Charges	443	445	(2)
HRA Investment Income	7	7	0
Total Income	16,129	16,110	19
EXPENDITURE			
Repairs and Maintenance	4,025	4,337	312
General Management	2,857	2,922	65
HRA Self Financing	4,513	4,513	0
Revenue Contribution to Capital	2,728	2,728	0
Transfer To / (From) Reserves	208	208	0
Special Services	1,146	1,059	(87)
Other	652	502	(150)
Total Expenditure	16,129	16,269	140
Net Operating Expenditure	0	159	159

- 6.6 The forecast position for rental income from dwellings at Period 9 is £21k lower than budget – there is a rent gain of £36k as a result of the Right to Buy Sales being 8 less than the budgeted amount of 30 in 2021/22, resulting in a higher number of dwellings at 1st April 2022 resulting in a higher rental yield; however, this is reduced by a shortfall of £57k due to a higher void rate. RTB sales are currently forecast at 23 due to a reduction in demand for RTBs in the current economic climate. The number of sales and void rates are areas that will be closely monitored during the course of the year. There is a minor favourable variance on service charge income of £2k resulting in income being £19k lower than budget.
- 6.7 The forecast position for Period 9 is an increase in expenditure of £140k. Salary costs are £223k higher than budget due to the use of agency staff and the increased national pay award. Stock costs are £209k higher due to inflationary price increases. This pressure is offset by Repairs and maintenance costs being £17k lower than budget, subcontractor costs being £109k lower than budget due to services being brought back in-house and the contingency of £150k has been used to fund these pressures. There are other minor savings of £16k.

7. Conclusions

- 7.1 The forecast for 2022/23 is an overspend of £5.242m based on the position as at the end of Period 9 (Period 8 - £5.752m). Service Directors will be working to mitigate these pressures in-year, including those of the Children's Trust. The Council's contingency budget of £4.750 has been fully utilised to manage the in-year pressures. The Council also holds earmarked reserves which may be used to underwrite the current pressures while Service Directors work to address them.
- 7.2 The key risks which are set out in the report will continue to be monitored and actions sought as required throughout 2022/23. The achievement of the approved savings targets is also integral to this process and will continue to be monitored and reported.

8. Implications (including financial implications)

8.1 Resources, Financial and Transformation

- 8.1.1 The financial implications are set out in this report. The current forecast position for the General Fund is an overspend of £5.242m (Period 8 - £5.752m) and the Housing Revenue Account is forecasting an overspend of £154k (Period 8 - £281k).

8.2 Legal and Governance

- 8.2.1 The provisions of the Local Government Finance Act 1992 set out requirements for the Council to set a balanced budget with regard to the advice of its Chief Finance Officer (Section 151 Officer).
- 8.2.2 The robustness of the budget estimates and the adequacy of the proposed reserves were considered under Section 25 of the Local Government Act 2003 prior to the Council agreeing its 2022/23 budget.

8.3 Relevant Policies and Plans

- 8.3.1 The budget provides the financial resources to enable the Council to deliver on its plans and meet corporate priorities as set out in the Council's Corporate Plan.

8.4 Risk

- 8.4.1 The deliverability of the 2022/23 Revenue Budget is monitored by Budget Managers and Assistant Directors. Where any variances or emerging pressures are identified during the year then mitigating actions will be sought and management interventions undertaken.
- 8.4.2 Details of pressures, risks and mitigating actions implemented will be provided as part of the finance monitoring reports as the year progresses. The main

risks identified include demand led services such as Adult Social Care, children's services and home to school transport together with the impact of high levels of inflation.

- 8.4.3 Whilst services will work hard to offset pressures, the Council holds a number of reserves to help safeguard against the risks inherent within the budget for 2022/23.

8.5 Consultation

- 8.5.1 The 2022/23 budget was subject to consultation prior to approval by Council in February 2022.

8.6 Consideration by Executive Advisory Panel

- 8.6.1 Not applicable.

8.7 Consideration by Scrutiny

- 8.7.1 The budget monitoring reports are presented to the Finance and Resources Scrutiny Committee for review after they have been presented to the Executive Committee.

8.8 Equality Implications

- 8.8.1 There are no specific issues as a result of this report.

8.9 Climate and Environment Impact

- 8.9.1 Among the new Council's priorities will be putting in place plans to improve the local environment and tackle the ongoing climate emergency. Where these have a financial impact then it will be reflected in the budget.

8.10 Community Impact

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

8.11 Crime and Disorder Impact

- 8.11.1 There are no specific issues arising from this report.

9 Issues and Choices

- 9.1 The report focuses on the forecast revenue outturn against budget for 2022/23 and makes recommendations for the Executive to note the current budgetary position and as such there are no specific choices within the report.

10 Background Papers

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

Final Budget 2022/23 and Medium-Term Financial Plans, including the Council Tax Resolution, North Northamptonshire Council, 24th February 2022.

Monthly Budget Forecast Reports to the Executive.

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Directorate	Proposal Title	Proposal Description	Category	2022/23 £000	RAG
Adults, Communities & Wellbeing	Shaw PPP	Reduction in number of residential placements made in the independent sector owing to increase utilisation beds in PPP properties.	Demographic/service demand	(497)	A
Adults, Communities & Wellbeing	Shaw PPP	Increase utilisation of capacity within discharge to access	Demographic/service demand	(441)	A
Adults, Communities & Wellbeing	VCS Delivery	Front door direction to Voluntary Care Sector (VCS) delivery as appropriate.	Contract & Other Inflation	(110)	A
Adults, Communities & Wellbeing	Contract Rationalisation	Review of smaller contracts for efficiencies	Contract & Other Inflation	(60)	A
Adults, Communities & Wellbeing	Extra care expansion	Contract Rationalisation	Transformation	(180)	A
Adults, Communities & Wellbeing	CCG Discharge Packages Covid 19	Reversal of one off Covid Pressure in 2021/22	Covid pressures	(3,399)	G
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.	Full year effects of previous decisions	(647)	G
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.	Full year effects of previous decisions	(2,153)	A
Adults, Communities & Wellbeing	Theatre Interim Mgt Costs	Reduction in Contract Costs relating to the Castle Theatre	Full year effects of previous decisions	(98)	G
Adults, Communities & Wellbeing	Leisure	Reversal of one off Covid Pressure in 2021/22	Covid pressures	(962)	G
Place & Economy	Enterprise Centre Business Case	Increase in income based on appointed operators business case.	Full year effects of previous decisions	(178)	A
Place & Economy	Subscriptions	Rationalisation of subscriptions in Planning Services	Contract & Other Inflation	(8)	G
Place & Economy	Commercial Income	Part reversal of one off Covid Pressure in 2021/22	Covid pressures	(572)	G
Place & Economy	additional income	Garage Income	Covid pressures	(10)	A
Place & Economy	Bus Lane Enforcement	Income not included within base budget for 2021/22 following disaggregation	Technical changes	(482)	A
Place & Economy	Structure - Assets & Environment	Assets & Environment Service Improvement and Redesign	Transformation	(95)	A
Place & Economy	Promote food waste	Benefit of promoting the food waste service in the Corby East Northants Area	Demographic/service demand	(40)	A
Place & Economy	Commercial Income	Additional income from Enterprise / Innovation Centres	Demographic/service demand	(50)	A
Place & Economy	Reduction in costs asset portfolio	Efficiency savings from temporary building hibernation.	Transformation	(84)	A
Place & Economy	Household Waste Collection	Reversal of one off Covid Pressure in 2021/22	Covid pressures	(25)	G
Place & Economy	Concessionary Fares	Removal of surplus budget for Concessionary Fares based on forecast underutilisation of the scheme.	Full year effects of previous decisions	(118)	G
Place & Economy	Highways Contract Procurement	Partial release of the budget for the procurement which was originally included within the 2021-22 MTFP for the new highways services contract.	Contract & Other Inflation	(275)	A
Place & Economy	Structure - Waste	Service Improvement and Redesign to create a single tier waste authority.	Transformation	(70)	A
Place & Economy	Land charges	Adjustment to budget to reflect the closure of Land and Property Data Project	Full year effects of previous decisions	(48)	G
Place & Economy	Restructure	Rationalisation of service provision	Transformation	(69)	A
Enabling & Support Services	Housing Benefit Subsidy	Additional income relating to Housing Benefit Subsidy	Technical changes	(148)	G
Enabling & Support Services	Business Rates Cost of Collection	Additional income in relation to costs of collection for business rates	Technical changes	(53)	G
Enabling & Support Services	Blue badge income	Additional income not budgeted for due to the disaggregation of NCC	Contract & Other Inflation	(29)	G
Enabling & Support Services	Local Elections	Removal of expenditure included in base for local elections	Legislative changes	(450)	G
Enabling & Support Services	Local Elections	Contribution to reserves for future local elections	Technical changes	(150)	G
Enabling & Support Services	Replacement of Case Management System & Telephone System	Case management system replacement & Telephony	Transformation	(264)	A
Enabling & Support Services	Treasury Investments	Increase investments in property funds	Technical changes	(500)	G

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