



West Northamptonshire Shadow Executive Committee

A meeting of the West Northamptonshire Shadow Executive Committee will be held at the on Tuesday 20 April 2021 at 6.00 pm

Agenda

1.	Apologies for non-attendance
2.	Notification of requests to address the meeting.
3.	Members' Declarations of Interest
4.	Minutes of the Meeting held on 23rd March 2021 (Pages 5 - 18)
5.	Announcements
6.	Future Northants Closure Report (Pages 19 - 36)
7.	West Northamptonshire Policy Adoption (Pages 37 - 52)
8.	Proposal to forward fund extension and improvement works at Sponne School, Towcester (Pages 53 - 58)
9.	CYP Integrated commissioning of 0-19 services update (Holiday Activity and Food Program) (General Exception Rule has been applied) (Pages 59 - 70)

Catherine Whitehead
Proper Officer
Date Not Specified

West Northamptonshire Shadow Executive Committee Members:

Information about this Agenda

Apologies for Absence

Apologies for absence and the appointment of substitute Members should be notified to democraticservices@westnorthants.gov.uk prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

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Northampton
NN1 1ED

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West Northamptonshire Shadow Executive

23 March 2021

Shadow Executive Members Present:

Richard Auger	Matt Golby
Lizzy Bowen	Phil Larratt
Rebecca Breese	Ian McCord (Chair)
Adam Brown	Jonathan Nunn

Other Shadow Authority Members Present:

Johnnie Amos	Wendy Randall
Rufia Ashraf	Emma Roberts
Fiona Baker	Anjona Roy
Malcolm Longley	Danielle Stone
Peter Matten	

Officers Present:

Cornelia Andrecut	Director of Children's Social Care, Northamptonshire Children's Trust
Joanne Barrett	Assistant Director of Wellbeing, SNC
George Candler	Chief Executive, NBC
Jane Carr	Transformation Director, West Northamptonshire Council
Anna Earnshaw	Chief Executive, West Northamptonshire Council
Richard Ellis	Chief Executive, SNC
Colin Foster	Chief Executive, Northamptonshire Children's Trust
Andy Gratrix	Project Manager, Regulatory & Planning Development Services, PLACE Programme
Cathi Hadley	Executive Director of Children's Services, West Northamptonshire Council
Paul Hanson	Democratic Services Manager, NCC
Martin Henry	Chief Finance Officer, West Northamptonshire Council
Andrew Hunkin	Legal and Democratic Lead, Future Northants
Stuart Lackenby	Executive Director for Adults, Communities and Wellbeing, West Northamptonshire Council
Alex Melia	Democratic Services Officer, West Northamptonshire Shadow Authority (Minutes)
Rebecca Peck	Assistant Chief Executive, West Northamptonshire Council
Kerry Purnell	Assistant Director, Corporate & Community Services, NCC
Chris Stopford	Private Sector Housing Manager, Northampton Borough Council
Andrew Tagg	Director of Finance & Resources, Northamptonshire Children's Trust
Maria Taylor	Head of Partnerships, Design & Strategy, Transformation Programme, West Northamptonshire Council
Fiona Unett	Head of Waste Management, NCC
Catherine Whitehead	Monitoring Officer, West Northamptonshire Council
Julian Wooster	Chair, Northamptonshire Children's Trust

Others Present:

The Chair opened the meeting by recognising the year anniversary of lockdown and other Covid-19 related restrictions and paid tribute to all involved in the effort over the previous year. The Chair also thanked the Director of Public Health and other senior officers for helping to keep over 95% of services running throughout the difficult circumstances.

1. APOLOGIES FOR NON-ATTENDANCE:

None received.

2. NOTIFICATION OF REQUESTS TO ADDRESS THE MEETING:

Miranda Wixon, Independent Chair, VCSE Assembly in Northamptonshire, requested to address the meeting on Items 18 & 19.

3. DECLARATIONS OF INTEREST:

None received.

4. MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2021

RESOLVED: That the Shadow Executive approved the minutes of the meeting held on 12 February 2021 as a true and accurate record.

5. ANNOUNCEMENTS

The Chair wished make an announcement recognising all those who have contributed to the Local Government Reform Programme, with only eight days until the establishment of the new West Northamptonshire Council.

6. TRANSFORMATION DIRECTORS UPDATE

The Transformation Director, West Northamptonshire Council, introduced the report and highlighted the salient points:

- It was noted that the aim of the Transformation Programme is to create the two best performing authorities in the country.
- The Transformation Director highlighted data-splitting issues prior to Vesting Day for the Eclipse system within Adult Social Care, and advised that mitigation is in place with a finalised go-live date in place of 19 March.
- The Corporate Programme contains the highest amount of critical deliverables ahead of Vesting Day, and therefore carries the most risk areas.
- It was noted that the majority of issues are on track for Day One of the new authorities, and noted the aforementioned data-splitting issues that may cause issues of GDPR compliance. The Transformation Director emphasised that mitigation is in place.

Members of the Shadow Authority commented as follows:

- Councillor Danielle Stone noted the volume of work undertaken to this point, but queried whether there may be capacity issues to fully complete the work of the

programme. Councillor Stone also questioned whether there would be a danger of having fragmented data sets rather than an integrated approach.

The Transformation Director responded that:

- An officer has been appointed to focus on IT capacity. The need for stabilisation after 1 April has resulted in key skills being retained, with plans in place to upskill staff and resourcing where necessary.
- The Transformation Director also stressed the importance of an integrated approach to data, and noted that information from the outgoing district and borough councils is being brought together within the unitary authorities to provide services for residents.

The Chief Finance Officer, West Northamptonshire Council, introduced the Financial Report and highlighted the salient points:

- Attention was drawn to the variance underspend of £454,000 against the costs associated with the programme to date.
- Primarily as a result of the impact of Covid-19, £1.342million of savings will be delivered in future years, rather than in 2020/21.
- The net impact of the two adjustments highlighted is an adverse variance of £888,000 for the current financial year.
- It was noted that the figures are similar to those within previous reports.

The Chief Executive, Northampton Borough Council, provided an update on Day 1 Readiness:

- Ahead of Vesting Day, there are 61 critical deliverables to be completed, with 162 individual actions. This is on track with the trajectory of the data shown in the report.
- 81 of the 162 actions fall within the Corporate Programme, of which up to 40 are related to branding and will therefore be completed in the final days prior to 1 April.

The Transformation Director advised that the Change Management Plan is now in place to ensure that transformation continues beyond Day 1 of the new authority.

Shadow Executive Committee Members commented as follows:

- Councillor Richard Auger noted that Council staff will be critical to the success of the Programme after Vesting Day.
- In response, the Transformation Director commented that the Programme has aimed to connect with as many staff as possible, and noted some elements of concern as a result of the large-scale changes.
- The Chief Executive, West Northamptonshire Council, highlighted the staff briefings that have provided the opportunity for engagement and feedback, and noted that around 1000 staff attended the previous briefing.
- Councillor Auger expressed concern that residents may not be received relevant communications about the new authorities and sought reassurance that the activities of the Transformation Programme are being realised.
- The Assistant Chief Executive, West Northamptonshire Council, highlighted the Evaluating Day 1 Campaign along with the information sent to all households, and advised that there had been positive feedback from residents.
- Councillor Lizzy Bowen suggested that feedback and engagement with residents had increased within the previous three weeks.

There were no recommendations associated with this report.

7. PROGRAMME CHANGE REQUESTS - NSPORT

The Assistant Director, Corporate & Community Services, NCC, introduced the report and highlighted the salient points:

- This report is intended to provide the granular detail of the NSport programme not included within the initial blueprint.
- It was noted that NCC has delivered the NSport service for many years, but the impact of Covid-19 has resulted in staff remaining as council employees, rather than undergoing a TUPE process to NSport.
- For 12 months, this service will be hosted by North Northamptonshire Council, before a final decision is made regarding disaggregation.
- The decision over statutory requirements for this service is taken by schools, but there is a need to provide the service to those that require it.

Councillor Matt Golby commented that he believes NSport to be an underutilised service and looked forward to the progress that will be made in the next year.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive approved the changes to the Blueprint as outlined at Appendix A.

8. WEST NORTHAMPTONSHIRE PLACE POLICIES

The Transformation Director, West Northamptonshire Council, introduced the report and highlighted that the report contains the main tranche of policies required for the Place service areas to be safe and legal on Day 1.

Councillor Phil Larratt introduced the Waste Management Policy for West Northants and highlighted the salient points:

- This policy has been drafted by officers from across all four sovereign councils, and is such is harmonised, aiming to level-up to the highest standards where possible.
- It was noted that not all aspects of the service have been harmonised due to existing contractual arrangements.
- Some issues, such as charges for Green Waste collection, are under review.
- Councillor Larratt emphasised the plans for a seamless transition after Day 1 to minimise the impact on residents.

Shadow Executive Committee Members commented as follows:

- Councillor Adam Brown suggested that the document is lacking in detail at present and does not clearly define expectations. Councillor Brown drew attention to specific wording, highlighting the use of the phrase “normally” in relation to the removal of fly-tipping, and expressed a desire for Scrutiny committees to oversee the documents and address these inequalities.
- In response, Councillor Larratt agreed that consistent service levels are required but noted the discrepancies between contracts that will require harmonisation, adding that the overall aim is to level-up. Councillor Larratt also highlighted that the fly-tipping of hazardous waste requires specialist attention and therefore adhering to an immovable service-level agreement may place excessive strain on services.

- In response to a question from Councillor Lizzy Bowen, Councillor Larratt confirmed that the opening hours for Sixfields Household Waste Recycling Centre have been extended as reported by local media outlets.

Councillor Richard Auger introduced the Enforcement Policy and noted that the base document is sufficient for safe and legal purposes but expressed a desire to build upon the policy further.

Councillor Lizzy Bowen introduced remaining policies at Appendices C-E and highlighted the salient points:

- The Private Sector Housing Enforcement Policy and Civil Penalties Policy for the Regulation of Housing Standards is an amalgamation of the policies in place at the sovereign councils to ensure a safe and legal status on Day 1 of the new authority.
- The Private Sector Housing Assistance Policy states that grants and adaptations will be provided by the Council using the money it receives from the Government's Better Care Fund.
- The Housing Allocation Policy shows a variance across the three existing schemes of the district and borough councils. Until the new WNC allocation schemes is prepared and the published the allocation schemes of DDC, NBC and SNC will be treated as if they have been prepared and published by West Northamptonshire Council.
- The only change currently in place is related to homelessness, as detailed in Appendix E.
- This is a mandatory policy and will be in effect from 1 April 2021.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive reviewed and agreed adoption of the policy documents set out in the Appendices to the report.

9. EMERGENCY PLAN/CRITICAL INCIDENT PLAN FOR WEST NORTHAMPTONSHIRE

The Assistant Director, Corporate & Community Services, NCC, introduced the report and highlighted the salient points:

- West Northamptonshire Council will be a Category 1 under the Civil Contingencies Act and is therefore required to set out the statutory duties as defined by this act.
- The plan has been created through the Future Northants Programme and emergency planning work stream, utilising the existing emergency plans of the sovereign councils.
- The policy sets out the details regarding the statutory duties on command and control, as well as how the plan is activated.
- It was noted that the emergency planning function will be hosted by North Northamptonshire Council for a period of one year whilst the Covid-19 response is managed, and therefore the importance of ensuring that the plan meets the requirements of WNC was stressed.
- Attention was drawn to some of the risk areas listed in the report, and it was noted that the leadership team are being trained in regards to their gold functions, with assistant directors assigned to the silver rota.

Shadow Executive Committee Members commented as follows:

- Councillor Richard Auger commended the work of the sovereign councils to establish an emergency plan over the previous year in response to the Covid-19 pandemic, alongside other critical incidents such as flooding.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive approved the Emergency Plan/Critical Incident Plan for West Northamptonshire and the officers delegated to declare an emergency/critical incident.

10. BUSINESS CONTINUITY MANAGEMENT POLICY & STRATEGY

The Assistant Director, Corporate & Community Services, NCC, introduced the report and highlighted the salient points:

- This report, similarly to the previous item, relates to the Council's statutory duty under the Civil Contingencies Act 2004 to set out business continuity arrangements.
- The proposed policy meets the industry standards for business continuity.

Councillor Ricard Auger expressed concern that the biggest test for business continuity will be when IT systems fail and questioned the impact of losing network connectivity.

In response, the Chief Executive, West Northamptonshire Council, advised that the Eclipse system had been chosen for Adult Social Care because it is cloud-based, which should help to ameliorate the risk of data loss in the event of network problems.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive:

- a) Approved the West Northamptonshire Council Business Continuity Management Policy and Strategy document as provided in Appendix A; and**
- b) Noted the areas within the policy that require further action and incorporation post Vesting Day.**

11. INTER-AUTHORITY ARRANGEMENTS

The Monitoring Officer, West Northamptonshire Council, introduced the report and highlighted the salient points:

- This report follows on from the report presented in February 2021 and seeks approval for the detailed framework.
- The report contains a suite of agreements signed off and the delegated powers that will be in operation subject to approval by the Shadow Executive.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive:

- a) Approved the Inter Authority "Administrative Agreement" attached as Appendix A and delegate authority to the Chief Executive to make any necessary amendments, finalise and execute the Agreement prior to 31st March 2021;**

- b) Approved the Governance Arrangements Agreement attached as Appendix B and delegate authority to the Chief Executive to make any necessary amendments, finalise and execute the Agreement prior to 31st March 2021;**
- c) Noted the draft Service Schedules attached at Appendix C which will be included within the Inter Authority Agreement and approve the format of the Schedules; and**
- d) Delegated authority to the Chief Executive to finalise Service Schedules which shall be completed before 31st March 2021 Service Schedules.**

13. NORTHAMPTONSHIRE CHILDREN'S TRUST BUSINESS PLAN

The Executive Director of Children's Services, West Northamptonshire Council, introduced the report and advised that the current plan is for a one-year period and has been developed in conjunction with relevant partners, stakeholders and Members. This plan will be developed further into a three-year business plan for consideration later in 2021.

The Chief Executive, Northamptonshire Children's Trust, provided Members with a presentation on the business plan and highlighted the salient points:

- The one-year business plan has been agreed by both Northamptonshire County Council and the Department for Education, with long-term strategy also considered.
- The logo has been designed by young people to ensure meaning and represent the aims and ambitions of the Trust.
- It was advised that the strategic framework contains a commitment that has also been co-produced with children and young people.

Members of the Shadow Authority commented as follows:

- Councillor Danielle Stone expressed concerns over a potentially top-heavy staff structure, as well as concerns over the dangers of losing contact with young people in their transition from Children's to Adult's services.
- In response, the Chief Executive, NCT, advised that leadership of the Trust makes up just under 10% of the total workforce and are all permanent appointments, which accrues a lower cost than interim appointments. The Eclipse system was also noted as a key network feature for hosting data between Adult's and Children's services.
- The Assistant Chief Executive, NCT, confirmed that a framework is in place to address the challenge, seen nationally, of ensuring appropriate housing for care-leavers.
- Councillor Fiona Baker noted that the DfE has considered the business plan as exemplary because the focus remains on children and people. Councillor Baker commented further that Children's Services in Northamptonshire have been ineffective previously and strong senior leadership is required to improve this.

At the Chair's request, the meeting was briefly adjourned at 19:59. The meeting reconvened at 20:10.

- Councillor Anjona Roy stated that the number and duration of unregulated placements may be an issue.

- In response, the Assistant Chief Executive, NCT, advised that any unregulated placements are not routine and advised of a law change in September 2020 rendering such placements illegal.

The Chair, Northamptonshire Children's Trust, thanked Members for their support and confirmed that Members will continue to oversee the work of the Children's Trust moving forward.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive approved the Northamptonshire Children's Trust Business Plan.

14. EQUALITIES, DIVERSITY AND INCLUSION FRAMEWORK

Councillor Phil Larratt introduced the report and highlighted the salient points:

- This report represents the outcomes of the Equalities Task & Finish Group, and allows West Northamptonshire Council to fulfil its duties as per the Equality Act 2010.
- The framework includes a commitment to protect nine characteristics under the act, which are listed at page two of the report, with any incomplete data to be filled following the publication of the recent census results.
- Councillor Larratt also highlighted that the discrepancies made between sex and gender within the report, and the accompanying reasons, are listed within the report.

Councillor Anjona Roy suggested that the objectives of the framework may not be measurable within the strategy outlined, and expressed a desire to emphasise young people and the issues related to them.

In response, Councillor Larratt advised that objectives will follow after the full data required has been made available, and confirmed that the category of young people is not an aspect that to be considered as part of the strategy.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive:

- a) **Approved and adopted the Equality, Diversity and Inclusion Policy (Appendix A) for West Northamptonshire Council subject to any amendments requested by the Shadow Executive.**
- b) **Approved and adopted the Equality, Diversity and Inclusion Strategy (Appendix B) for West Northamptonshire Council subject to any amendments requested by the Shadow Executive; and**
- c) **Delegated authority to the Director of Legal and Democratic to make any amendments requested and any other minor amendments required in consultation with the Chair of the Equalities Task and Finish Group.**

15. TRANSFER OF RESPONSIBILITIES FOR EVENTS AND FESTIVITIES TO NORTHAMPTON TOWN COUNCIL

Councillor Jonathan Nunn introduced the report and highlighted the salient points:

- This item addresses the anomaly that until recently there has not been a Northampton Town Council, and Northampton residents have paid NBC to deliver the events and festivities listed in the report. It is recommended that Northampton Town Council take on responsibility for these events moving forward.
- The proposal is for WNC to provide a grant to the Town Council to facilitate the provision of these activities. In 2021/22 this grant equates to the current budget for such events, estimated at c.£343,000, which will decrease in subsequent years with the remainder of the funding raised through the Northampton Town Council precept.

Members of the Shadow Executive commented as follows:

- Councillor Richard Auger offered support to the proposals which enhance the role of Town and Parish Councils within the new unitary authority.

The Chair noted that Councillor Jane Birch, Chair of Northampton Town Council, had suggested the taper for funding outlined in the report. The Chair also emphasised that the arrangements are designed to prevent current NBC residents from being charged twice for the £343,000 cost which has been built into the NBC budget that will transfer to WNC on 1 April 2021.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive:

- a) Approved the transfer of responsibility for the events and festivities set out in the report to Northampton Town Council; and**
- b) Delegated authority to the Executive Director of Finance, in consultation with the Portfolio Holder for Finance, to finalise the arrangements for the funding transfer and scope covered by this funding.**

16. REPORT IN THE PUBLIC INTEREST REGARDING NORTHAMPTON BOROUGH COUNCIL'S LOANS TO NORTHAMPTON TOWN FOOTBALL CLUB

The Monitoring Officer, West Northamptonshire Council, introduced the report and highlighted the salient points:

- This report was received by NBC in January 2021 under the Local Audit and Accountability Act 2014, in relation to accounts in the year ending 2016.
- The Monitoring Officer clarified that when a report is received from an auditor during a transitional period, the receiving council must consult the successor council under the transition regulations.
- As the successor council, WNC is responsible for completing the work identified in the draft action plan.
- Subject to consultation, NBC will sign off on the draft action plan at its cabinet meeting on 24 March 2021.

Members of the Shadow Executive commented as follows:

- Councillor Jonathan Nunn emphasised that signification corrections have been put in place to ameliorate historic mistakes.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive approved that the draft action plan (Appendix C) is developed with more detail such as timings, and then brought back to a future meeting of WNC's Cabinet for final approval.

17. A NEW CONSTITUTION FOR WEST NORTHAMPTONSHIRE COUNCIL

The Monitoring Officer, West Northamptonshire Council, introduced the report and highlighted the salient points:

- The draft constitution went through to the Shadow Executive in February 2021 with some incomplete elements, before being considered at the full Shadow Authority meeting later that month when finalised.
- This report is being considered at this meeting as the Scheme of Delegation and Joint Committees article require approval by the Shadow Executive.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive approved the Executive elements of the Constitution relating to the Joint Committees for Shared Services and Children's Trust and the Exceptions to the Scheme of Delegation.

18. MOTION SUBMITTED BY COUNCILLOR WENDY RANDALL

Miranda Wixon, Independent Chair, VCSE Assembly in Northamptonshire, addressed the meeting and made the following points:

- It was suggested that the events of 2020 have changed our relationship with food.
- Following the first lockdown, there were over 100 individual community groups in Northamptonshire working to address food supply issues.
- A network of over 500 volunteers has been developed, which has helped to identify over 2000 people in need of support with food poverty across the County.
- Miranda Wixon warned against relying on short-term solutions designed to deal with a crisis and argued that a united strategy across all councils is required to consider the core reasons behind food poverty.
- Members were urged to not only consider the papers issued by Northampton Borough Council, but to address the needs of residents across West Northants
- In summary, it was suggested than an anti-poverty strategy could help to underpin the UN's sustainable development goal of zero hunger.

The Chair thanked Miranda Wixon and the organisations named for helping with food distribution over the previous year.

Councillor Emma Roberts addressed the meeting and the made the following points:

- It was noted that there are several models of food provision across Northants.
- Councillor Roberts suggested that the pandemic has heightened a food poverty crisis, rather than creating one, as well as highlighting food inequality.

- It was emphasised that the voluntary sector should not be solely responsible to meet demand, and Councillor Roberts noted that the motion being discussed states that West Northamptonshire Council will work to help communities.
- Councillor Roberts also stated that poverty needs to be looked at as a collective issue, which an anti-poverty strategy would help to do.
- Concern was expressed that the Local Council Tax Reduction Scheme may be insufficient to address the issues that an anti-poverty strategy can.

Shadow Executive Committee Members commented as follows:

- Councillor Lizzy Bowen noted the powerful words expressed on this issue and asked for further data to provide context to the issues highlighted.
- Councillor Richard Auger thanked the voluntary sector for their hard work and stated a desire to establish a group to discuss the issues highlighted, whilst also aiming to avoid duplicating resources by utilising a multi-agency strategy.
- Councillor Jonathan Nunn noted that all speakers have made broadly similar suggestions, and argued that a clearly defined strategy is required, with the motion as referred providing a base to build upon.

The Chair recommended amending the motion, stating a desire to avoid pre-judging the outcome of any working groups tasked with discussing the issues.

Councillor Adam Brown supported the amendment and expressed concern that motions may not be the best way of implementing strategy, arguing that the full scrutiny process should take place before a policy is adopted.

The Chair proposed an amendment to the motion, stating his desire to avoid pre-judging the outcome of any working groups tasked with discussing the issues.

The amendment was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive amended the motion as referred. The motion now to read:

The Shadow Executive resolves to develop an anti-poverty strategy that is worked through all service areas. This will include the recommendations from the Food Poverty working group passed at the NBC Cabinet meeting, and others to co-design the strategy with the voluntary mutual aid community and social enterprises.

19. MOTION SUBMITTED BY COUNCILLOR ANJONA ROY

Councillor Anjona Roy addressed the meeting and made the following points:

- Speakers on the previous agenda item were thanked for their comments and input, highlighting the work of NBC as a foundation to build upon across West Northamptonshire.
- Members were referred to the NBC full Council meeting, where a presentation highlighted that in some divisions less than 50% of residents entitled to the Government's Healthy Start Scheme have taken up the offer.
- Councillor Roy concluded by thanking the individuals and grass-roots organisations who have endeavoured to help alleviate poverty.

Councillor Emma Roberts made the following points:

- It was emphasised that the contributing factors to poverty need to be addressed.
- Members attention was drawn to the NBC Overview & Scrutiny report on poverty which includes more detailed facts and figures.
- Councillor Roberts suggested that this work needs to be extended across the whole of West Northamptonshire and stressed the importance of council involvement in projects moving forward.

Miranda Wixon, Independent Chair, VCSE Assembly in Northamptonshire, noted the extent of information available and pointed to SNC's strategy as an example, whilst also emphasising the need for transparency in the funding of any future projects.

Councillor Fiona Baker noted that the efforts made during the pandemic are unsustainable and noted the will of Members to address poverty issues, highlighting that NCC was one of the first authorities to continue the free school meal provision during school holidays.

Shadow Executive Committee Members commented as follows:

- Members suggested that the content of the motion amended at Item 18 covers much of the current item.
- Councillor Fiona Baker reiterated the importance of tackling all aspects of poverty and stated that the WNC budget is focussed on supporting families, with the Local Council Tax Reduction Scheme a signal of such intent.

The Chair proposed an amendment, to align the terms of this motion with the amended motion at Item 18.

The amendment was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive amended the motion as referred. The motion now to read:

The Shadow Executive resolves to ask the anti-Poverty Group to help develop further understanding of the Council's role around food supply, resilience and insecurity.

20. CHILDREN'S TRUST JOINT ARRANGEMENTS

The Chief Executive, West Northamptonshire Council, introduced the report and highlighted the salient points:

- The Department for Education issued a statutory direction to NCC to secure timings for the establishment of a Children's Trust.
- The relationship of WNC and the Children's Trust is set out in a contract, with the DfE setting out the composition of the committees and boards, as well as how oversight of the Children's Trust is managed.
- This oversight is split into three key areas:
 - Performance Management Framework
 - Service Delivery Contract
 - Support Services Agreement
- The contract also sets out the governance arrangements for the Children's Trust, with the Strategic Group the main governance area on which lead Members will sit. Membership of the Strategic and Operational Groups is dictated by the terms of the contract and set out by the DfE.

- This report focusses on the Joint Committee, which will be a Council board and sets out the arrangements and relationships between West Northamptonshire Council, North Northamptonshire Council, and the Children's Trust, in relation only to the Support Services Agreement.
- Member oversight of the Children's Trust is set out in the contract under Democratic meetings, which is described as the Cabinet, Scrutiny and other relevant committees where attendance is agreed.
- It was noted that the two unitary authorities are able to call the Children's Trust to one of the meetings listed up to three times in any one year.

The Monitoring Officer, West Northamptonshire Council, noted that the Children's Trust was set up in the name of Northamptonshire County Council, and therefore as part of the transition, this report sets out the arrangements for establishing two safe and legal successor authorities. The Monitoring Officer also advised that the recommendations do not affect the substantive arrangements put in place in November 2020 in relation to the Children's Trust.

The recommendation was proposed and seconded. Upon the vote being taken it was:

RESOLVED: That the Shadow Executive:

- a) **Noted the Children's Trust Governance Arrangements which became operational on 1st November 2021;**
- b) **Agreed the structure of the joint arrangements between North and West Northamptonshire including:**
 - **Joint Committee**
 - **Joint Officer Board**
 - **Support Service Agreement and SLAs**
 - **The Interface Agreement**
 - **The other documents necessary to enable the transition to the two new Councils including the Deed of Variation for the existing Service Delivery Contract between the Children's Trust and Northamptonshire County Council; and**
- c) **Delegated to the Director of Children's Services power to finalise the Supports Services Agreement, the Interface Agreement and any other documents necessary to give effect to the Children's Trust Governance arrangements prior to 1st April 2021 and make any necessary minor operational changes to enable the transition to the two Councils of North and West Northamptonshire.**

URGENT ITEMS:

There were none.

EXEMPT ITEMS:

Appendix C to Item 20 was exempt from publication but this item was resolved without the need for a private session.

There being no further business, the meeting ended at 21:32.

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FUTURE NORTHANTS

Programme Closure Report - Updated
Jane Carr, Director of Transformation
9th April 2021

Future Northants Vision and Mission

Our Vision

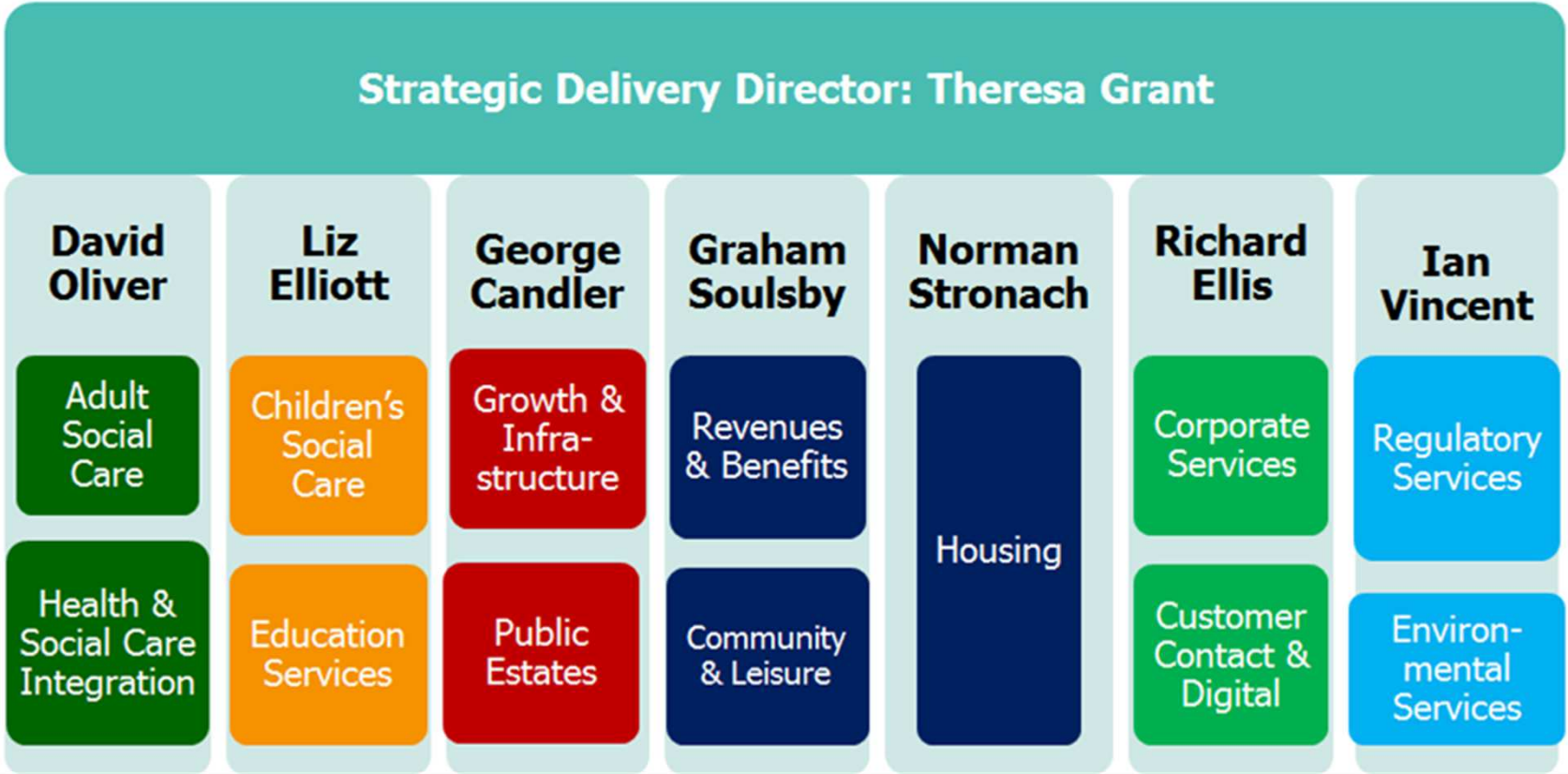
To create the two best performing local authorities in the country

Our Mission

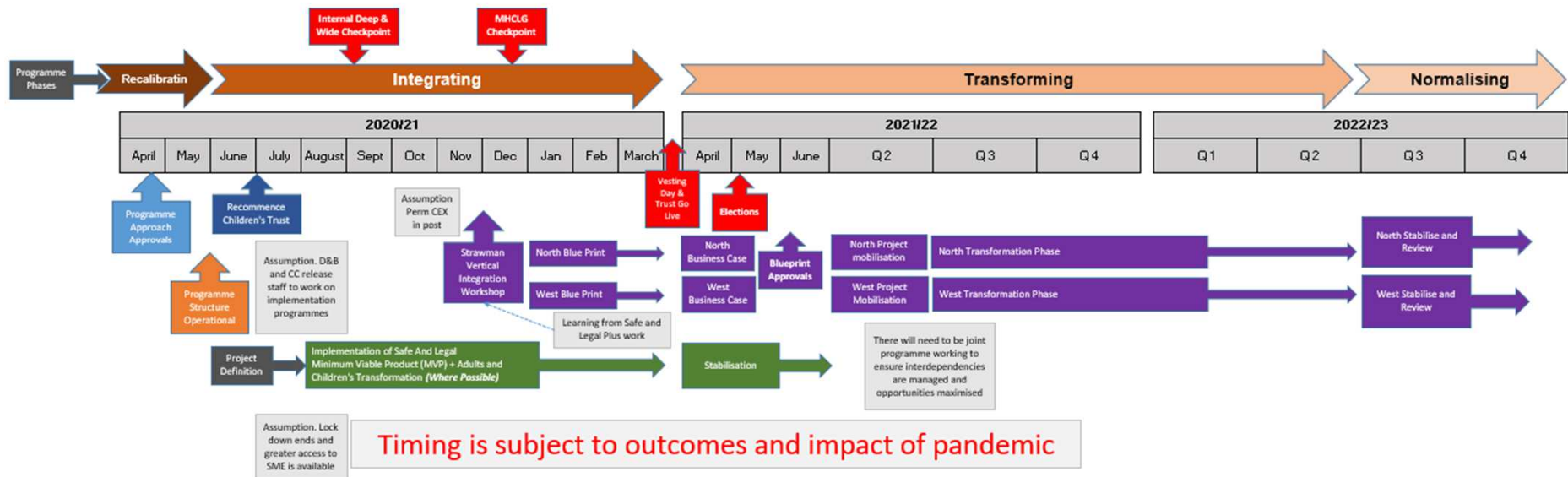
The Future Northants Programme team will put their heart and soul into serving the citizens of Northamptonshire by designing, planning and implementing services that are safe and legal on day one, with as much transformation as possible before vesting day.

Transformation and aspiration will be at the forefront of our minds to enable the 2 Unitary Councils to deliver their vision by 2024.

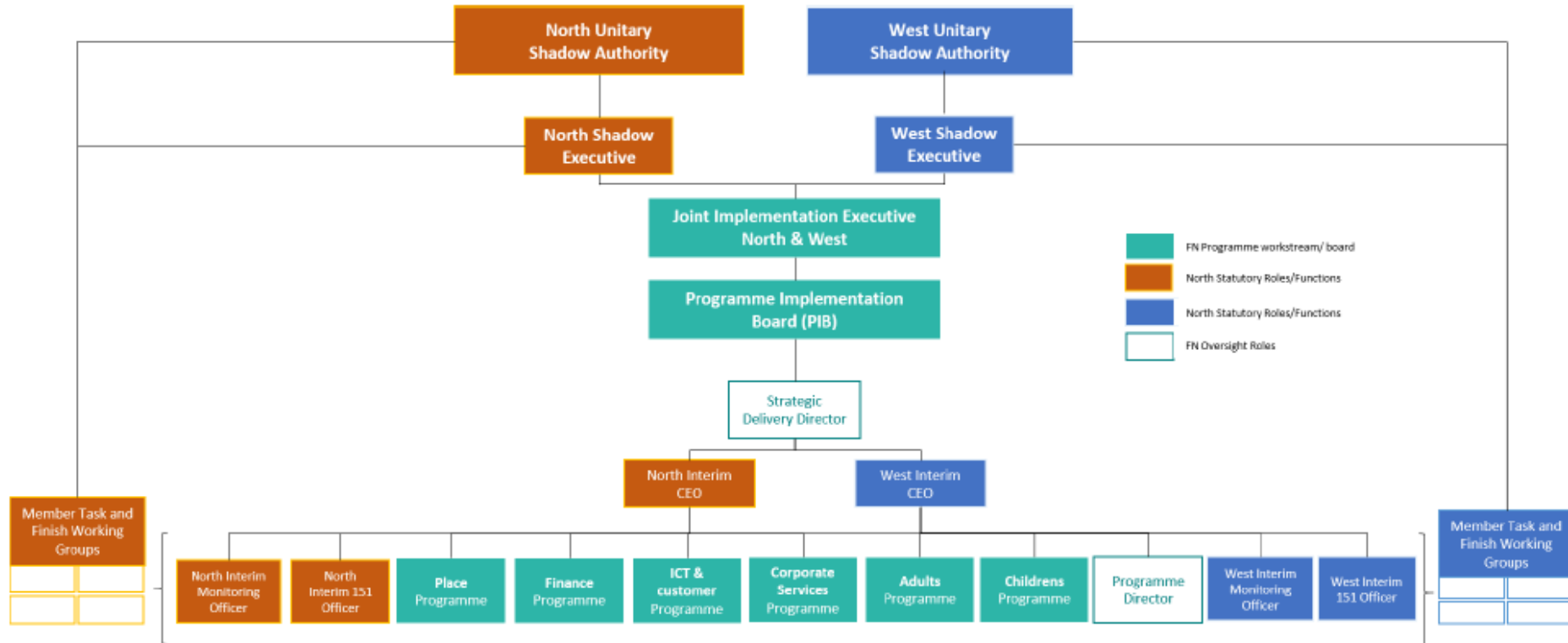
Original Portfolios



Covid: Programme Reset



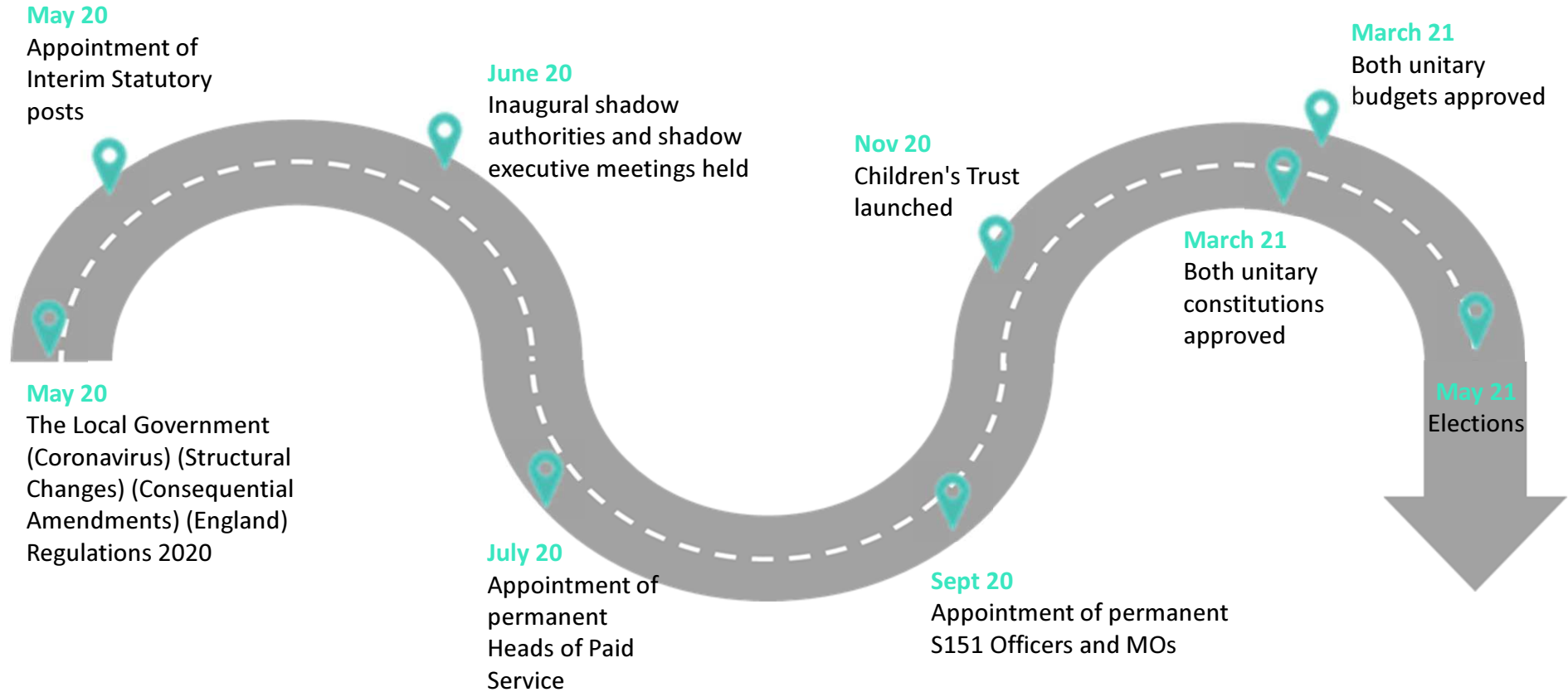
Revised Governance Structure



Cross Cutting Programme Elements

- Legal Services Day 1 – *Ensure we can meet our duties on day 1*
- Safe and Legal transfers – *When and how we move services must ensure we service continuity*
- Transformation – *progressing transformation where we can (“plus”)*
- Lead Authority – *clarity on services that will sit with a lead authority in the future*

Milestones



Major Achievements

Org

- Creation of the Children's Trust
- Creation of two brand new Unitary Councils
- Repatriation of LGSS back-office services
- Repatriation of Highways client functions

People

- Investment in people – commitment to use in-house staff fulfilled
- Tier 1-3 recruitment plus restructure of FN programme staff to two new Transformation Teams
- Full disaggregation of NCC workforce

Legal

- Completion of Inter Authority Agreements for Lead Authority and hosted services - 42 legal agreements
- Clear plan for disaggregation of hosted services
- 8,000 contracts transferred from sovereign councils to new bodies

ICT

- MS365 migrations and rollout across 8 separate Councils to 7,000 staff
- Eclipse for both new Unitary Councils' Adult Social Care and for Children's Trust
- ERP Gold for both new Unitary Councils and Children's Trust – for 7,000 staff
- Capita/Education moved to the Cloud with go live in May
- Two brand new websites
- Two brand new intranet sites

Closing Position

Adult Social Care Programme

Overall	Budget	Risks	Issues	Schedule
<p>FINAL RAG NARRATIVE</p> <ul style="list-style-type: none"> Safe and Legal Critical Deliverables were completed in good time for Day 1. <p>CRITICAL DELIVERABLES COMPLETED</p> <ul style="list-style-type: none"> All CQC registered services were able to operate legally on 1st April 2021 Three new instances of three systems necessary for the safe running of Adult Social Care services were delivered (Eclipse, Abacus and Caspar) Adult Social Care and Public Health were able to operate safely and legally from Day 1 <p>ANY ACTIONS TO BE CARRIED OVER</p> <ul style="list-style-type: none"> Continue to build on and embed the adult social care target operating model following transformation. Complete implementation of two new instances of Cygnum from short-term interim arrangement. Cygnum is a system necessary for the safe running of Adult Social Care Services Implement Adult Safeguarding Board and Health and Well Being Board <p>ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS</p> <ul style="list-style-type: none"> Finalise Inter Authority Agreements to include budgetary and performance parameters Review and implement upcoming Health and Social Care White Paper in partnership with Health colleagues, to ensure optimum utilisation of resource across North and West Northants Re-tender of Care Home contract Implement Autism Framework 				

Closing Position Children's Services (Education) Programme

Overall	Budget	Risks	Issues	Schedule

FINAL RAG NARRATIVE – Safe and Legal Critical Deliverables were completed in good time for Day 1.

CRITICAL DELIVERABLES COMPLETED

- Creation of the Children's Trust
- Creation of the Intelligent Client Function
- Disaggregation of 10 Service areas within the Retained Education Function
- Creation Of shadow Schools Forums
- TUPE transfer of all staff cohort in Maintained Schools where NCC is the employer
- Identified and made changes to all Education Day One IT Systems
- Creation of a Commissioning and Sufficiency function for Education

ANY ACTIONS TO BE CARRIED OVER

- Further details to be agreed within the inter-authority agreements to include budget arrangements
- Letters to notify the transfer of EHCPs to be sent – template to be provided
- MOU/SLA Transfer letters to be sent – template has been provided
- Rebranding of non-public facing documents

ANY ACTIONS TO BE PICKED UP BY NEW COUNCIL

- Support for the Disaggregation of the Hosted Services

Closing Position Corporate Programme

Overall	Budget	Risks	Issues	Schedule

FINAL RAG NARRATIVE – Safe and Legal Critical Deliverables were completed in good time for Day 1.

CRITICAL DELIVERABLES COMPLETED

- Recruited all statutory officer Interim and Permanent positions in line with the SCO (CEX, S151 & MO) and interim positions required (DPO, Elections Manager and Dem Svcs manager). Recruited to remaining tier 1 – 3 roles
- Created new Constitutions for each authority, develop member allowance and code of conduct etc.
- Planned and executed the TUPE consultation across all 8 authorities, and the disaggregation of NCC employees
- Created the overarching Inter Authority agreements, and associated contracts for lead and hosted services
- Created two new Logos for North and West, identify and rebrand critical safe and legal items, and branding guides
- Create an overarching data sharing agreement between the authorities, and draft schedules for services
- Identified with programmes required DPIAs and support the completion, adding to the mitigation plan
- Worked with ERP resource to ensure Payroll system is in place for Day 1, including all 8 authorities
- Created new policies based on new terms and conditions for North and West, including TU negotiations
- Transfer letters sent to suppliers to inform them of the transfer via SCO to North and West
- North and West contract procedure rules created and in place
- Health and Safety policies developed and associated procedures for statutory compliance adherence and monitoring
- New Insurance for each authority arranged to be in place for 1st April 2021

ANY ACTIONS TO BE CARRIED OVER

- Further detail agreed within the inter-authority agreements to include budget arrangements
- Phase 2 of Terms and Conditions work with the unions

ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS

- Mitigation work listed in the plan for GDPR compliance
- Rebranding of policies and other physical rebrands that were in category two and three
- Replace members on statutory boards as the memberships are up for renewal, select member post elections for SRA registration (law)

Closing Position

Customer Contact and Digital Programme

Overall	Budget	Risks	Issues	Schedule
<p>FINAL RAG NARRATIVE- Safe and Legal Critical Deliverables were completed in good time for Day 1.</p> <p>CRITICAL DELIVERABLES COMPLETED:</p> <ul style="list-style-type: none"> • New websites and eforms for North Northants and West Northants; platform and delivery partner • New website policies: cookies, microsite, archive, content publication • New single non-geographic telephone numbers • Standardised opening hours across the North and West and new 'contact us' email address • Email automation to route the emails to the correct skill and system group • New IVR (interactive voice response press 1 for x, press 2 for x..) process for the telephone enquiries • Standardised 'Tell us once' services • Standardised face to face delivery e.g. dress code, welcome greetings <p>ANY ACTIONS TO BE CARRIED OVER:</p> <ul style="list-style-type: none"> • Delivering the two new websites fully • Decommissioning the sovereign council websites (2yr timeline) • Target Operating model, strategy, KPIs • Mailbot further development • Telephony contact solution <p>ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS:</p> <p>Key within 12 months:</p> <ul style="list-style-type: none"> • Outsystms platform for ; blue badge, epermits and Halo needs to be reviewed. Contract will end 31/03/2022 so need to extend or review options • eform platform current contract in place till 31/03/2022. Need to consider new provider or extension • Digital Platform: telephony solution, CRM, workforce management, authentication, my account, booking system. 				

Closing Position ICT Programme

Overall	Budget	Risks	Issues	Schedule

FINAL RAG NARRATIVE – Safe and Legal Critical Deliverables were completed in good time for Day 1.

CRITICAL DELIVERABLES COMPLETED –

2 new instances of Adult Social System - Eclipse

- 2 new instances of ERP Gold
- 2 new instances of the Local Land & Property Gazetteers
- 2 new instances of Income Management system for NCC
- 2 new MS365 tenancies
- 2 new interim intranets
- New end user device framework agreement in place

ANY ACTIONS TO BE CARRIED OVER –

- 2 new instances of CapitaOne Education systems – delayed as statutory online admissions period spans Vesting Day
- Target Operating model, ICT Strategy
- Consolidation of Sovereign Intranet sites
- Complete the migration of Children's Trust and NCC to MS365

ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS

- Streamline and rationalise the desktop, mobile device delivery and security environments
- Streamline and integrate telephony systems into MSTeams and MS365
- Implement a single integrated payment solution for all paid-for council services

Closing Position Finance Programme

Overall	Budget	Risks	Issues	Schedule

FINAL RAG NARRATIVE – Safe and Legal Critical Deliverables were completed in good time for Day 1.

CRITICAL DELIVERABLES COMPLETED

- Harmonised Local Council Tax Support Schemes
- Harmonised Council Tax Schemes
- Harmonised NNDR Business Rate Schemes
- Discretionary Housing Payment Policies
- NNDR Rate Relief Policies
- Pensions Admin authority identified and transferred to Northamptonshire West
- Pensions Scheme of Delegation designed and agreed
- Balanced Budgets in place for both councils
- VAT registration completed
- Banking arrangements in place to support the unitary authorities
- Financial administration of accounts receivable and debt recovery, accounts payable, imprest accounts and the use of purchase cards.
- Treasury, Audit & Risk strategies in place

ANY ACTIONS TO BE CARRIED OVER

- Implementation of D & B month-end reporting processes to ERP

ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS

- Formation of new Pension Board and Committee
- Closure of final accounts for the sovereign councils
- Tendering and delivery of new banking contracts
- Implementation of TOM for Treasury Management

Closing Position

Place - North Programme

Overall	Budget	Risks	Issues	Schedule

FINAL RAG NARRATIVE – The Place Programme successfully delivered its critical actions to achieve safe and legal status.

CRITICAL DELIVERABLES COMPLETED

- Suite of housing policies harmonised and systems in place to facilitate a one team approach
- Harmonised Enforcement policy
- Harmonised Business Continuity plan and Community Safety Plan
- Development of a new waste management policy and street cleansing policy
- Disaggregation of Registration Service and the creation of the statutory Register Office in Kettering
- New Registration Service appointment booking and payments system
- Emergency Planning policy completed
- Dynamic purchasing system in place for commissioning transport services

ANY ACTIONS TO BE CARRIED OVER

- Draft fees and charges policy for Waste services completed and ready to be verified by the new board
- Options appraisal document for Wellingborough Norse ongoing
- Transfer of NCC Fleet to new North and West authorities
- Building access card re-branding to be undertaken throughout April

ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS

- Disaggregation of hosted services
- Collaborative health and wellbeing strategy linked to Community Hubs and partnership models
- Drafting and sign-off of an Economic Recovery Framework to be adopted by North Northamptonshire Council that covers the next 6 months activity

Closing Position Place – West Programme

Overall	Budget	Risks	Issues	Schedule

FINAL RAG NARRATIVE

The Place Programme successfully delivered its critical actions to achieve safe and legal status.

CRITICAL DELIVERABLES COMPLETED

- West Northants waste management policy agreed
- West Northants harmonised enforcement policy agreed
- Dynamic purchasing system in place for commissioning transport services
- Operating procedures and systems to support a disaggregated Registration Service implemented
- West Northants asset register completed

ANY ACTIONS TO BE CARRIED OVER

- Fleet management solution to be in place by 30 April
- Building access card re-branding to be undertaken throughout April

ANY ACTIONS TO BE PICKED UP BY NEW COUNCILS

- Housing application system integration
- Disaggregation of hosted services
- Collaborative health and wellbeing strategy linked to Community Hubs and partnership models

Where are we now - Finance

Financial Summary – Period 11

Investment	Budget	Outturn	Variance
	2020/21	2020/21	
	£000	£000	£000
Business Rates Retention Pilots	7,802	5,687	(2,115)
NCC Transformation	4,250	4,408	158
Other Programme Costs	4,948	4,367	(581)
Staff Costs	5,697	5,641	(56)
Total	22,697	20,103	(2,594)

Benefits Realisation	Budget	Outturn	Variance
	2020/21	2020/21	
	£000	£000	£000
Business Rates Retention Pilots	2,246	2,869	(623)
NCC Transformation	12,235	11,842	393
Total	14,481	14,711	(230)

Overall Total	8,216	5,392	(2,824)
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Costs in 2020/21 are forecast to be £2.594m lower than budgeted, while savings are forecast to be £0.230m higher. This produces a net favourable variance of £2.824m.

Where are we now?

- On track for Delivery of Safe and Legal on Vesting Day
- As at 22/3/2021 just 75 Critical Deliverables remain
- Day 1 Success Plan in place
- Financial position: £85m in savings were sought
 - £35m was delivered in 2019/20
 - On track to deliver £14m during 2020/21
 - £36m to be delivered post Vesting Day
- Full day 2 list and robust plans in place for delivery & transition to services business as usual
- Transformation Task and Finish Groups' draft timelines prepared

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Item no: 07

WEST NORTHAMPTONSHIRE SHADOW EXECUTIVE MEETING

Report Title	Future Northants Corporate Work stream – Human Resources Delegation of Pensions Discretions to the Head of Paid Service
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1. Purpose

- 1.1 The purpose of this report is to seek member approval for the interim delegation of key discretions in relation to pensions to the Chief Executive.

2. Recommendations

- 2.1 It is recommended that:
- a) The discretions set out in Appendix A are delegated to the Chief Executive (as Head of Paid Service) to exercise if necessary on an interim basis.
 - b) To ask the Chief Executive to draw up a pensions discretions policy to be presented to a future meeting.

3. Background

- 3.1 The Local Government Pension Scheme regulations require employers who participate in the Local Government Pension Scheme (LGPS) to draw up and publish a discretions policy and to keep it under review.
- 3.2 Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. Discretions only apply at the time of application and are subject to change.
- 3.3 The four councils that have transferred to West Northamptonshire Council previously maintained their own relevant Pensions Discretions Policies.
- 3.4 West Northamptonshire Council require pensions discretions to be applied as cases come forward.

- 3.5 Comparison work has been taking place on the transferring four councils pension discretions and the requirements of the new authority to compile a set of inclusive and appropriate pensions discretions for West Northamptonshire Council.

4. Next Steps

- 4.1 Work will continue on an appropriate set of pensions discretions for West Northamptonshire Council including relevant consultation to draw up and publish the pensions discretions policy.
- 4.2 In the interim if there is a need to exercise pensions discretions in relation to any particular case this discretion will be exercised by the Chief Executive in an individual case in accordance with reference to the draft pensions discretions policy and the policies of the predecessor councils.

5. Implications (including financial implications)

5.1 Resources and Financial

- 5.1.1 When the Council sets and reviews these employer discretions, consideration is given to:

Cost – discretionary powers come with a cost attached - policies mustn't lead to a loss of confidence in public services, therefore have to be affordable.

Basis on which decisions are made – policies should not be so rigid or restrictive as to prevent flexibility where a possibly unanticipated situation requires it.

Equality – criteria that do not discriminate and where decisions are objectively justified.

- 5.1.2 The Council has limited resources and needs to maintain a balanced budget. Any exercise of discretion must be contained within existing service budgets, therefore discretions are only exercised in exceptional circumstances.

5.2 Legal

- 5.2.1 It is a requirement of the LGPS for each Council to have a Pensions Discretions Policy. There are detailed discretions that must be published, recommended to be published and optional publication. The West Northamptonshire Council LGPS Pensions Discretions Policy includes those publication requirements as appropriate.

5.3 Risk

- 5.3.1 It is a requirement of the pension fund to publish pensions discretions within three months of a transfer of employment.

5.3.2 Without a published pensions discretions policy prior to that date should a member of the pension fund request the use of a discretion an interim emergency case would need to be put forward.

5.4 Consultation

5.4.1 Consultation will take place following the completion of the Pensions Discretions Policy for West Northamptonshire Council.

5.5 Consideration by Overview and Scrutiny

5.5.1 There has been no prior engagement with the Overview and Scrutiny Committee in relation to this report and its recommendations.

5.6 Climate Impact

5.6.1 There are no Climate implications to be considered.

5.7 Community Impact

5.7.1 There is no direct community impact arising from this report.

6 Background Papers

6.3 There are no background papers.

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West
Northamptonshire
Council

LGPS Pension Discretions Policy



Version 1: April 2021

www.westnorthants.gov.uk

The Local Government Pension Scheme regulations require employers who participate in the Local Government Pension Scheme (LGPS) to draw up and publish a discretions policy and to keep it under review.

Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. Discretions only apply at the time of application and are subject to change.

When the Council sets and reviews these employer discretions, consideration is given to:

- Cost – discretionary powers come with a cost attached - policies mustn't lead to a loss of confidence in public services, therefore have to be affordable
- Basis on which decisions are made – policies should not be so rigid or restrictive as to prevent flexibility where a possibly unanticipated situation requires it
- Equality – criteria that do not discriminate and where decisions are objectively justified

The Council has limited resources and needs to maintain a balanced budget. Any exercise of discretion must be contained within existing service budgets, therefore discretions are only exercised in exceptional circumstances.

There are many employer discretions in the current Scheme regulations and several more still existing from previous Schemes; however only a relatively small number of employer discretions have to be published.

The **LGPS Employer Discretions Policy** is therefore the Council's written policy statement detailing all mandatory employer discretions, plus a number of non-mandatory employer discretions the LGPS recommend employers also publish. These are summarised in the Overview table on page 2.

Some of these discretions are also referred to in relevant HR policies, for example the Flexible Retirement and Managing Redundancy policies.

Northamptonshire Pension Fund Board publish the Administering Authority discretions on their website at <http://pensions.northamptonshire.gov.uk/>.

Overview

	Scheme	(must be published) Mandatory discretions relating to...	(recommended for publication) Non-mandatory discretions relating to...	
A	2014 Scheme Regulations ¹ For active members and members who ceased active membership after 31 March 2014 (excluding councillor members)	Exercised on/after 01.04.14 (as at 14 May 2018)	<ol style="list-style-type: none"> 1. Granting additional pension 2. Shared Cost Additional Pension Contributions Flexible retirement 3. 85 year rule 4. Actuarial reduction 5. Variable APC employer contributions 	<ol style="list-style-type: none"> 7. Shared Cost AVCs 8. Transferring in non-LGPS pension rights 9. Joining LGPS membership 10. Determining contribution band 11. Regular lump sum payments 12. Pensionable Pay 13. Deferred benefits
B	<u>2008 Scheme Regulations</u> For members who ceased active membership between 1 April 2008 and 31 March 2014 (excluding councillor members)		<ol style="list-style-type: none"> 1. Actuarial reduction 2. 85 year rule 	n/a
C	<u>LGPS Regulations 1997</u> For active councillor members, deferred councillor members who ceased active membership on/after 1 April 1998 AND any other members who ceased active membership between 1 April 1998 and 31 March 2008.		<ol style="list-style-type: none"> 1. Deferred benefits 2. 85 year rule 3. Actuarial reduction 	n/a
D	<u>LGPS Regulations 1995</u> For members who ceased active membership before 1 April 1998		n/a	<ol style="list-style-type: none"> 1. Employer consent retirement
E	Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006	<ol style="list-style-type: none"> 1. Redundancy payments 2. Lump sum compensation 		
F	Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2000	<ol style="list-style-type: none"> 1. Abatement during re-employment 2. Reduction following cessation of re-employment Apportionment of survivor benefit 3. Effects of remarriage, new civil partnership or co-habitation on survivor's compensation payments 		
G	Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011	<ol style="list-style-type: none"> 1. Whether to pay injury allowances 		

¹ Effective from 1 April 2014, as at 14 May 2018

2014 Scheme Regulations

The policy in respect of each employer discretion is set out below. However, the council may give further consideration, where there are exceptional circumstances and clear merit and/or where the cost is not considered to be significant or material.

Employer Discretion		Regulation	WNC policy
Granting additional pension	Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,822 p.a - figure at 1 April 2018)	R31	The Council do not make such voluntary contributions.
Shared cost APCs	Whether, where an active Scheme member wishes to purchase extra annual pension of up to £6,822 (figure at 1 April 2018) by making Additional Pension Contributions (APCs), to (voluntarily) contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC)	R16(2)(e) & R16(4)(d)	The Council do not make such voluntary contributions.
	Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)	R16(16)	The Council will only extend the 30 day deadline in specific circumstances (e.g. purchasing additional annual leave) and on a case-by-case basis where there are considered to be reasonable grounds for allowing a member to have more time to make an election.
Flexible retirement	Whether all or some benefits can be paid if an active member aged 55 or over and with at least 2 years qualifying service reduces their hours or grade (flexible retirement)	R30(6) & TP11(2)	The Council will consider flexible retirement requests on a case by case basis, only in circumstances where the Council invites employees to make an application due to workforce transition requirements. No uninvited applications from employees will be considered.
	Whether to waive, in whole or in part, actuarial reduction to benefits paid on flexible retirement	R30(8)	The Council will consider each case on its merits.
85 year rule	Whether to "switch on" the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (other than on the grounds of flexible retirement).	TPSch 2, para, 1(2) & 1(1)(c)	The Council will not "switch on" the 85 year rule.

	Employer Discretion	Regulation	WNC policy
Waive actuarial reduction	<p>Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1/4/14 and post 31/3/14 membership) on:</p> <p>a) compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was not in the Scheme before 1/10/06,</p> <p>b) compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will not attain 60 between 1/4/16 and 31/3/20</p> <p>c) compassionate grounds (pre 1/4/16 membership) and in whole or in part on any grounds (post 31/3/16 membership) if the member was in the Scheme before 1/10/06 and will be 60 by 31/3/16</p> <p>d) compassionate grounds (pre 1/4/20 membership) and in whole or in part on any grounds (post 31/3/20 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will attain 60 between 1/4/16 and 31/3/20</p>	TP3(1), TPSch 2 para 2(1), B30(5) & B30A(5)	<p>The Council will consider waiving on a case-by-case basis any actuarial reduction for active members who wish to retire from age 55 onwards on compassionate grounds.</p> <p>The Council will not waive any actuarial reduction for deferred members on compassionate grounds.</p> <p>Compassionate grounds are defined as where an active employee needs to care full time for a close relative, spouse, partner or other dependant who, through illness, required full time care for the rest of their life expectancy which is anticipated to be in excess of 12 months from the date of the agreed medical advice.</p>
	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31/3/14 membership)	R30(8)	The Council will not waive any actuarial reduction.
Variable APC employer contributions	Whether, how much, and in what circumstances to contribute to a share cost APC scheme	R16(2)(e) & R16(4)(d)	The Council do not make such voluntary contributions.
Shared cost AVCs	Whether, how much, and in what circumstances to contribute to shared cost AVC arrangements.	R17(1) & definition of SCAVC in RSch 1	The Council do not contribute to any shared cost AVC.
Transferring in non LGPS pension rights	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	R100(6)	The Council do not extend the normal time limits, except in exceptional circumstances where it may be reasonable, e.g. where an election was made in time, but not received by the Pension Fund (evidence form posted)

	Employer Discretion	Regulation	WNC policy
Joining LGPS membership	Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with a new employment	R22(8)(b)	The Council do not extend the normal time limits, except in exceptional circumstances where it may be reasonable, e.g. where an election was made in time, but not received by the Pension Fund (evidence form posted)
	Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with an ongoing concurrent employment	R22(7)(b)	The Council do not extend the normal time limits, except in exceptional circumstances where it may be reasonable, e.g. where an election was made in time, but not received by the Pension Fund (evidence form posted)
Employee contribution rate	How the pension contribution band to which an employee is to be allocated on joining the Scheme, and at each subsequent April, will be determined and the circumstances in which the employer will, in addition to the review each April, review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pay in the course of a Scheme year (1 April to 31 March)	R9(1) & R9(3)	The Council's Pensions policy explains how employee's contribution bands are assessed.
Regular lump sum payments	In determining Assumed Pensionable Pay, whether a lump sum payment made in the previous 12 months is a "regular lump sum"	R21(5)	The Council does not include any "regular lump sum" to determine Assumed Pensionable Pay for periods of absence, except when determining calculations for ill health retirement or death in service when the Council will consider each case on its merits. In such cases, the primary criteria will be whether it could reasonably be expected that the member would have been likely to receive that regular payment for the foreseeable future.
Pensionable Pay	Where in the Employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay having regard to the level of pensionable pay received by the member in the previous 12 months.	R21(5A) & R21(5B)	Where pensionable pay in the 3 month period prior to commencement of APP is materially lower than the level of pay that would normally have been received, the Council will not normally substitute this with a higher level of pensionable pay, except when determining calculations for ill health retirement or death in service when the Council will consider each case on its merits.

Employer Discretion		Regulation	WNC policy
Deferred benefits	Whether to extend the 12 month option period for a member (who did not become a member of the 2014 Scheme by virtue of TP5(1)) to elect that pre 1 April 2014 deferred benefits should be aggregated with a new employment	TP10(6)	The Council do not extend the normal time limits, except in exceptional circumstances where it may be reasonable, e.g. where an election was made in time, but not received by the Pension Fund (evidence form posted)

2008 Scheme Regulations

The policy in respect of each employer discretion is set out below, however, the council may give further consideration where there are exceptional circumstances and clear merit, or where the cost is not considered to be significant or material.

Employer Discretion		Regulation	WNC policy
Waive reduction	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 and B30A	B30A(5), TPSch 2, para 2(1)	The Council will not waive any actuarial reduction for deferred members on compassionate grounds.
85 year rule	Whether to switch on the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60	TPSch 2, para1(2) & 1(1C)	The Council will not "switch on" the 85 year rule.

1997 Scheme Regulations

The policy in respect of each employer discretion is set out below, however, the council may give further consideration where there are exceptional circumstances and clear merit, or where the cost is not considered to be significant or material.

Employer Discretion		Regulation	WNC policy
Employer consent retirement	Grant an application for early payment of deferred benefits on or after age 50 and before age 55.	31(2)	The Council do not allow any applications
85 year rule	Whether to switch on the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(f) & R60	The Council will not "switch on" the 85 year rule.
Waive reduction	Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early	31(5)	The Council will not waive any actuarial reduction on deferred benefits.

1995 Scheme Regulations

The policy in respect of each employer discretion is set out below, however, the council may give further consideration where there are exceptional circumstances and clear merit, or where the cost is not considered to be significant or material.

Employer Discretion		Regulation	WNC policy
Employer consent retirement	Whether to grant an application for early payment of deferred benefits on or after age 50 on compassionate grounds.	D11(2)c	The Council will not allow any applications.

Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Employer Discretion		Regulation	WNC policy
Redundancy Pay on actual weeks' pay	To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks' pay limit.	5	The Council will base redundancy payments on an actual weeks pay where this exceeds the statutory weeks' pay cap.
Lump sum compensation	To award lump sum compensation of up to 104 weeks' pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.	6	The Council will factor by 1.5 each weeks pay.

Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)

These Regulations still apply to any Compensatory Added Years previously awarded before 1 April 2007.

Employer Discretion		Regulation	WNC policy
Abatement during re-employment	Whether and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government	17	<p>The appropriate reduction referred to in Regulation 17(1) shall be the lower of:</p> <p>(i) the annual compensation and associated pensions increases thereon, and</p> <p>(ii) the amount by which the aggregate of:</p> <p>a. the annual rate of pay in the new employment,</p> <p>b. the annual compensation and associated pensions increases thereon, and</p> <p>c. the annual pension and associated pensions increases thereon,</p> <p>exceeds the annual rate of pay at the termination date of the employment that gave rise to the award of compensation, with official increases (i.e. with the appropriate pensions increase factor applied).</p>

Employer Discretion		Regulation	WNC policy
Reduction following cessation of re-employment	How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment in local government	19	The appropriate reduction referred to in Regulation 19 (1) shall be determined in the same manner as would previously have been the case under Regulation 16 of the Local Government (Discretionary Payments) Regulations 1996.
Apportionment of survivor benefit	How to apportion any surviving spouses' or civil partner's annual compensatory added years payment where the deceased person is survived by more than one spouse or civil partner	21(4)	The Council will apportion any surviving spouses' annual compensatory added years' payment equally between spouses.
Effects of remarriage, new civil partnership or co-habitation on survivor's compensation payments	Whether, in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be dis-applied i.e. whether the spouse's or civil partner's annual compensatory added years payments should continue to be paid	21(7)	In a case where a person ceased employment before 1st April 1998 with an award of annual compensation, died, and their surviving spouse or civil partner had not, as at 1 April 1998, entered into a subsequent marriage, civil partnership or period of cohabitation the Council will determine that paragraph (5), (6), (6A) or (6B) of Regulation 21 of The Local Government (Early Termination of Employment) (Discretionary Compensation)(England and Wales) Regulations 2000, as appropriate, shall not apply. I.e. their surviving spouses or civil partner's compensation will continue during any subsequent remarriage or if they cohabit or enter into a new civil partnership.
	If, under the preceding decision, the authority's policy is to apply the normal suspension rules, whether the spouse's or civil partner's annual compensatory added years payment should be reinstated after the end of the remarriage, new civil partnership or cohabitation	21(5)	Not applicable as 21(7) applies.

Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

The policy in respect of each employer discretion is set out below, however, the council may give further consideration where there are exceptional circumstances and clear merit, or where the cost is not considered to be significant or material.

	Employer Discretion	Regulation	WNC policy
Injury allowances	Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(1)	The Council does not grant any injury allowance.
	Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(4) and 8	Not applicable as 3(1) applies
	Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1) (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	3(2)	Not applicable as 3(1) applies
	Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(1)	The Council does not grant any injury allowance.
	Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(3) and 8	Not applicable as 4(1) applies
	Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity)	4(2)	Not applicable as 4(1) applies
	Whether to suspend or discontinue injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	4(5)	Not applicable as 4(1) applies
	Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a regulation 3 payment (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job) was being made at date of cessation of employment but regulation 4 (loss of employment through permanent incapacity) does not apply.	6(1)	The Council does not grant any injury allowance.
	Determine amount of any injury allowance to be paid under regulation 6(1) (payment of injury allowance following the cessation of employment)	6(1)	Not applicable as 6(1) applies
	Determine whether and when to cease payment of an injury allowance payable under regulation 6(1) (payment of injury allowance following the cessation of employment)	6(2)	Not applicable as 6(1) applies
Whether to grant an injury allowance to the spouse, civil partner, co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job	7(1)	The Council does not grant any injury allowance.	

Employer Discretion		Regulation	WNC policy
	Determine amount of any injury allowance to be paid to the spouse, civil partner, nominated co-habiting partner (for awards made on or after 1 April 2008 the requirement to nominate a co-habiting partner has ceased) or dependent under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job	7(2) and 8	Not applicable as 7(1) applies
	Determine whether and when to cease payment of an injury allowance payable under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job	7(3)	Not applicable as 7(1) applies

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WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE COMMITTEE MEETING

March 2021

Report Title	Proposal to forward fund extension and improvement works at Sponne School, Towcester
Report Author	Chris Wickens, Head of School Place Planning, cwickens@northamptonshire.gov.uk

Contributors/Checkers/Approvers		
West MO (for West and joint papers)	Insert name here	
West S151 (for West and joint papers)	Martin Henry	
Other Director/SME	Cathi Hadley – Director of Children’s Services	

List of Appendices

Appendix A – Sponne School Feasibility Study

1. Purpose of Report

- 1.1. To provide Members with all the necessary information to make a fully informed decision on whether to passport Section 106 funding that will be received for Sponne School for use on a capital improvement scheme and whether to for approve the school’s request to forward-fund capital works at the school.

2. Executive Summary

- 1.2. This report contains details of the planned capital improvement works Sponne School wish to progress, the funding that is or will be available, to allow the progression of the planned works and will also provide the required background information that will allow Members to make a decision on this proposal.

3. Recommendations

- 3.1 It is recommended that the Shadow Executive Committee:
- a) Approve the first tranche of Section 106 funding from the Towcester South SUE of £1,296,776 to Sponne School;

- b) Approve the release of 182,942 in historic, banked S106 contributions to Sponne School;
- c) Consider Sponne School's request to forward-fund a further £320,282 of capital improvement works at the school to allow the extension of the school's Science Block against the value of future S106 funding to be received.

3.2 Reasons for recommendations;

- The recommended course of action will allow the timely progression of capital improvement works at Sponne School that are required;
- The recommended course of action will benefit students currently being educated at Sponne School;
- The future Council (or customers) will receive the maximum benefit from the option proposed

4. Report Background

- 4.1 Northamptonshire County Council (and, subsequently, the West Northants Council) is due to receive Section 106 developer contributions specifically towards secondary education from the Towcester South Sustainable Urban Extension. The Section 106 agreement identifies Sponne School as the beneficiary of these contributions. For the purpose of clarity, this funding cannot be used at any other school;
- 4.2 The Section 106 agreement stipulates that the funding which equates to £4.11m (plus indexation) in total will be received by NCC (and subsequently WNC) in four equal instalments of £1.029m (plus indexation) upon the completion of the; 500th, 1000th, 1500th and 2000th dwelling respectively;
- 4.3 The first secondary education contribution from the development, which is anticipated to equate to £1,296,776 with indexation added, will be received by NCC imminently (before the end of the current financial year). The development had achieved 508 completions as of 8th February and NCC has now invoiced the developer for this funding. It is likely that each further trigger point will be reached in a period of 24 months' time, meaning the total contribution will be received by the Local Education Authority (LEA) over a period of approximately 6 years;
- 4.4 Sponne School is currently undersized when considering the total number of students that attend the school. This is as a result of a previous local decision to increase the school's Published Admission Number (PAN) from 210 to 232 students per year group;
- 4.5 As a result of this overcrowding, Sponne School commissioned a feasibility study to examine how an increased amount of physical capacity could be provided at on the school site to a) accommodate the existing number of students on roll at the school and b) with a view to accommodating an increased number of students in the future. Sponne School have approached members of NCC and WNC with a request to see if the proposed works could be forward-funded by NCC ahead of the S106 funding to be received to allow for the timely delivery of proposed extension.

5. Issues and Choices

- 5.1 The feasibility study (attached as Appendix A to this report) identifies that the school could progress an extension in 6 distinct phases at a total cost of £13.5m. The feasibility report identifies that phases 1 to 3 must be progressed to deliver sufficient accommodation for the existing number of students currently attending the school, the indicative cost of progressing phases 1 to 3 equal £6.5m;
- 5.2 Forward-funding the progression of this scheme in amounts greater than the total amount of S106 funding that will be received from the Towcester South development is not an option and would represent a financial liability to WNC moving forwards. However, consideration needs to be given in respect of the following options;

- a) Forward-funding development to the value of the first tranche of S106 to be received for the school at a value of £1.29m and the banked S106 at £182,493, for a total value £1.479m. This option represents the minimum risk to NCC/WNC due to the timeframe in which the full amount of funding would be received in full from the developer (imminently). However, this would not provide the full amount of funding to allow Sponne School to fully progress the Phase 1 extension works identified in the feasibility study, which is an extension to their existing Science Block at a cost of £1.8m. Unless the school has identified additional funding in the amount of £320k, this option would not allow for the timely delivery of the planned works and would not provide any benefit to the school or the LEA;
 - b) Forward-funding development to the value of £1.8m to provide full forward-funding to allow the school to progress the Phase 1 Science Block extension. This option incorporates an additional risk to NCC/WNC in that although the majority of the funding (£1.479m) will be received from the developer in the immediate future, the re-imburement of the remaining funding (£320k) would need to be obtained from the second tranche of S106 funding, payable upon completion of the 1000th dwelling (this trigger point will likely not be hit for a period of 24 months). Should the Towcester South SUE encounter any difficulties and cease to deliver housing/deliver housing at a far slower rate than currently, there is no guarantee of when or if any funding would be able to be reclaimed. This risk is not thought to be likely at the current time but must be recognised prior to any decision being made.
- 5.3 It is the understanding of officers within the School Place Planning team the Phase 1 works to extend the Science Block have been fully designed and have planning consent and that a preferred contractor has been identified. The school have confirmed that should approval be given that they would be able to mobilise and start on site by the end of February/early March. As such, any capital funding required prior to the 31st March 2021 is likely to be minimal;
- 5.4 It should be noted that whilst the LEA is supportive of any improvement of and investment in the education estate within the county, there will be no benefit to the LEA in terms of additional school places to assist in meeting demand with Sponne School's linked area that would arise from any decision to forward-fund works at the school. The school is oversubscribed at the current time and the LEA will still be required to find (and possibly fund) alternative places at other local schools for any student who resides in Sponne's linked area but is unsuccessful in gaining a place at the school;
- 5.5 Any funding pass-ported to the Academy Trust that operate the school would be underpinned by a Funding Agreement that would limit NCC's and its successor unitary authority's financial liability to whatever amount is agreed by NCC and WNC Members. This is standard practice when NCC has provided funding for capital works to be delivered by an Academy Trust;
- 5.6 Should the decision be taken to forward-fund works at the school in either manner identified above, further consideration should be given as to what legal agreements NCC or WNC would seek with the school that would place a legal obligation on the school to refund any funding either organisation is unable to reclaim directly from the developer. Further advice from LGSS Law should be obtained in this respect.

6. Implications (including financial implications)

6.1 Resources and Financial

6.1.1 The proposal to forward fund capital improvement works at Sponne School in accordance with options a) or b) identified within section 5.2 of this report will have financial implications for NCC and WNC. Option a) represents expenditure equalling £1.479m of Section 106 funding that is currently banked or soon will be. Option b) represents expenditure equalling £1.8m and a greater risk of forward funding an additional £320k against the value of further S106 contributions that will not be received for a likely period of 2 years;

6.1.2 For the purpose of clarity, the S106 agreements that will provide the funding in question name Sponne School as the beneficiary of the funding and it cannot be used by NCC or WNC for any other purpose.

6.2 Legal

6.2.1 This proposal would have limited legal implications for NCC/WNC, the pass-
porting of any funding (amount of which is TBC) would be underpinned by a
'Funding Agreement' drafted by LGSS Law, which would clearly set out the roles
and responsibilities of all parties and on what the funding may be used.

6.3 Risk

a) Risk(s) associated with the proposal

Risk	Mitigation	Residual Risk
NCC forward funds £1.8m and development ceases prior to completion of 1000 th dwelling. Additional £320k worth of funding not received.	Towcester South has already completed 508 dwellings and no indication from either the Local Planning Authority or the Developer that completion of 1000 dwellings will not be completed within anticipated timeframes. There is a small risk that the additional £320k worth of funding may not be received should development cease prior to the completion of the 1000 th dwelling.	Green

b) Risk(s) associated with not undertaking the proposal

Risk	Risk Rating
Sponne School and students attending the school continue to be educated within current accommodation until S106	Red

contributions have been received from the developer and this delays progression of works.	
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6.4 **Consultation**

6.5 The decision to forward-fund any works at the school in advance of S106 funding to be received would be the decision of NCC and WNC and is not subject to any statutory process. As such, there is no requirement for any consultation on the matter to have been conducted.

6.6 **Consideration by Overview and Scrutiny**

6.6.1 N/A

6.7 **Climate Impact**

6.7.1 Any construction works at Sponne School would have a climate impact but this would have been managed via the relevant planning process. The decision to passport funding itself has no impact in this regard.

6.8 **Community Impact**

6.8.1 This proposal can be considered to have a positive impact upon on both students that currently attend Sponne School or will do in the future by providing access to improved educational facilities.

7. **Background Papers**

7.1 N/A

WEST NORTHAMPTONSHIRE AUTHORITY

EXECUTIVE COMMITTEE MEETING

April 20th 2021

Report Title	Holiday Activity and Food Program
Report Author	Name: Patsy Richards Team: Public Health and Wellbeing Tel: 0791 2891618 Email: Patsy.Richards@NorthNorthants.gov.uk

List of Appendices

NONE

Below is the link to further details about the Department for Education (DfE) Holiday Activity and Food (HAF) programme.

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

1. Purpose of Report

- 1.1. The purpose of this report is to seek approval of the recommendations listed below and support for the delivery of the Holiday Activity and Food (HAF) programme in West Northamptonshire Council.
- 1.2. To assure Members that there are opportunities for improved health and wellbeing outcomes for Children, Young People and Families eligible to participate in the HAF program in West Northamptonshire during the Summer and Winter school holiday periods in 2021.

2. Executive Summary

- 2.1 Both West Northamptonshire and North Northamptonshire Councils aspire to make Northamptonshire a great place to live and work, achieved through this proposal by focusing on children, young people and families during the remaining five-week school holidays in 2021 and the Winter holidays covering the end of the calendar year into 2022.
- 2.2 This HAF programme will provide support to vulnerable families through improving access to enriched activities and nutritious food, increasing the

health and wellbeing of the county's communities and contributing to the safeguarding of vulnerable individuals during school holiday periods.

3. Recommendations

The report is recommending North Northamptonshire Council receive the DfE HAF programme resources and manages the procurement for the coordination of the Holiday Activities and Food program across West and North Northamptonshire councils.

It is recommended that:

3.1 Cabinet note the direct award of the Easter HAF programme due to the timeline for delivery from DfE.

3.2 Cabinet approve the related DfE £1.8m grant allocated for the coordination of 2021 Summer and Winter school HAF Programme be used to procure the HAF service in line with national and council procurement guidelines.

3.3 Cabinet approve the passporting of resources to Public Health Northamptonshire, hosted by North Northants Council, and that this mirrors the Government funding distribution methodology of allocating the funds on the basis of children eligible for free school meals. The North Northamptonshire Council S151 officer is aware and has approved this arrangement.

3.4 Cabinet agrees that delegated authority be given to the Director of Public Health, in consultation with the Director of Children's Service, Cabinet Member for Health and Wellbeing and Cabinet Member for Children Services, to agree the procurement, management and delivery arrangements for this service.

3.5 Reason for Recommendations

- The recommended course of action is the most equitable way to secure a supplier and ensure targeted delivery, meeting Public Health outcomes through service delivery.
- Both North Northamptonshire and West Northamptonshire Councils receive the maximum benefit from the option proposed by capitalising on economies of scale from a programme being delivered across the county.
- To accord with legislation or the policy of the Authority and the DfE grant conditions.

4 Report Background

4.1 On 8th November 2020, the Government announced that the Holiday Activities and Food (HAF) programme will be expanded across the whole of England in 2021.

4.2 Research has shown that school holidays can be particular pressure points for some families. There is evidence to show that some children from disadvantaged families are; less likely to access organised out-of-school activities, more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and more likely to experience social isolation.

4.3 The February to December 2021 county-wide programme is primarily targeting children and young people eligible for free school meals. Public Health Northamptonshire will be allocated £1.8m to co-ordinate free Summer and Winter holiday provision, including healthy food and enriching activities.

4.4 The initial offer of £2,047,790 by DfE was to cover the three (3) major school holidays in 2021 (including the Easter school holiday) and spanning over six (6) weeks in total. There are specific DfE grant conditions including providing activities for up to four (4) hours per day, four (4) days per week for six (6) weeks. (There is the option to spread a week's worth of provision across a two (2) week period).

4.5 The first of the major school holidays provision has been completed during March and April 2021, this programme is currently being evaluated and lessons learnt will shape and improve the experiences for children and young people participating in the Summer and Winter HAF programs.

5 Issues and Choices

5.1 The outcomes of the HAF programme are in line with Public Health outcomes for children and families, focusing on reducing obesity, improving physical activity levels and improving emotional wellbeing and mental health, together with tackling the wider determinants of health and health protection (provision is a mixture of online activities and learning and face-to-face COVID-secure sessions).

5.2 Northamptonshire Children's Services (NCS) and Public Health Northamptonshire are working closely together with North Northamptonshire and West Northamptonshire staff to improve health and social care outcomes in vulnerable families, these include the children and young people prioritised to attend the HAF program eligible for Free School Meals (FSM).

5.3 In Northamptonshire the overall food poverty prevalence (low income households with dependent children) is 15.4% and there is considerable variation across West Northamptonshire. Whilst Northampton presents the most risk at 15.8%, South Northants has the least risk at 10.1%.

5.4 Evidence suggests, health outcomes are better for children and young people who engage in organised semi structured holiday activity, reducing holiday hunger, improving access to physical activity and reducing isolation and these will contribute to the following Public Health priorities:

- Increased number of children taking part in enriching and engaging activities
- Increased number of children eating more healthily over the school holidays
- Increased knowledge and awareness of health and nutrition
- Increased number of children being more physically active
- Increased number of children feeling safe
- Increased mental wellbeing and resilience.

- 5.6 There is on-going evaluation following the recently concluded county-wide Easter HAF programme, delivered March to April 2021.
- 5.7 Lessons learnt and feedback from the Evaluation Report will be shared with DfE and used to trigger the next instalments of funds for the proposed Summer and Winter HAF programme.
- 5.8 Public Health Northamptonshire is working with the Head of Procurement to ensure a timely response for forthcoming programmes.
- 5.9 In line with the contract procedure rules, the service will be procured via a tender process. To ensure a seamless service, the intention is to seek a single Provider to undertake the provision for both the Summer and Christmas Holidays. The preferred bidder will be in the form of a lead provider model and aligned to the timetable below:

		NOTES	DATE
Stage 1	Tender goes live	allow at least 1 week notice	04/05/2021
	Tender return date	allow 30 days	04/06/2021
Stage 2	Evaluation & clarification of Tenders	allow 2 weeks	18/06/2021
	Moderation	allow 1 week	22/06/2021
Stage 3	Notify Awarded provider (Including Alcatel period)	allow 10 days	25/06/2021
	Implementation / Mobilisation		25/06/2021
	Contract start date	earliest possible	06/07/2021

- 5.10 There is a duplicate report being presented to the North Northamptonshire Council Cabinet for approval as there is a joint procurement approach between West and North councils.
- 5.11 The alternative option would be to directly award the contract, an option previously explored with DfE. The directly awarded contract was permitted by DfE to ensure the Northamptonshire Spring HAF programme ran, despite the short eight week notice period local authorities were given. However, DfE have instructed local authorities follow their own procurement guidelines for the remaining two school holiday provisions, hence the submission of this report to Cabinet.

6. Implications (including financial implications)

Resources and Financial

- 6.1 The funding is non recurrent from DfE for a 12-month period. However, there are two financial implications for this proposal/ provision.
 - 6.11 There are DfE grant conditions which local authorities must follow, including the funding criteria for eligible expenditure and the amount allowable for overhead recovery of 10%.
 - 6.12 The DfE grant is ring-fenced and therefore cannot be used for any other purpose. It is expected that all the funds awarded will be spent on this project.

6.2 The grant funding has not been disaggregated by DfE. They have indicated the funds will be paid into North Northamptonshire Council as hosts to Public Health Northamptonshire and Northamptonshire Children's Services.

6.3 The report is recommending North Northamptonshire Council receive the resources and manage the procurement for the coordination of the HAF programme across West and North Northamptonshire councils.

6.4 The table below, set out by DfE, highlights the timescales and payment arrangements to Public Health Northamptonshire for the delivery of the outstanding elements of the HAF programme for West and North Northamptonshire Councils.

Holiday period	Delivery plan/report due date	Payment due date	Allocation of grant to be paid
Summer scheme 2021	14 th May 2021	June 2021	£920,930
Christmas Scheme 2021	1 st October 2021	November 2021	£552,558
Final report	29 th January 2022	February 2022	£368,372

7. Legal

There are no legal implications arising from the proposals/or this report.

8. Risk

There are no significant risks arising from the proposed recommendations in this report, the table below indicates the risk associated to the recommendations.

Risk	Mitigation	Residual Risk
Proposal not supported - Children in Northamptonshire will not improve their health and emotional wellbeing during the school holidays.	School holiday provision will remain at the current level or at risk of being reduced and not freely accessible for children and young people eligible for free school meals.	Amber
Timescale to procure a suitable lead provider.	Procurement Preparations are underway to speed up the process. Engagement has taken place with some potential providers to make them aware of the opportunity to tender for the service.	Green
HAF funds reclaimed by DfE. If the service is not procured on time, there is a risk the programme will not be delivered and DfE are	Procurement agreement is being sought from Cabinet Members at the earliest opportunity.	Amber

entitled to reclaim the funds under the grant conditions.		
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9. Consultation

N/A.

9.1 Consideration by Overview and Scrutiny

None sought due to time restraints.

9.2 Climate Impact

N/A.

9.3 Community Impact

This provision will have a positive impact on the community as the programme will require provision of the HAF programme to be run by local providers. This will encourage positive engagement from the variety of third sector providers already working with our children and young people in the county. The programme also encourages family engagement and involving volunteers to build capacity, strengthen community assets and resilience in the community. Some of this work has commenced through the delivery of the Easter HAF programme 2021.

10. Background Papers

None.

WEST NORTHAMPTONSHIRE AUTHORITY

EXECUTIVE COMMITTEE MEETING

April 20th 2021

Report Title	Holiday Activity and Food Program
Report Author	<p>Name: Patsy Richards Team: Public Health and Wellbeing Tel: 0791 2891618 Email: Patsy.Richards@NorthNorthants.gov.uk</p>

Contributors/Checkers/Approvers		
West MO (for West and joint papers)	Catherine Whitehead	9 th April 2021
West S151 (for West and joint papers)	Martin Henry	16 th April 2021
Public health and Wellbeing	Name of Director: Lucy Wightman	16 th April 2021
Cabinet Member	Cabinet Member for Adults, Communities and Wellbeing: Cllr Matt Golby Cabinet Member for Children: Cllr Fiona Baker	
Legal	Name of solicitor: Gul Khan	April 12 th 2021
Communication	Name of officer: Kath Hall	April 12 th 2021
Procurement	Name of officer Jeandre Hunter	Friday 9 th April 2021

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4 Report Background

- 4.1 On 8th November 2020, the Government announced that the Holiday Activities and Food (HAF) programme will be expanded across the whole of England in 2021.
- 4.2 Research has shown that school holidays can be particular pressure points for some families. There is evidence to show that some children from disadvantaged families are; less likely to access organised out-of-school activities, more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and more likely to experience social isolation.
- 4.3 The February to December 2021 county-wide programme is primarily targeting children and young people eligible for free school meals. Public Health Northamptonshire will be allocated £1.8m to co-ordinate free Summer and Winter holiday provision, including healthy food and enriching activities.
- 4.4 The initial offer of £2,047,790 by DfE was to cover the three (3) major school holidays in 2021 (including the Easter school holiday) and spanning over six (6) weeks in total. There are specific DfE grant conditions including providing activities for up to four (4) hours per day, four (4) days per week for six (6) weeks. (There is the option to spread a week's worth of provision across a two (2) week period).
- 4.5 The first of the major school holidays provision has been completed during March and April 2021, this programme is currently being evaluated and lessons learnt will shape and improve the experiences for children and young people participating in the Summer and Winter HAF programs.

5 Issues and Choices

- 5.1 The outcomes of the HAF programme are in line with Public Health outcomes for children and families, focusing on reducing obesity, improving physical activity levels and improving emotional wellbeing and mental health, together with tackling the wider determinants of health and health protection (provision is a mixture of online activities and learning and face-to-face COVID-secure sessions).
- 5.2 Northamptonshire Children's Services (NCS) and Public Health Northamptonshire are working closely together with North Northamptonshire and West Northamptonshire staff to improve health and social care outcomes in vulnerable families, these include the children and young people prioritised to attend the HAF program eligible for Free School Meals (FSM).

5.3 In Northamptonshire the overall food poverty prevalence (low income households with dependent children) is 15.4% and there is considerable variation across West Northamptonshire. Whilst Northampton presents the most risk at 15.8%, South Northants has the least risk at 10.1%.

5.4 Evidence suggests, health outcomes are better for children and young people who engage in organised semi structured holiday activity, reducing holiday hunger, improving access to physical activity and reducing isolation and these will contribute to the following Public Health priorities:

- Increased number of children taking part in enriching and engaging activities
- Increased number of children eating more healthily over the school holidays
- Increased knowledge and awareness of health and nutrition
- Increased number of children being more physically active
- Increased number of children feeling safe
- Increased mental wellbeing and resilience.

5.6 There is on-going evaluation following the recently concluded county-wide Easter HAF programme, delivered March to April 2021.

5.7 Lessons learnt and feedback from the Evaluation Report will be shared with DfE and used to trigger the next instalments of funds for the proposed Summer and Winter HAF programme.

5.8 Public Health Northamptonshire is working with the Head of Procurement to ensure a timely response for forthcoming programmes.

5.9 In line with the contract procedure rules, the service will be procured via a tender process. To ensure a seamless service, the intention is to seek a single Provider to undertake the provision for both the Summer and Christmas Holidays. The preferred bidder will be in the form of a lead provider model and aligned to the timetable below:

		NOTES	DATE
Stage 1	Tender goes live	allow at least 1 week notice	04/05/2021
	Tender return date	allow 30 days	04/06/2021
Stage 2	Evaluation & clarification of Tenders	allow 2 weeks	18/06/2021
	Moderation	allow 1 week	22/06/2021
Stage 3	Notify Awarded provider (Including Alcatel period)	allow 10 days	25/06/2021
	Implementation / Mobilisation		25/06/2021
	Contract start date	earliest possible	06/07/2021

5.10 There is a duplicate report being presented to the North Northamptonshire Council Cabinet for approval as there is a joint procurement approach between West and North councils.

5.11 The alternative option would be to directly award the contract, an option previously explored with DfE. The directly awarded contract was permitted by DfE to ensure

the Northamptonshire Spring HAF programme ran, despite the short eight week notice period local authorities were given. However, DfE have instructed local authorities follow their own procurement guidelines for the remaining two school holiday provisions, hence the submission of this report to Cabinet.

6. Implications (including financial implications)

Resources and Financial

6.1 The funding is non recurrent from DfE for a 12-month period. However, there are two financial implications for this proposal/ provision.

6.11 There are DfE grant conditions which local authorities must follow, including the funding criteria for eligible expenditure and the amount allowable for overhead recovery of 10%.

6.12 The DfE grant is ring-fenced and therefore cannot be used for any other purpose. It is expected that all the funds awarded will be spent on this project.

6.2 The grant funding has not been disaggregated by DfE. They have indicated the funds will be paid into North Northamptonshire Council as hosts to Public Health Northamptonshire and Northamptonshire Children's Services.

6.3 The report is recommending North Northamptonshire Council receive the resources and manage the procurement for the coordination of the HAF programme across West and North Northamptonshire councils.

6.4 The table below, set out by DfE, highlights the timescales and payment arrangements to Public Health Northamptonshire for the delivery of the outstanding elements of the HAF programme for West and North Northamptonshire Councils.

Holiday period	Delivery plan/report due date	Payment due date	Allocation of grant to be paid
Summer scheme 2021	14 th May 2021	June 2021	£920,930
Christmas Scheme 2021	1 st October 2021	November 2021	£552,558
Final report	29 th January 2022	February 2022	£368,372

7. Legal

There are no legal implications arising from the proposals/or this report.

8. Risk

There are no significant risks arising from the proposed recommendations in this report, the table below indicates the risk associated to the recommendations.

Risk	Mitigation	Residual Risk
Proposal not supported - Children in Northamptonshire will not improve their health and emotional wellbeing during the school holidays.	School holiday provision will remain at the current level or at risk of being reduced and not freely accessible for children and young people eligible for free school meals.	Amber
Timescale to procure a suitable lead provider.	Procurement Preparations are underway to speed up the process. Engagement has taken place with some potential providers to make them aware of the opportunity to tender for the service.	Green
HAF funds reclaimed by DfE. If the service is not procured on time, there is a risk the programme will not be delivered and DfE are entitled to reclaim the funds under the grant conditions.	Procurement agreement is being sought from Cabinet Members at the earliest opportunity.	Amber

9. Consultation

N/A.

9.1 Consideration by Overview and Scrutiny

None sought due to time restraints.

9.2 Climate Impact

N/A.

9.3 Community Impact

This provision will have a positive impact on the community as the programme will require provision of the HAF programme to be run by local providers. This will encourage positive engagement from the variety of third sector providers already working with our children and young people in the county. The programme also encourages family engagement and involving volunteers to build capacity, strengthen community assets and resilience in the community. Some of this work has commenced through the delivery of the Easter HAF programme 2021.

10. Background Papers

None.