



# Cabinet

**A meeting of the Cabinet will be held at The Forum, Towcester, NN12 6AF on Tuesday 13 September 2022 at 6.00 pm**

## Agenda

<b>Public Session</b>	
<b>1.</b>	<b>Apologies for Absence and Notification of Substitute Members</b>
<b>2.</b>	<b>Declarations of Interest</b> Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
<b>3.</b>	<b>Minutes</b> (Pages 5 - 14) To confirm the minutes of the meeting of Cabinet held on 12 <sup>th</sup> July 2022
<b>4.</b>	<b>Chair's Announcements</b> To receive communications from the Chair.
<b>5.</b>	<b>Urgent Business</b> The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.
<b>6.</b>	<b>Recommendations submitted by Overview and Scrutiny Committees</b> (Pages 15 - 34)
<b>7.</b>	<b>Youth Justice Plan 22/23</b> (Pages 35 - 72)
<b>8.</b>	<b>Local Council Tax Reduction Scheme 2023-24</b> (Pages 73 - 78)

9.	<b>Establishing a new 250 place, 'all-through' special educational needs and disability (SEND) School for pupils with autistic spectrum condition (ASC), with speech, language and communication needs (SLCN) and severe learning difficulties (SLD) at Tiffield St John's site, Tiffield, West Northamptonshire.</b> (Pages 79 - 128)
10.	<b>Hackney Carriage (Taxi) Tariff Fare Increase</b> (Pages 129 - 142)
11.	<b>Award of Transitional Contract for Highway Professional Services</b> (Pages 143 - 146)
12.	<b>Decision taken by the Leader of the Council under urgency procedures: Renewal of Microsoft 365 licences</b> (Pages 147 - 152)
13.	<b>Cost of Living increase: How West Northamptonshire Council is supporting residents</b> (Pages 153 - 162)
14.	<p><b>Exclusion of the Press and Public</b></p> <p>The following reports contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.</p> <p>Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> <p>Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.</p> <p>Should Members decide not to make a decision in public, they are recommended to resolve as follows:</p> <p>“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”</p>
<b>Private Session</b>	
15.	<b>Housing Benefit and Council Tax Reduction Risk Based Verification</b>

16.	<b>Budgets for death management and related services</b>
17.	<b>Management of St John's Tiffield site</b>
18.	<b>Towns Fund: Four Waterside and Marefair Business Case and Delivery Strategy</b> (Pages 163 - 204) Appendix B is not exempt.

Catherine Whitehead  
Proper Officer  
5 September 2022

**Cabinet Members:**

Councillor Jonathan Nunn (Chair)	Councillor Adam Brown (Vice-Chair)
Councillor Fiona Baker	Councillor Daniel Lister
Councillor Rebecca Breese	Councillor Matt Golby
Councillor Mike Hallam	Councillor Phil Larratt
Councillor Malcolm Longley	Councillor David Smith

**Information about this Agenda**

**Apologies for Absence**

Apologies for absence and the appointment of substitute Members should be notified to [democraticservices@westnorthants.gov.uk](mailto: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.

If a continuous fire alarm sounds you must evacuate the building via the nearest available fire exit. Members and visitors should proceed to the assembly area as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

If you have any queries about this agenda please contact Sofia Neal-Gonzalez, Democratic Services via the following:

Email: [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk)

Or by writing to:

West Northamptonshire Council  
One Angel Square  
Angel Street  
Northampton  
NN1 1ED



Minutes of a meeting of the Cabinet held at The Forum, Towcester, NN12 6AF on Tuesday 12 July 2022 at 6.00 pm.

Present           Councillor Jonathan Nunn (Chair)  
                      Councillor Adam Brown (Vice-Chair)  
                      Councillor Fiona Baker  
                      Councillor Rebecca Breese  
                      Councillor Matt Golby  
                      Councillor Mike Hallam  
                      Councillor David Smith

Also Present:       Councillor Jamal Alwahabi  
                          Councillor William Barter  
                          Councillor Jonathan Harris  
                          Councillor Keith Holland-Delamere  
                          Councillor Bob Purser  
                          Councillor Emma Roberts

Officers           Councillor Phil Larratt  
                      Councillor Daniel Lister  
                      Gillian Baldock, Political Assistant to the Conservative Group  
                      Simon Bowers, Assistant Director - Assets and Environment  
                      Alison Golding, Assistant Director - Human Resources  
                      Paul Hanson, Democratic Services Manager  
                      Chris Kiernan, Interim Director of Children Services  
                      Sofia Neal-Gonzalez, Democracy Officer (Minutes)  
                      Jed Scoles, Political Assistant to the Labour Group  
                      Mitchell Thomason, Transformation Project Manager  
                      Chris Wales, Chief Information Officer

26.     **Apologies**

Councillor Daniel Lister and Councillor Phil Larratt

27.     **Declarations of Interest**

None

28.     **Minutes**

RESOLVED: That the minutes from the Cabinet meeting on the 14<sup>th</sup> of June 2022 were approved and signed as a true and accurate record.

29. **Chair's Announcements**

None

30. **Urgent Business**

None

31. **Revenue Monitoring, Provisional Outturn 2021-22 and 2022-23 Financial Outlook**

At the Chair's invitation Councillor Malcolm Longley presented the report.

Councillors made the following comments.

- What was the current situation with staffing in the Planning Department following the recent recruitment drive?
- It was queried whether the council could reduce its energy usage to adhere to its climate strategy.
- It was queried how much cost pressures would increase should the staffing strategy work due to previously vacant posts being filled.
- It was noted that the council still used a large amount of agency staff, was there a way to reduce this?
- The Children's Trust had balanced their books by drawing down reserves, was there a way the council could keep an eye on the spend in that area?
- The Adult Services budget was under pressure. It was queried whether the council was being overly ambitious in the savings it wished to deliver in this area.
- The risk reserve was just over £40 million, what was the accuracy of this of this fund.
- The robustness of the Council's debt write off process was queried.

Councillor Malcolm Longley made the following comments.

- It was agreed that there were inflationary pressures, and that best practice should be used when looking at energy spending.
- The Children's Trust was a noted risk due to the council not having control.
- There are write-offs every year and these happen for a variety of reasons.

Councillor Mike Hallam advised that over the last 6 weeks every department has met with HR and Finance to go over and discuss their vacancies. The planning department was found to be of concern and there have since been over 100 applications to vacancies within that department.

Councillor Rebecca Breese advised that within the planning department there were currently now 7 Development Control Officers and 3 Planning Policy vacancies.

**RESOLVED: That Cabinet.**

- a) Noted the provisional outturn position for 2021-22.**
- b) Approved the use of contingency budgets requested in section 5.83 and service carry forward requests in Appendix B**

- c) **Approved the agreed debt write-off requests that are greater than £25,000 as detailed in section 8.**
- d) **Noted the financial risks and issues identified for 2022-23.**

32. **General Fund Capital and Housing Revenue Account Capital Monitoring, Provisional Outturn 2021-22 and Revised Capital Programme for 2022-26**

At the Chair's invitation Councillor Malcolm Longley presented the report.

Councillors made the following comments.

- An update of the legacy Section 106 money issue was requested.
- It was important for WNC to ensure that any capital projects met all the corporate objectives.
- The need for a new fit for purpose traveller site was noted.

Councillor Malcolm Longley made the following comments.

- The council had a limited income but all attempts to hit targets would be made.
- There was no danger of losing the legacy Section 106 money.
- It was advised that a traveller site was not currently on the agenda.

Councillor Rebecca Breese advised that there had been a plan for a traveller site, but it had been deemed not appropriate.

**RESOLVED: That Cabinet.**

- a) **Noted the 2021-22 provisional capital outturn position for WNC general fund and HRA.**
- b) **Noted the proposed capital carry forwards for the GF capital programme which are required as a result of rephasing in the 2021-22 programme. These are detailed in appendix A.**
- c) **Noted the proposed capital carry forwards for the HRA capital programme which are required as a result of rephasing in the 2021-22 programme. These are detailed in appendix B;**
- d) **Noted the revised GF capital programme for 2022-26 (appendix C) including the new schemes which had been added to the programme since the 2022-23 budget was approved in February 2022.**
- e) **Noted the revised HRA capital programme for 2022-26 (appendix D) including the new schemes which have been added to the programme since the 2022-23 budget was approved in February 2022.**

33. **Proposal to establish a 50 place Special Educational Needs & Disability (SEND) unit for pupils with a primary need of Autistic Spectrum Condition (ASC) at Hunsbury Park Primary School, Northampton**

At the Chair's invitation Councillor Fiona Baker presented the report. It was advised that consultation had now been concluded with various groups having been contacted for their views. There had been some local issues raised regarding traffic.

Members were reminded that the school would enable WNC to fulfil its statutory duty in this area.

A councillor welcomed the report and advised that the views from residents with regards traffic were important, the council would need to create a traffic policy for this. Councillor Fiona Baker advised that this issue was being investigated.

**RESOLVED:**

- a) **Approved the establishment of a 50 place SEND unit for pupils with a primary need of ASC at Hunsbury Park Primary School, Northampton.**
- b) **Noted the responses received during the 4 week period of consultation on the proposal that was conducted in May/June 2022.**
- c) **Delegated responsibility to Director of Children's Services, in conjunction with the relevant portfolio holder to enter into all necessary contracts related to the delivery of the proposed SEND unit.**

34. **Digital, Technology & Innovation Strategy 2022 - 2025**

At the Chair's invitation Councillor Mike Hallam presented the report. Members were advised that this strategy does not mean a commitment to being completely paper free.

A councillor made the following comments.

- Modernisation of systems was welcomed.
- It was queried how the existing data would be moved and how the back up data was cleaned.
- An update on the Microsoft 365 contract renewal was requested.
- Would the servers remain in the UK?

Councillor Mike Hallam advised that data is cleaned to the standard that is required at a local authority. Currently the servers were still in the UK and although highly likely that they would remain so, all options would be looked at.

**RESOLVED: That Cabinet approved the Digital, Technology & Innovation Strategy 2022-2025 and supports its implementation across the Council.**

35. **Pay and Grading Proposal**

At the Chair's invitation Councillor Mike Hallam presented the report and advised that there had been a lot of discussion with the unions on this matter.

Councillors made the following comments.

- It was requested that good communication continue to happen as the council needed to retain staff.
- It was noted that as of yet not all jobs have been matched into the new structure.



- What mitigations were in place should the budgetary implications go over the 5%? It was queried whether this had been costed?

Councillor Mike Hallam made the following comments.

- Staff would have 2 years of full pay protection.
- There had been extensive formal budget mapping carried out.
- It was advised that there had been good communication with the unions on this matter.

The Chief Executive advised members that these proposals would only affect new WNC employees, older staff from past authorities were protected by TUPE regulations.

**RESOLVED: That Cabinet.**

- a) Noted the proposal made to the Trade Unions in respect of the new pay structure and the remaining 'day one' terms and conditions.**
- b) Noted the forward implementation plan.**
- c) Noted the budget implications.**

36. **West Coast Partnership**

The Chair presented and moved the report. He invited Councillor William Barter, Assistant Cabinet Member for Rail, to comment on the report in the absence of Councillor Larratt.

Councillor William Barter made the following comments.

- The Department for Transportation had shown an attempt to deal with some of the issues the council has raised.
- There were more opportunities available to the council should they be pushed for.
- It was advised that the report itself was a list of things the council would like to see happen.

Councillors made the following comments.

- It was important to integrate all parts of public transport into this.
- Connectivity of rural transport was important, the lack of accessibility at the Long Buckby station was an example of this.
- Looking at more park and rides would help get the council to net zero and ease the amount of traffic on the roads.

**RESOLVED: That Cabinet agreed the aspirations for future rail services as set out in paragraph 8 for the purposes of continuing discussions with West Coast Partnership (WCP).**

37. **Health Protection Service, Food & Feed Standards Service, Spray Paint Enforcement and the Tobacco Enforcement Plans 2022-23**

At the Chair's invitation Councillor David Smith presented the report, members were advised that this report was required to be produced on an annual basis.

Councillors made the following comments.

- It was noted that this was a very important report on a subject that was often under-recognised.
- It was queried whether the council had the capacity to do the work that the report advised needed to be done.
- After having to divert staff from this area to deal with export certification due to Brexit, could the council reclaim anything from central government?
- The food poisoning statistics within the county were worrying.

Councillor David Smith made the following comments.

- It was advised that there had been a 10% drop in income in food outlets which could be the reason for the increase in food poisoning cases.
- There were Covid recovery plans in place, the Food Standards Agency had recognised a need for this.
- There was a large amount of legislation to work through within regulatory services but there was a strong team in place for this.

**RESOLVED: That Cabinet:**

- a) Approved the Health Protection Service Plan for the year 1 April 2022 to 31 March 2023.**
- b) Approved the Food & Feed Standards Service Plan for the year 1 April 2022 to 31 March 2023.**
- c) Approved the Spray Paint Enforcement Plan for 2022-23**
- d) Approved the Tobacco Enforcement Plan for 2022-23**

### 38. **Improvements to Property Access Control System**

At the Chair's invitation Councillor Malcolm Longley presented the report.

A councillor noted that it was disappointing to find the access system at One Angel Square had become outdated so quickly.

**RESOLVED: Cabinet approve a new capital budget of £80k in 2022/23 to upgrade the existing One Angel Square access control system and change the Guildhall system to unify access across Northampton corporate offices**

### 39. **Local Nature Recovery Strategy**

The Chair presented the report and noted that the creation of nature recovery strategies would make running the process easier.

Councillors made the following comments.

- The importance of WNC taking the lead in the counties nature reserves was noted.

- Could there be links with housing developments, schools, and community groups?
- It was queried whether the employment of local people would serve the community better, this way the council could build up its own expertise.
- Could this also involve the Sustainability and Oversight group?
- It was noted that £16,000 had already been received, what had this been spent on?
- It was important for work to also be done within urban areas; this had been shown to have a positive effect on mental health.
- The use of certain types of herbicides had been known to have a negative effect on biodiversity and wildlife.

Councillor Adam Brown noted the concerns over the use of herbicides would be discussed with the portfolio holder.

**RESOLVED: Cabinet agreed that West Northamptonshire Council accepted appointment as the responsible authority for the local nature recovery strategy (LNRS) for West Northamptonshire.**

#### 40. **Asset Disposal**

At the Chair's invitation Councillor Malcolm Longley presented the report. Members were advised that this was a 'tidy up' operation.

Councillors made the following comments.

- It was noted that estate shops were a crucial part of the community for many people. Some had even provided delivery services during lockdown for at risk people.
- Many of the shops needed repairs.
- What would happen should the tenants not be able to afford to buy?
- Was this a one off or would parishes be allowed to purchase further assets?

Councillor Malcolm Longley advised that this would not be a one off and further assets could be made available to parishes.

The Assistant Director Assets & Environment noted that maintenance had been a key issue and was being addressed.

**RESOLVED: That authority was given to the Assistant Director of Assets & Environment to:**

- 1. Transfer the assets listed within Appendix A to the relevant parish councils on the basis set out in the report.**
- 2. Consider, in consultation with the Finance Portfolio Holder and the Environment, Transport, Highways and Waste Portfolio Holder, any objections to disposals of open space following publication of the intention to dispose required by Section 123(2A) of the Local**

- Government Act 1972 and either proceed with each affected disposal or cease that disposal.**
- 3. Offer the freehold of each shop listed in Appendix B for transfer to the current tenant at the price established by a current Red Book valuation commissioned by the Council from an independent consultant, and if that offer is accepted to proceed with the disposal. Any disposal is to contain a restrictive covenant (or similar) to ensure that the ground floor of each property currently used for retail remains in commercial use.**
  - 4. Following the completion of a 'best and final' offer process, negotiate and agree terms for a lease and agreement for lease for a battery energy storage facility (BESF) on the Council's land at Booth Meadow, Northampton as set out in the report, and enter into any documentation required to implement this.**
  - 5. In consultation with the Finance Portfolio Holder agree terms for the disposal of land off the A45 London Road, Daventry as set out in the report, and enter into any documentation required to implement this.**
  - 6. Dispose off-market the land off Warwick Street, Daventry as set out in the report.**

**It is further recommended that:**

- 1. It is noted that investment would be required to replace the income provided by the estate shops in accordance with budget item 2223- B6-019. 2. The Assistant Director Assets & Environment was authorised, in consultation with the Executive Director Finance, Director of Legal and Democratic and Monitoring Officer, and the Finance Portfolio Holder, to authorise and agree terms for lettings for BESFs similar to those proposed for Booth Meadow, and that the Constitution be amended accordingly. 3. Cabinet acknowledged the competitive bidding process for the land off the A45 London Road, Daventry that has been undertaken by the other landowners is suitable to achieve best consideration from the disposal.**

**41. UK Shared Prosperity Fund (UKSPF)**

The Chair presented the report and noted that the fund was a relatively flexible one. The council needs to submit its Investment Plan by the 1<sup>st</sup> of August 2022, this had been done with the help of various stakeholders. The final submission will be presented at the September cabinet meeting.

Councillors made the following comments.

- There was a concern that the £5.4 million would be over 3 years, would this be enough?
- Northants had ranked poorly on air quality, investing in green and cycle ways could help in this area.
- This funding would be received in 3 tranches, had there been some thought on how the council would prioritise recipients of the fund.
- An update on the Active Travel – Billing Road project was requested.

Councillor Adam Brown advised that he had raised concerns over the 'business support measures to drive employment grades' and whether this would be employment growth in the generic sense. Since then, assurances had been given that this would be a targeted employment grade.

**RESOLVED: RESOLVED: Cabinet.**

- a) **Noted the progress of developing the WNC UKSPF Investment Plan, including data analysis, review of feedback from the Member engagement, focus group workshops and online survey consultations, provided as an appendix to this report.**
- b) **Noted that an Investment Plan to secure this funding must be developed, including which interventions will be funded per annum**
- c) **Noted that under existing delegated powers, officers would submit the UKSPF Investment Plan by 1st August 2022 to the DLUHC and update Cabinet in September**

The meeting closed at 8.00 pm

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

This page is intentionally left blank



# WEST NORTHAMPTONSHIRE COUNCIL CABINET

## RECOMMENDATIONS SUBMITTED BY OVERVIEW AND SCRUTINY COMMITTEES

13 September 2022

<b>Report Title</b>	<b>Recommendations submitted by Overview and Scrutiny Committees</b>
<b>Report Authors</b>	Tracy Tiff, Deputy Democratic Services Manager, <a href="mailto:tracy.tiff@westnorthants.gov.uk">tracy.tiff@westnorthants.gov.uk</a> 01604 837408 James Edmunds, Democratic Services Assistant Manager, <a href="mailto:james.edmunds@westnorthants.gov.uk">james.edmunds@westnorthants.gov.uk</a> 07500 605276

<b>Contributors/Checkers/Approvers</b>		
<b>MO</b>	Catherine Whitehead	15/08/2022
<b>S151</b>	Martin Henry	25/08/2022
<b>Communications Lead/Head of Communications</b>	Becky Hutson	30/08/2022

### List of Appendices

- Appendix A: Place Overview and Scrutiny Committee: Levelling up fund – Future rounds process**  
**Appendix B: People Overview and Scrutiny Committee: Children’s services performance**  
**Appendix C: People Overview and Scrutiny Committee: Proposed changes to the provision of NHS outpatient renal dialysis services in Northampton and the change of use of Riverside House**

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

---

- 1.1 To inform Cabinet of recommendations made by the Place Overview and Scrutiny Committee and People Overview and Scrutiny Committee.

## 2. Executive Summary

---

The Council's overview and scrutiny function is responsible for monitoring decisions made by the Cabinet, advising the Council on forthcoming decisions and assisting with the development of policy. The function also deals with decisions made by the Cabinet which have been called-in for scrutiny by members.

- 2.1 This report summarises recommendations made by the Council's Place Overview and Scrutiny Committee and People Overview and Scrutiny Committee in relation to the following topics:
- Place Overview and Scrutiny Committee: Levelling up fund – Future rounds process.
  - People Overview and Scrutiny Committee: Children's services performance.
  - People Overview and Scrutiny Committee: Proposed changes to the provision of NHS outpatient renal dialysis services in Northampton and the change of use of Riverside House.
- 2.2 At its meeting on 28 June 2022, the Place Overview and Scrutiny Committee was required to consider a call-in request in relation to a decision taken by Cabinet on 14 June 2022 concerning the UK Levelling Up Fund Round Two. After the Committee heard the evidence, it resolved that:
- a) The Call in be rejected on the grounds that the Levelling Up Fund round 2 must be submitted by 6 July 2022.
  - b) It recommended to Cabinet that the consultation process for the Levelling Up - Round 3 is reviewed in order that early in the consultation process includes all ward Members and the voluntary sector are included as consultees.
- A full summary of the committee's recommendations and the background to the issue is set out at Appendix A
- 2.3 The People Overview and Scrutiny has a remit which includes scrutiny relating to children, families and education. The Committee receives updates on children's services performance on a quarterly basis from Northamptonshire Children's Trust (NCT), the latest of which was received on 21 June 2022.
- 2.4 The Committee considered information on progress with the overall development and improvement of children's services; demand and performance in key areas; achievements over the past year and priorities for the immediate future. The performance update was presented by the Chief Executive, Director of Children's Services and Director of Finance and Resources from NCT. In considering the performance update the Committee noted that 47% of children in care in Northamptonshire had an initial health assessment within 28 days of entering care in 2021/22. The Committee raised the need to improve performance in this area and resolved that it should highlight this need to the Cabinet. A full summary of the committee's recommendations and the background to the issue is set out at Appendix B.
- 2.5 The People Overview and Scrutiny Committee also undertakes the Council's statutory responsibilities for scrutinising the planning, provision and operation of the health service in the Council's area. At its meeting on 21 June 2022 the Committee considered proposals for changes to the provision of outpatient renal dialysis services in Northampton. The proposed changes involve the relocation of an existing unit from the ground floor of Riverside House to a new site in the town.



- 2.6 The Committee considered the requirements relating to dialysis services and the case for moving the existing unit. The Committee ultimately resolved to support the need to relocate the outpatient renal dialysis unit at Riverside House from its current site. The Committee also resolved to highlight the issues relating to the redevelopment work at Riverside House to the Cabinet, with a view to identifying if there was any learning that should be taken from this matter. A full summary of the committee's recommendations and the background to the issue is set out at Appendix C.

### **3. Recommendations**

---

3.1 It is recommended that:

- a) the consultation process for Levelling Up - Round 3 is reviewed in order that early in the consultation process all ward Members and the voluntary sector are included as consultees (recommendation from Place Overview and Scrutiny Committee).
- b) Cabinet recognises the need to improve performance from the current position of 47% of children in care receiving an initial health assessment within 28 days of entering care (recommendation from People Overview and Scrutiny Committee).
- c) Cabinet looks into issues arising from the change of use of Riverside House from office space to housing that have affected its continued suitability as a site for outpatient renal dialysis, in order to support effective partnership working (recommendation from People Overview and Scrutiny Committee).

### **4. Reason for Recommendations**

---

4.1 The recommendations seek to bring to the attention of the Cabinet issues identified by the Council's overview and scrutiny committees arising from recent scrutiny work.

### **5. Report Background**

---

- 5.1 The Council operates an overview and scrutiny function that undertakes a number of roles including monitoring the decisions made by the Cabinet, advising the Council on forthcoming decisions and the development of policy.
- 5.2 The function also deals with decisions taken by the Cabinet that have been called-in. Call-in enables consideration as to whether the decision made was appropriate and the function may recommend that the Cabinet reconsiders the decision.
- 5.3 The full background to the issues that are the subject of the recommendations set out in Section 3 are set out in the appendices to this report.

## **6. Issues and Choices**

---

- 6.1 Cabinet is asked to consider the recommendations by the Place Overview and Scrutiny Committee and the People Overview and Scrutiny Committee and provide responses to the committees.
- 6.2 The committees have made these recommendation with a view to highlighting to the Cabinet matters concerning the effectiveness of services provided to the residents of West Northamptonshire.

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

---

### **7.1 Resources and Financial**

- 7.1.1 The recommendations made by the overview and scrutiny committees do not have any direct resources or financial implications.

### **7.2 Legal**

- 7.2.1 Overview and Scrutiny operates within the provisions as set out in:

- the Local Government Act 2000
- the Health and Social Care Act 2001
- the Local Government Act 2003
- the Police and Justice Act 2006
- the Local Government and Public Involvement in Health Act 2007
- the Local Democracy, Economic Development and Construction Act 2009
- the Localism Act 2011
- the Police Reform and Social Responsibility Act 2011
- the Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012
- the Health and Social Care Act 2012
- the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

- 7.2.2 The West Northamptonshire Council Constitution (December 2021) Overview and Scrutiny Procedure Rules section 6 sets out the following provisions relating to reports by Overview and Scrutiny committees:

6.1 *Once recommendations have been formed, an Overview and Scrutiny Committee may submit a formal report for consideration by the Cabinet (if the proposals relate to an executive function and are consistent with the existing budgetary and Policy Framework), or to the Council as appropriate (if the recommendation would require a departure from or a change to the agreed budget and Policy Framework).*

6.2 *The Council or the Cabinet shall consider the report of an Overview and Scrutiny Committee at the next available meeting. The Council or the Cabinet shall respond to*

*that Overview and Scrutiny Committee within two months (or following the next available meeting in the case of the Council) of it being submitted.*

7.2.3 Call-in is the exercise of an Overview and Scrutiny Committee's statutory power in section 21(3) of the Local Government Act 2000 to review an Executive decision that has been made but not yet implemented. Where a decision is called in and an Overview and Scrutiny Committee decides to refer it back to the Cabinet for reconsideration, it cannot be implemented until the call-in procedure is complete.

### **7.3 Risk**

7.3.1 Recommendations made by the overview and scrutiny committees are often intended to highlight an apparent area for improvement relating to service performance. Not agreeing the recommendations could risk a loss of focus on the continuing development of effective services for West Northamptonshire.

### **7.4 Consultation**

7.4.1 Information about consultation undertaken by the overview and scrutiny committees prior to developing their recommendations is set out in the appendices to this report.

### **7.5 Consideration by Overview and Scrutiny**

7.5.1 This report concerns matters that were considered by the Place Overview and Scrutiny Committee and the People Overview and Scrutiny Committee.

### **7.6 Climate Impact**

7.6.1 There are no climate impact issues arising from this report.

### **7.7 Community Impact**

7.7.1 There are no community impact issues arising from this report.

## **8. Background Papers**

---

Cabinet Report of 14 June 2022 Item 10 – Levelling Up - Round 2

Decision Notice – Cabinet of 14 June 2022 Item 10 – Levelling Up - Round 2

Place Overview and Scrutiny Committee – agenda and minutes – 28 June 2022

People Overview and Scrutiny Committee – agenda and minutes – 21 June 2022

This page is intentionally left blank

**Report from Place Overview and Scrutiny Committee: Levelling up fund – Future rounds process**

**1. Executive Summary**

---

1.1 On 14 June 2022 Cabinet agreed the following resolution:

That Cabinet:

- a) Noted the activity made to date, timescales, and next steps for the Levelling Up Fund applications.
- b) Delegated Authority to the Executive Director of Place, Economy and Environment in consultation with the Executive Director of Finance and the Cabinet Member for Economic Development, Town Centre Regeneration and Growth and approved the final two bids being made to the LUF round two, subject to any Council funding contribution also being in place before submission.
- c) Recommended to Council Subject that, subject to the business case, and the capital and revenue implications stemming from it, being endorsed by the Chief Finance Officer and the relevant portfolio holders, that it approves the additional £21m.

REASONS RESOLVED:

The recommendation was made to enable West Northamptonshire Council to make 2 submissions of up to £20m (up to £40m in total) of Government funding to improve infrastructure across the area for the communities that the council serves.

- 1.2 A request for call-in was made to the Monitoring Officer on 20 June 2022 by Councillors Bob Purser (the Call-In Originator), Wendy Randall, Gareth Eales, Emma Roberts, Janice Duffy, Cathrine Russell, Kyriakoulla Jolley and Keith Holland-Delamere. The call-in was deemed valid and was referred to Place Overview and Scrutiny Committee for consideration.
- 1.3 Place Overview and Scrutiny Committee met on 28 June 2022 to consider the call-in in respect of the Levelling Up Fund – Round Two. In doing so, the Committee heard from the call-in originator and one of the signatories, Councillor Wend Randall, to the call-in. Councillor Beardsworth addressed the Committee in support of the Call-In. The Chair of Community Spaces Northamptonshire addressed the Committee and the Chair read out a letter from the VCSE (Voluntary, Community and Social Enterprise.) The Committee received a comprehensive presentation from the Cabinet Member with responsibility for Economic Development, Town Centre Regeneration and Growth, together with the Head of Major Projects and Regeneration. The Director for Place and Economy was also present at the meeting.
- 1.4 After all the evidence had been heard, Place Overview and Scrutiny Committee resolved that after all the evidence had been heard that:
  - a) The Call in be rejected on the grounds that the Levelling Up Fund round 2 must be submitted by 6 July 2022.

- b) It is recommended to Cabinet that the consultation process for the Levelling Up - Round 3 is reviewed in order that early in the consultation process includes all ward Members and the voluntary sector are included as consultees.

## **2. Recommendations**

---

- 2.1 It is recommended that the consultation process for Levelling Up - Round 3 is reviewed in order that early in the consultation process all ward Members and the voluntary sector are included as consultees.

## **3. Reason for Recommendations**

---

- 3.1 At its meeting on 28 June 2022, Place Overview and Scrutiny Committee rejected the call-in regarding Levelling Up – Round 2 but resolved that it would recommend to Cabinet that there is a need to include all ward Members and the voluntary sector early in the consultation process for future rounds of Levelling Up.

## **4. Report Background**

---

### **Call-in Hearing**

- 4.1 At the meeting on 28 June 2022, the call-in originator and one other call-in signatory expanded upon their reasons for the call-in, and proposed an alternative course of action/recommendations:
- i. Review the process by which recommendations are made to Cabinet so that the process for any phase 3 will be better and more inclusive of Ward member views.
  - ii. Given the purpose of the Levelling Up Fund, we also want to seek recommendations to ensure that left behind areas are not further left behind.
- 4.2 The Cabinet Member with responsibility for Economic Development, Town Centre Regeneration and Growth provided a comprehensive presentation which explained the background to the bidding process and detailed the criteria imposed in respect of the decision made. Key points:
- The criteria imposed was strict and timescales short
  - There was no call for project suggestions due to the short timescales involved
  - It was appreciated that improvements to the process needed to be made for future rounds of bidding and there is commitment to do so. There is an undertaking to be more inclusive of Member views and engagement for the next bidding round
  - An all-Member briefing session will be arranged for future rounds of bidding
  - The voluntary sector will be included as consultees in the future
  - The bidding process allowed just 16 weeks for bids to be put forward which required schemes that were already well developed
  - A 'project pipeline' will be developed, allowing schemes to be prepared to a level where they will be ready for future funding applications
  - Due to the strict timescales involved in the Round 2 bidding process, the outcome would not have changed even if the process had been managed differently

4.3 During the deliberation session, Place Overview and Scrutiny Committee concluded that it did not uphold the Call In, but that the Committee would make recommendations to Cabinet that it be asked to make changes for the future.

Resolved that:

That after all the evidence had been heard:

- a) The Call in be rejected on the grounds that the Levelling Up Fund round 2 must be submitted by 6 July 2022.
- a) It is recommended to Cabinet that the consultation process for Levelling Up - Round 3 is reviewed in order that early in the consultation process includes all ward members and the voluntary sector are included as consultees.

## **5. Issues and Choices**

---

5.1 Cabinet is asked to consider the recommendations of Place Overview and Scrutiny and provide a response to the Committee to the recommendations.

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

---

### **Resources and Financial**

6.1 The recommendations of Place Overview and Scrutiny Committee may have manpower and financial implications in relation to the consultation process.

### **Legal**

6.2 Call-in is the exercise of an Overview and Scrutiny Committee's statutory power in section 21(3) of the Local Government Act 2000 to review an Executive decision that has been made but not yet implemented. Where a decision is called in and an Overview and Scrutiny Committee decides to refer it back to the Cabinet for reconsideration, it cannot be implemented until the call-in procedure is complete.

6.3 In accordance with Part 7, section 7.2. paragraphs 11.63 and 11.7 of the Constitution, having considered the call-in and the reasons for the call in and the alternative course of action/recommendation proposed, the Overview and Scrutiny Committee may either:

- (a) Refer it back to the decision-making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;
- (b) If it considers that the decision is outside the Council's budget and Policy Framework, refer the matter to full Council after seeking the advice of the Monitoring Officer and/or Chief Finance Officer (Section 151 Officer) in accordance with the Budget and Policy Framework Procedure Rules; or

(c) Decide to take no further action, in which case the original Executive decision will be effective immediately.

As the Overview and Scrutiny resolved that:

If a decision is referred back to the original decision maker, that person or body shall then reconsider the matter, taking into account any concerns and recommendations of the relevant Overview and Scrutiny Committee, and make a final decision, amending the decision or not, and give reasons for the decision.

However, as the Overview and Scrutiny Committee resolved that the call-in be rejected on the grounds that the Levelling Up Fund round 2 must be submitted by 6 July 2022 the decision of Cabinet on 14 June 2022 was effective immediately.

### **Risk**

6.4 Place Overview and Scrutiny Committee has regard to any risks and mitigation factors associated with the consultation process for future rounds of levelling up and have made recommendations accordingly.

### **Consultation**

6.5 Place Overview and Scrutiny Committee held the Call-In Hearing.

6.6 The call-in originator addressed the meeting of Place Overview and Scrutiny Committee and answered any questions that the Committee posed.

6.7 The Cabinet Member with responsibility for Economic Development, Town Centre Regeneration and Growth addressed the meeting of Place Overview and Scrutiny Committee and answered questions asked by the Committee.

6.8 The Call-In Hearing was published through the Council's usual channels and was attended by three members of the public, one of which addressed the Committee.

### **Community Impact**

6.9 As set out in the Cabinet report of 14 June 2022 (Item 10).

## **7. Background Papers**

---

Cabinet Report of 14 June 2022 Item 10 – Levelling Up - Round 2

Decision Notice – Cabinet of 14 June 2022 Item 10 – Levelling Up - Round 2

Place Overview and Scrutiny Committee – agenda and minutes - 28 June 2022



### Report from People Overview and Scrutiny Committee: recommendation in respect of children's services performance

#### 1. Executive Summary

---

- 1.1 The remit of West Northamptonshire Council's People Overview and Scrutiny includes scrutiny of matters relating to children, families and education. Reflecting this, the Committee receives updates on children's services performance on a quarterly basis from Northamptonshire Children's Trust (NCT).
- 1.2 The Committee received the latest one of these performance updates at its meeting on 21 June 2022. The Committee considered information on progress with the overall development and improvement of children's services; demand and performance in key areas; achievements over the past year and priorities for the immediate future. The performance update was presented by the Chief Executive, Director of Children's Services and Director of Finance and Resources from NCT.
- 1.3 In considering the performance update the Committee was concerned to note that 47% of children in care in Northamptonshire had an initial health assessment within 28 days of entering care in 2021/22. The Committee raised the need to improve performance in this area. The Committee resolved that it should highlight this need to the Cabinet.

#### 2. Recommendations

---

- 2.1 It is recommended that the Cabinet recognises the need to improve performance from the current position of 47% of children in care receiving an initial health assessment within 28 days of entering care.

#### 3. Reason for Recommendations

---

- 3.1 The recommendation seeks to bring to the attention of the Cabinet an area of concern identified by the People Overview and Scrutiny Committee arising from recent scrutiny of children's services performance.

#### 4. Report Background

---

- 4.1 The People Overview and Scrutiny Committee considered an update on children's services performance at its meeting on 21 June 2022. Information was provided by senior representatives from NCT: the Chief Executive, the Director of Children's Services and the Director of Finance and Resources.
- 4.2 The Committee heard that NCT continued to make progress in improving outcomes for children; in ensuring the consistency of professional practice; and in developing a stable, well-led workforce. The challenges that Northamptonshire faced in these areas were now similar to

those affecting other local authority areas, whereas two years before it had been an outlier compared to its counterparts.

- 4.3 The Committee scrutinised and provided challenge in various areas relevant to current and future progress, including the scope to develop in-house provision; social worker recruitment and retention; and how well NCT understood young people's experiences, practice strengths and areas for improvement through its quality assurance framework. Committee members highlighted that the situation had been steadied and improvements made. However, it was questioned what plans were in place to achieve significant change where this was necessary. An area of performance that was particularly highlighted in this regard concerned the completion of initial health assessments for children entering care.
- 4.4 The Care Planning, Placement & Case Review (England) Regulations 2010 and supporting statutory guidance specify that a local authority must ensure that a health assessment of physical, emotional and mental health needs is carried out for every child they look after. The local authority must arrange for a registered medical practitioner to carry out an initial health assessment of the child's state of health and to provide a written report of the assessment. The initial assessment must be carried out within 28 days of a child entering care.
- 4.5 The Committee was concerned to note that 47% of children in care in Northamptonshire had an initial assessment within 28 days of entering care in 2021/22. The Committee recognised that this matter was not within NCT's sole control as health checks were carried out by health partners. The Committee was advised that this was a priority area and was the subject of work by NCT and health partners. However, Committee members emphasised the need to improve current performance, which should be highlighted to the Cabinet. It was commented that West Northamptonshire Council needed to ensure that it had a clear picture of the level that it wanted children's services to reach and the resources required to deliver this.
- 4.6 The Committee recognises that the establishment of the Integrated Care System model will change the ways in which health and care services are delivered. The Committee will need to establish how it links in effectively to the new governance structures created as part of this change. In the meantime the Committee considered that it should raise this matter with the Cabinet. It was commented in this regard that the establishment of Integrated Care Northamptonshire, as well as the Council chairing the Health and Wellbeing Board, provided a specific opportunity to show the strength of partnership working and to improve performance on health checks for children coming into care.
- 4.7 The Committee resolved to recommend that West Northamptonshire Council recognise the need to improve performance from the current position of 47% of children in care receiving an initial health assessment within 28 days of entering care.

## **5. Issues and Choices**

---

- 5.1 Cabinet is asked to consider the recommendation by the People Overview and Scrutiny Committee and provide a response to the Committee.

5.2 The Committee has made this recommendation with a view to highlighting to the Cabinet a matter concerning the effectiveness of services provided to the residents of West Northamptonshire. West Northamptonshire Council is statutorily responsible for children's social care in the authority. NCT delivers children's social care services on behalf of both West Northamptonshire and North Northamptonshire councils, its joint owners. The two local authorities are responsible for agreeing NCT's annual contract sum and its business plan, which includes its strategic objectives and financial strategy. The two local authorities have established the Children's Trust Joint Committee as an executive decision-making body to discharge the functions of the authorities that relate to the joint ownership of NCT.

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

---

### **6.1 Resources and Financial**

6.1.1 The recommendation by the People Overview and Scrutiny Committee does not have any direct resources or financial implications. The resources that West Northamptonshire Council provides for children's services are determined on an annual basis through the processes for negotiating and agreeing the NCT provisional contract sum, which feeds into the development and agreement of the Council budget. Once approved, the contract sum forms the budget for NCT for the next financial year. The Cabinet should consider any implications of agreeing the recommendations by the Committee as necessary in this context.

### **6.2 Legal**

6.2.1 Overview and Scrutiny operates within the provisions as set out in:

- the Local Government Act 2000
- the Health and Social Care Act 2001
- the Local Government Act 2003
- the Police and Justice Act 2006
- the Local Government and Public Involvement in Health Act 2007
- the Local Democracy, Economic Development and Construction Act 2009
- the Localism Act 2011
- the Police Reform and Social Responsibility Act 2011
- the Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012
- the Health and Social Care Act 2012
- the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

6.2.2 The West Northamptonshire Council Constitution (December 2021) Overview and Scrutiny Procedure Rules section 6 sets out the following provisions relating to reports by Overview and Scrutiny committees:

- 6.1 *Once recommendations have been formed, an Overview and Scrutiny Committee may submit a formal report for consideration by the Cabinet (if the proposals relate to an executive function and are consistent with the existing budgetary and Policy*

*Framework), or to the Council as appropriate (if the recommendation would require a departure from or a change to the agreed budget and Policy Framework).*

6.2 *The Council or the Cabinet shall consider the report of an Overview and Scrutiny Committee at the next available meeting. The Council or the Cabinet shall respond to that Overview and Scrutiny Committee within two months (or following the next available meeting in the case of the Council) of it being submitted.*

6.2.3 The relationship between West Northamptonshire and North Northamptonshire councils and NCT is governed by a series of contractual and legal agreements. These provide for the operational independence of NCT and for the decision-making powers of the two local authorities over the specific reserved matters set out in NCT's Articles of Association.

### 6.3 **Risk**

6.3.1 The recommendation made by the People Overview and Scrutiny Committee is intended to highlight an apparent area for improvement relating to children's services performance. Not agreeing the recommendation could risk a loss of focus on the continuing development of effective children's services for West Northamptonshire.

### 6.4 **Consultation**

6.4.1 Consideration of the latest position on children's services performance at the People Overview and Scrutiny Committee meeting was informed by discussion with senior representatives from NCT as set out in paragraph 5.1 above.

6.4.2 Information relating to the People Overview and Scrutiny Committee meeting on 21 June 2022 was published in advance through the Council's usual channels.

### 6.5 **Climate Impact**

6.5.1 There are no climate impact issues arising from this report.

### 6.6 **Community Impact**

6.6.1 There are no community impact issues arising from this report.

## 7. **Background Papers**

---

People Overview and Scrutiny Committee – agenda and minutes – 21 June 2022

## Appendix C

### Report from People Overview and Scrutiny Committee: recommendation in respect of proposed changes to the provision of NHS outpatient renal dialysis services in Northampton and the change of use of Riverside House

#### 1. Executive Summary

---

- 1.1 The People Overview and Scrutiny Committee carries out West Northamptonshire Council's statutory responsibilities for scrutinising the planning, provision and operation of the health service in the local authority area. As such, at its meeting on 21 June 2022 the Committee considered proposals for changes to the provision of outpatient renal dialysis services in Northampton. The proposed changes involve the relocation of an existing unit from the ground floor of Riverside House to a new site in the town.
- 1.2 The Committee considered the requirements relating to dialysis services and the case for moving the existing unit. The Committee was advised that the case for the move included that the redevelopment of Riverside House from office space to housing affected its suitability as a base for dialysis provision. The Committee was further advised that the service provider had experienced a number of issues with the build programme that had affected the health and safety of patients and staff.
- 1.3 The Committee ultimately resolved to support the need to relocate the outpatient renal dialysis unit at Riverside House from its current site. The Committee also resolved that the issues relating to the redevelopment work at Riverside House mentioned to the Committee should be highlighted to the Cabinet, with a view to identifying if there was any learning that should be taken from this matter.

#### 2. Recommendations

---

- 2.1 It is recommended that the Cabinet looks into issues arising from the change of use of Riverside House from office space to housing that have affected its continued suitability as a site for outpatient renal dialysis, in order to support effective partnership working.

#### 3. Reason for Recommendations

---

- 3.1 The recommendation seeks to bring to the attention of the Cabinet an area of possible concern identified by the People Overview and Scrutiny Committee arising from recent scrutiny work.

#### 4. Report Background

---

- 4.1 The People Overview and Scrutiny Committee carries out West Northamptonshire Council's statutory responsibilities for scrutinising the planning, provision and operation of the health service in the local authority area. As such, at its meeting on 21 June 2022 the Committee considered proposals for changes to the provision of outpatient renal dialysis services in Northampton. These were presented by the General Manager for Renal and Transport Services and the Deputy Head of Nursing from the University Hospitals of Leicester (UHL) NHS Trust.

4.2 UHL is commissioned to provide outpatient renal dialysis services in various areas within the East Midlands, including Northamptonshire. UHL uses a third party provider – Renal Services (UK) Ltd – to operate two renal dialysis units in Northamptonshire: one based in Kettering and one based on the ground floor at Riverside House, Bedford Road, Northampton. The Northampton unit has 24 dialysis stations serving 115 patients, although with 12 patients being supported at the Kettering unit due to capacity pressures (as of 10 June 2022). There are approximately 250 dialysis patients across Northamptonshire. Patients receiving in-centre haemodialysis attend a dialysis unit for four hours of treatment three times each week. Patients should have access to a dialysis unit located within 30 minutes of their home as a standard.

4.3 The dialysis units in Kettering and Northampton were opened in 2014 and UHL's contracts with Renal Services (UK) Ltd are now subject to renewal. The Committee was advised that UHL was planning for the future delivery of the service so as to meet the following objectives:

- To provide and facilitate the delivery of high quality and cost-effective care that meets national standards.
- To improve capacity and access to local outpatient haemodialysis facilities for patients in Northamptonshire, including an improved pathway for in-patients for the population and the surrounding area. A 4% growth in the number of people requiring dialysis treatment is forecast and patients treated with dialysis also have increasingly complex health and social care needs.
- To reflect the change of use of Riverside House from office space to housing, which meant that the current unit was no longer considered to be a suitable environment for treatment of dialysis patients. The service had experienced a number of issues with the build programme that had affected the health and safety of patients and staff. Renal Services (UK) Ltd now had a window of opportunity to serve notice for Riverside House and to provide UHL with an alternative location for the Northampton unit – 15 Edgemoor Close, Round Spinney – subject to securing related planning permission in December 2022.

4.4 The last point above relates to the decision by the Northampton Borough Council Cabinet on 20 May 2020 to approve the purchase and redevelopment of Riverside House, funded through the Housing Revenue Account, in order to provide 60 apartments that would be let to eligible households on the Housing Register. This proposal involved Northampton Partnership Homes (NPH) overseeing the redevelopment and managing the new homes once complete.

4.5 The People Overview and Scrutiny Committee questioned the UHL representatives on the case for relocating the Northampton dialysis unit. The Committee was advised that there would be a shared entrance at Riverside House for the homes and remaining office space, which could create a risk of infection for patients as well as possible security considerations. Renal Services (UK) Ltd had not been able to resolve issues arising from the building works with the other party involved. The Committee also sought assurances about the suitability of the proposed new location for the Northampton dialysis unit, raising questions about its accessibility to patients, transport links, staffing levels and the availability of additional medical support in the event of an emergency. The Committee was satisfied that the proposed new location would

offer suitable premises, with increased capacity for the future and that better reflected the location of patients. The use of a non-medical site was normal practice: it was not standard for dialysis units to be located on hospital sites due to pressures on space there. The proposed new location was also very close to an ambulance station.

- 4.6 The Committee provided further challenge relating to securing best value from the lease on the proposed new site and the risk of not securing planning permission. It was confirmed to the Committee that UHL had consulted existing patients about the proposed changes and intended to engage with Healthwatch Northamptonshire.
- 4.7 The Committee ultimately resolved to support the need to relocate the outpatient renal dialysis unit at Riverside House, Northampton, from its current site. This conclusion has been communicated to UHL. Committee members also proposed that issues relating to the redevelopment work at Riverside House mentioned to the Committee should be highlighted to the Cabinet. This would reflect both the need to make best use of the building whilst the dialysis unit still operates from it and to understand issues that appeared to have affected the relationship with a partner.
- 4.8 The Committee therefore resolved to recommend that the Cabinet looks into issues arising from the change of use of Riverside House from office space to housing that have affected its continued suitability as a site for outpatient renal dialysis, in order to support effective partnership working.

## **5. Issues and Choices**

---

- 5.1 Cabinet is asked to consider the recommendation by the People Overview and Scrutiny Committee and provide a response to the Committee.
- 5.2 The Committee has made this recommendation with a view to highlighting to the Cabinet a matter relating to the effectiveness of partnership working. It is recognised that the decision to redevelop Riverside House is a historic one taken by a predecessor authority. It is also recognised that NPH is responsible for overseeing the redevelopment of Riverside House and for its management once complete. However, it remains a property that is owned by West Northamptonshire Council and for which it is responsible. The Council also has a role in community leadership and for promoting local partnership working when this will benefit residents.

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

---

### **6.1 Resources and Financial**

- 6.1.1 The recommendation by the People Overview and Scrutiny Committee does not have any direct resources or financial implications.

## 6.2 Legal

6.2.1 Overview and Scrutiny operates within the provisions as set out in:

- the Local Government Act 2000
- the Health and Social Care Act 2001
- the Local Government Act 2003
- the Police and Justice Act 2006
- the Local Government and Public Involvement in Health Act 2007
- the Local Democracy, Economic Development and Construction Act 2009
- the Localism Act 2011
- the Police Reform and Social Responsibility Act 2011
- the Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012
- the Health and Social Care Act 2012
- the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

6.2.2 The West Northamptonshire Council Constitution (December 2021) Overview and Scrutiny Procedure Rules section 6 sets out the following provisions relating to reports by Overview and Scrutiny committees:

*6.1 Once recommendations have been formed, an Overview and Scrutiny Committee may submit a formal report for consideration by the Cabinet (if the proposals relate to an executive function and are consistent with the existing budgetary and Policy Framework), or to the Council as appropriate (if the recommendation would require a departure from or a change to the agreed budget and Policy Framework).*

*6.2 The Council or the Cabinet shall consider the report of an Overview and Scrutiny Committee at the next available meeting. The Council or the Cabinet shall respond to that Overview and Scrutiny Committee within two months (or following the next available meeting in the case of the Council) of it being submitted.*

## 6.3 Risk

6.3.1 The recommendation made by the People Overview and Scrutiny Committee asks the Cabinet to look into the situation regarding the redevelopment of Riverside House and the impact on its continued use as a site for outpatient renal dialysis, with a view to identifying if there are any lessons that can be taken from this situation that may be relevant to other partnership working by the Council. If the recommendation is not agreed the Council may risk missing an opportunity to inform and enhance future partnership working.

## 6.4 Consultation

6.4.1 Consideration of proposed changes to the provision of NHS outpatient renal dialysis services in Northampton by the People Overview and Scrutiny Committee was informed by discussion with representatives from the University Hospitals of Leicester NHS Trust as set out in paragraph 5.1 above.



6.4.2 Information relating to the People Overview and Scrutiny Committee meeting on 21 June 2022 was published in advance through the Council's usual channels.

6.5 **Climate Impact**

6.5.1 There are no climate impact issues arising from this report.

6.6 **Community Impact**

6.6.1 There are no community impact issues arising from this report.

**7. Background Papers**

---

People Overview and Scrutiny Committee 21 June 2022 – agenda papers

This page is intentionally left blank



# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13<sup>TH</sup> SEPTEMBER 2022

**CABINET MEMBER RESPONSIBLE FOR CHILDREN, FAMILIES, EDUCATION  
AND SKILLS: COUNCILLOR FIONA BAKER**

<b>Report Title</b>	<b>Youth Justice Plan 22/23</b>
<b>Report Author</b>	<b>Claire O’Keeffe Head of Northamptonshire Youth Offending Service. Claire.O’Keeffe@NCTrust.co.uk</b>

## Contributors/Checkers/Approvers

<b>West MO</b> (for West and joint papers)	Jeanette McGarry	25/08/2022
<b>West S151</b> (for West and joint papers)	Martin Henry	25/08/2022
<b>Head of Communications</b>	Becky Hutson	24/08/2022

## List of Appendices

### Appendix A – Youth Justice Plan 22/23

#### 1. Purpose of Report

- 1.1. Under the Crime and Disorder Act 1998 there is a statutory requirement to publish an annual Youth Justice Plan which must provide specified information about the local provision of youth justice services. The Youth Justice Board provides guidance about what must be included in the plan and provides a structure for the plan.

#### 2. Executive Summary

- 1.2. The purpose of this report is to present the Northamptonshire Youth Justice Strategic Plan 2022-2023. The Youth Justice Plan provides details of progress made against agreed outcomes for Children and Young People. It outlines priorities, alongside potential future challenges for the partnership over the coming year. The Youth Justice Plan highlights the partnership arrangements and budget position for the Youth Offending Service.

### **3. Recommendations**

---

- 3.1 It is recommended that Cabinet recommend to Council the approval of the Youth Justice Plan 2022-23.

### **4. Reason for Recommendations**

---

- 4.1 As well as being a requirement of statute, the Youth Justice Plan forms part of the Council's Policy Framework and approval by the Council is therefore required.

### **5. Report Background**

---

- 5.1 The Youth Offending Service (YOS) is a statutory multi agency service, which has a responsibility to prevent offending and reoffending by those aged under 18 years who are resident in Northamptonshire. Northamptonshire YOS is well respected nationally as an innovative service achieving good outcomes for children and young people. There is a statutory requirement to produce and submit to the Youth Justice Board a Youth Justice Plan as set out in the Crime and Disorder Act 1998 section 40. The plan should set out how youth justice services are to be provided and funded, how the Youth Offending Service will be composed and funded, how it will operate and what functions it will carry out. The Plan must be submitted for approval to the Youth Justice Board (YJB) and published in accordance with the directions of the Secretary of State. The submission of the plan is also a condition for receipt by the service of the instalment of the Youth Justice Board Good Practice Grant.
- 5.2 The areas of work for the YOS are laid out in legislation, government policy and national guidance. The detail of local operational priorities and delivery are developed in agreement and with reference to key local strategic boards including Community Safety Executive; Children Trust Board; Local Safeguarding Children's Board.

### **6. Issues and Choices**

---

- 6.1 Statute requires the production of an annual plan, the Youth Justice Board also welcomes plans that cover more than one year. Plans must cover both strategic and operational elements. The wider strategic picture should be captured, whilst also outlining the key business activities that will be undertaken by services to achieve wider strategic aims.
- 6.2 The Youth Justice Plan should set out the direction and strategy of youth justice services, describing how in particular, quality services will be provided to ensure positive outcomes for children and improvements in performance indicators, in particular:
- reducing first time entrants to the youth justice system

- reducing the use of custody
- reducing reoffending rates
- locally agreed performance indicators that evidence positive outcomes for children

6.3 The Youth Justice Plan must describe how leadership and governance is set up to monitor the quality and effectiveness of youth justice services across our area.

6.4 Due the restrictions of the Youth Justice Board prescriptive approach, the YOS is prevented from innovating and ensuring the document is child friendly and accessible to all. however, Northamptonshire Youth Justice Service will create a child friendly version of this document.

## 7. Implications (including financial implications)

### 7.1 Resources and Financial

7.1.1 The Youth Justice Board have confirmed the youth justice grant for the year 2022/23, will be uplifted by 9.8%. This uplift, which is applied across all local authorities, is the result of strong commitment to frontline youth justice services. This significant increase in funding is designed to support your delivery, performance improvements and your service’s recovery from the COVID-19 pandemic.

Northamptonshire’s youth justice grant allocation for 2022/23 is £705,433. This is on top of our statutory partnership contributions. See below

#### Finances for YOS for 2022/2023

INCOME	Youth Justice Board <sup>1</sup>	Local Authority	Police and Crime Commissioner	Probation	Health	Public Health	Total
Contributions	£705,433	£1,563,205	£200,900	£31,974		£80,000	<b>£2,581,512</b>
<b>Total income</b>	<b>£705,433</b>	<b>£1,563,205</b>	<b>£200,900</b>	<b>£31,974</b>	<b>£0</b>	<b>£80,000</b>	<b>£2,581,512</b>

7.1.2 For 2022/23, the YJB require submission of the Youth Justice Plans which must be agreed by the Management Board and signed-off by the Chair prior to receiving any form of grant.

7.1.3 In respect of the Local Authority contribution the disaggregation principles applied as part of the overall contract sum re:

7.1.4

Overall authority contribution	
% West 53.75	N North 46.43%

<sup>1</sup> This includes all grants received from YJB

7.1.5 100 % of grants are paid to North Northamptonshire Council.

## 7.2 Legal

Local authorities have a statutory duty to submit an annual youth justice plan relating to their provision of youth justice services. Section 40 of the Crime and Disorder Act 1998 sets out the youth justice partnership's responsibilities in producing a plan. It states that it is the duty of each local authority, after consultation with the partner agencies, to formulate and implement an annual youth justice plan, setting out how youth justice services in their area are to be provided and funded, how it will operate, and what functions it will carry out. For 2022/23, the Youth Justice Board require submission of the Youth Justice Plans which must be agreed by the Management Board and signed-off by the Chair prior to receiving any form of grant.

The Youth Justice Board and Management Board will ensure compliance with legislation and good governance.

## 7.3 Risk

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

## 7.4 Consultation and communications

7.4.1 In accordance with statutory requirements, the plan was placed before Northamptonshire Youth Offending Service (NYOS) Management Board on which statutory partners sit. These include Police, Probation, Education, Housing and Health was approved in June 2022. The YOS intends to redraft the plan into a child friendly version once the plan has been agreed to ensure effective communication of its objectives, priorities and intended outcomes.. NYOS are committed to ensuring that the young people have a full understanding of the NYOS plans for 2022. We have identified our Youth Engagement Team to contribute to this.

## 7.5 Consideration by Overview and Scrutiny

7.5.1 *Include any comments received by the Overview and Scrutiny Committee in relation to this report and its recommendations, and any prior consideration of the issues raised, including date/s of meetings where considered.*

## 7.6 Climate Impact

7.6.1 The Council, having declared a climate change emergency in June 2021, is committed to reducing its climate impact both within its own Council buildings and in working with businesses and the wider community to achieve net zero energy emissions. Both YOS buildings are Victorian and as a result not environmentally friendly. As a result the Trust are seeking to relocate the service to a more environmentally and child friendly building whilst encouraging agile working for staff who work directly with young people. Consequently the Covid Pandemic we have noticed a decline in staff mileage and use of cars and public transport. This is due to the creative ways the YOS

have used to ensure young people remained seen throughout the pandemic. The use of virtual technology and community-based facilities have resulted in less travel.

## **7.7 Community Impact**

- 7.7.1 Northamptonshire Youth Offending Service vision compliments the wider Northamptonshire Children's Trust vision and YJB 'Child First, Offender Second' approach in aspiring to create a local justice system, which supports children to be the best version of themselves, working collaboratively and seeing children as part of the solution, through evidenced based practice. It aims to recognise the need to create an individualised approach and appropriately respond to a child's diversity, by working holistically through a whole system approach to support the wider family and illuminate barriers to desistance, including structural inequality, alongside recognising the need to protect the public and previous/future victims of crime.
- 7.7.2 Ultimately The NYOS plan will make a positive impact to community safety and the reductions of young people involvement in offending behaviours.

## **8. Background Papers**

---

Northamptonshire Youth Justice Plan 2022/2023.

This page is intentionally left blank



# Northamptonshire Youth Justice Plan

<b>Service</b>	Northamptonshire Youth Offending Service (YOS)
<b>Service Manager/ Lead</b>	Claire O'Keeffe
<b>Chair of YJS Board</b>	AnnMarie Dodds

## 1. Introduction, vision and strategy (YJB guidance p8)

Having taken over the chairing of the YOS Board in May 2022 it is clear that the drive and ambition of the service is to ensure that together with key stakeholders they deliver the best outcomes for children and young people. Northamptonshire Youth Offending Service strives to ensure that the young people they support lead fulfilling, healthy and safe lives. They promote a culture of high aspiration, drawing on all the resources across our community and the wider partnership to ensure that each child or young people is empowered to achieve their potential and has the resilience and capability to move into independent and socially responsible adulthood, free from crime.

This plan has been written and agreed with the active contribution of Board members.

As Chair of the Board, I am committed to working with strategic partners to ensure that the Youth Offending service are challenged and supported to deliver the best possible outcomes for all children across North and West Northamptonshire

- Reducing First time entrants to the Youth justice system
- Reducing reoffending
- Reducing use of custody
- Number of young people in Employment Training & Education at the end of their order
- Number of young people in appropriate accommodation

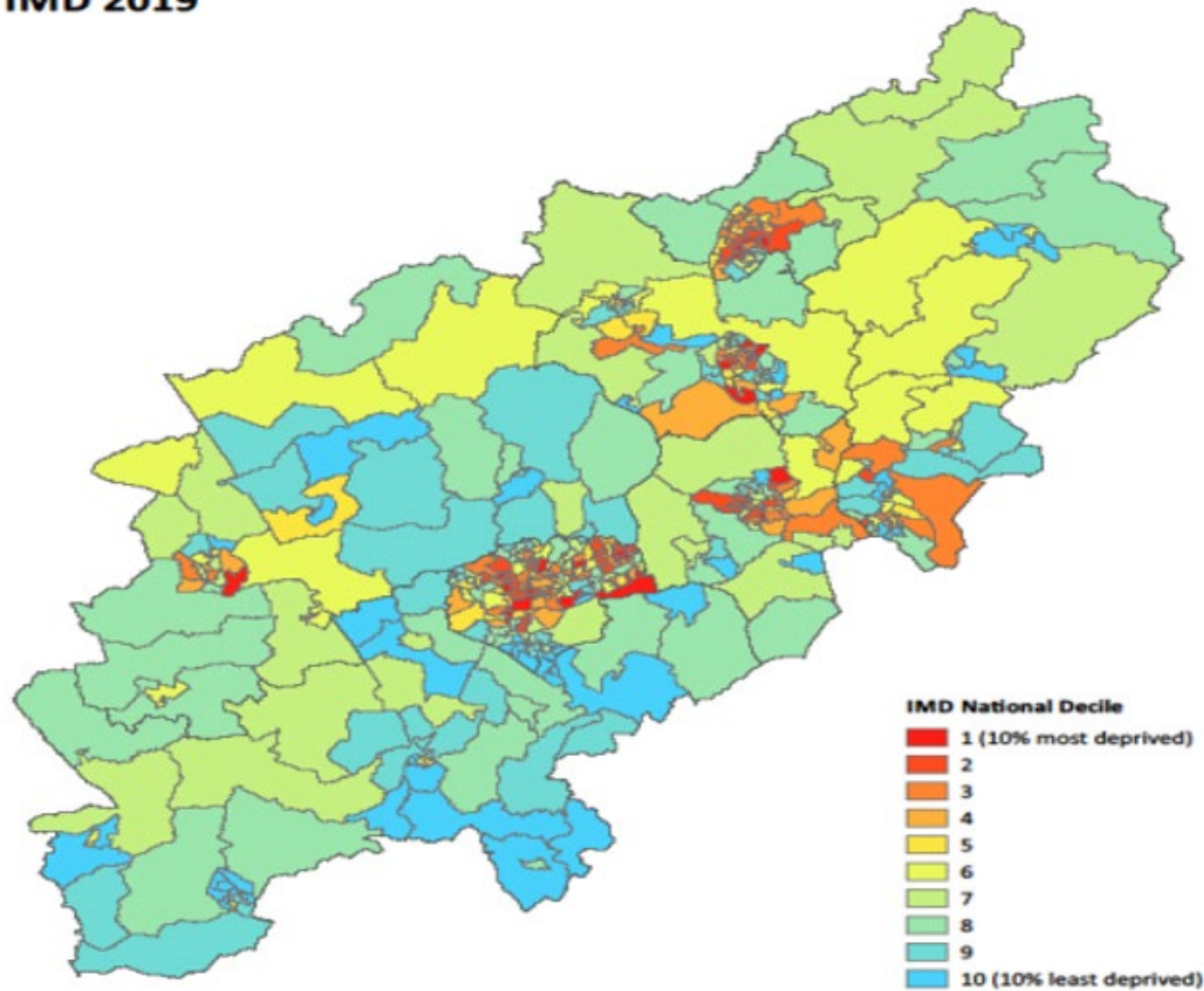
The partnership has been successful in improving key performance including the reduction in first time entrants though we see the impact of an increase in serious youth violence. Partners are committed to working together to ensure both risk and safeguarding is appropriately addressed and that all children are supported to thrive.

Our strategic partners drive initiatives within their own organisations that address the risks and challenges faced by our children and young people. An example from Northamptonshire Police is an improved approach to intelligence including demographic mapping allowing police, YOS and partner agencies to target and engage communities at particular risk.

## 2. Local context (YJB guidance p8)

- 2.1. Northamptonshire is a mixture of urban and rural communities with just over two thirds of the population living in urban areas and just under a third in rural areas. 30% of the population live in the county town of Northampton. The County is administered by two Unitary authorities, North Northamptonshire and West Northamptonshire. Northamptonshire stretches over 913 miles and is landlocked between eight other counties.
- 2.2. The estimated population of Northamptonshire (as of 2019) is 753,278, with a split of 348,228 for North Northamptonshire and 405,050 for West Northamptonshire. Northamptonshire is projected to grow by almost 6% to 794,046 by 2026 – the estimated growth of North Northamptonshire is 7.21% (reaching 371,937) and West Northamptonshire 4.86% (reaching 422,119).
- 2.3. Overall, 14.7% of the county's population live in the top 20% most deprived areas in the country, according to the 2019 Index of Multiple Deprivation. These deprived areas contain higher proportions of children than the county's non-deprived areas. A detailed Deprivation map can be seen below, with an index of 1-10 (1 being the 10% most deprived and 10 being the 10% least deprived).

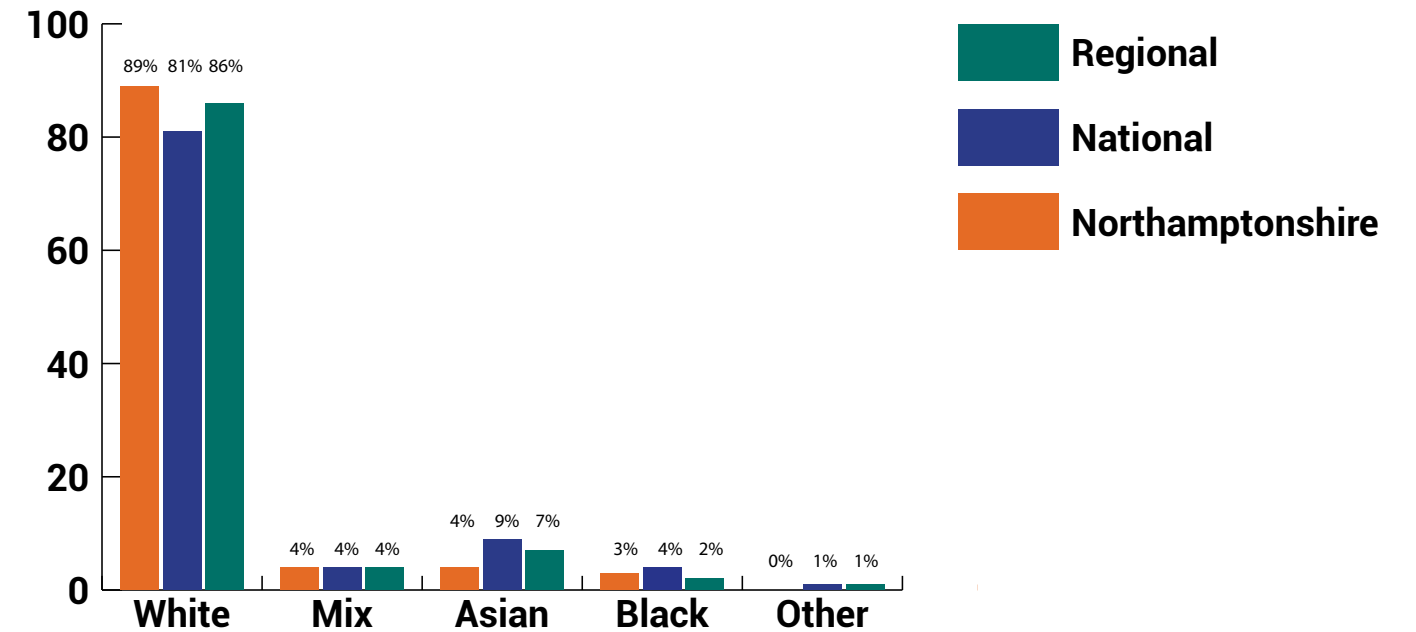
### Northamptonshire IMD 2019



© Crown copyright and database rights 2018 Ordnance Survey licence no. 100019331

- 2.4. The population of Northamptonshire is estimated to have grown by 8.86% between the 2011 and 2019 Census. Over the same period the number of under 0- to 2-year-olds and 17- to 25-year-olds decreased and the highest increase (almost 30% which is higher than the national average increase of 22.84%) was seen amongst the 8-year-olds group.
- 2.5. Many children and young people in Northamptonshire experience poor outcomes. 28,876 children and young people live in the top 20% most deprived areas. Just over 20,000 children aged 0-15 years old live in low income families, while 17,500 live in out of work benefit households and approximately 1,700 dependent children of all ages live in households affected by the benefit cap.
- 2.6. At the time of the 2011 Census 11% of the Northamptonshire population came from an ethnic majority background other than White British. Over recent years the county has experienced high levels of net long-term international migration per thousand inhabitants, compared to other English and Metropolitan counties.

### 10 - 17 Population based on Most recent Census 2011



- 2.7. Between April 21 and March 22 there were just over 3200 young people (nearly 500 more than in the previous year) identified as suspects or offenders in crime for a total of nearly 5900 offences (over 500 more than in the previous year). 40% of these offences were for Common Assault / ABH.
- 2.8. 69 (16%) of the county's LSOA are identified as being in the 20% most deprived areas nationally (within decile 1 and 2).
- 2.9. 34% of the young people identified as suspects or offenders lived in those areas at the time they were involved in the occurrences. 37% of all the suspect and offender occurrences were committed by young people living in those areas and 35% of all the occurrences took place within those 20% most deprived areas.

## 3. Child First (YJB guidance p8)

- 3.1. Northamptonshire Youth Offending Service (NYOS) are committed to the principle of child first and whole family working as part of its service delivery, ensuring the Youth Justice Boards' (YJB) Child Four Tenants principles are at the heart of service delivery.
- 3.2. NYOS have made many service changes and delivered new initiatives to support the Child First principles. Evidence of these can be seen throughout day-to-day practice and embedded into all policies and procedures:

### We see children as children

- 3.3. All NYOS assessments, intervention plans and programmes are child focused and written with the voice of the child in mind. Young People are fully engaged in these, working in collaboration with their caseworker. As part of ensuring that children have an opportunity to participate in the process, we use the skills and experience of Speech and Language therapists to ensure young people of all abilities can contribute.

### Developing prosocial identifiers of positive change

- 3.4. We have adopted a Signs of Safety strength-based approach to working with children/young people and their families, which captures the strengths and support capabilities within the family network as well as identifies the risks and the safety plans required to provide the right intervention the family needs to reduce the risk. We understand that children need an individual tailored approach that will help them address their offending behaviour, this could include restorative conferencing, family mediation, direct reparation, and trauma informed approaches where necessary.

### Collaboration with Children

- 3.5. NYOS have implemented a Mind of My Own System (MOMO) which will further support the relationship between caseworker and young person. By Using MOMO this puts young people in charge of feedback on all aspects of their interaction with the NYOS and other agencies by allowing them to communicate how they feel when they want to.
- 3.6. NYOS also have a Youth Participation Group meeting every quarter. Members have been trained to take part in service interview panels for recruitment of new employees. They have also contributed to the design of a feedback form for young people and are contributing to the Over Representation Protocol.

### Promoting Diversion

- 3.7. YOS have a Prevention and Diversion Service (PADS). The Team have worked closely with colleagues in the Police to consider and implement the use of a range of outcomes, allowing for children and young people to be worked with in the system without criminalising or stigmatising them, for example our current use of Outcome 21 and joint planning for the use of Outcome 22. Working alongside the Police using their Qlik system, The NYOS are now targeting young people who have had 3 or more encounters with the police. This process has enhanced the number of CRDS issued by the Police and increased the use of youth cautions and youth conditional cautions.
- 3.8. The NYOS and Police have analysed the data in relation to first time Entrants and have identified that there are a few young people becoming first-time entrants but with no previous OCCD. This has highlighted to NYOS that this has a significant impact of First-time entrant rates. Consequently, NYOS and the Police are proposing an expansion of the triage system to include all partners, to ensure young people receive the appropriate timely outcome.

- 3.9. In collaboration with Northamptonshire County Youth Bench, Chrysalis Foundation, HMCTS and Police, NYOS has created an at-court support and signposting service named "Youth Court Solutions" for young people and their families. Operating from the public area in the courthouse at Wellingborough, the at-court services will signpost a wide range of services for children, young people, and their families, including help to identify and access support services to address the issues which bring children and young people to court, whether as a child who offends, victim or witness. In support of this all families receive documentation about the court processes and support services prior to attending court. Witnesses receive dedicated support from in house Victim Officers if required.

## 4. Voice of the Child (YJB Guidance p9)

- 4.1. NYOS ensure the voice of the child and their lived experience are paramount and captured in all areas of our work.

### Examples of our work are:

- Children and young people's voices are captured in adapted assessments and plans. Feedback opportunities have been made as flexible as possible, including the use of technology and traditional feedback forms which were designed by young people in NYOS.
- Young people are encouraged to share their experience of their time with NYOS with Magistrates and Referral order panellists. This is especially important when seeking to revoke an order for outstanding progress. Recently, the young people have taken part in a service survey providing feedback about their NYOS experience (see Appendix 1). This information is being used to further enhance NYOS delivery.
- NYOS has a Quality Assurance framework which is used as a learning practice tool that consistently captures the evidence that the voice of the child is visible on all casework and is used to provide appropriate interventions suitable for the young person and their family.
- Young people have been involved in the recruitment of new employees. The YP have been trained to complete this task and have a say in what questions and/ or activities potential candidates must undergo.
- NYOS have a Young People's forum which provides feedback on practice and protocols of the service. They are currently involved in contributing to the NYOS Over Representation Protocol and the victim feedback questionnaire. In addition, the group of young people successfully designed and implemented the "End of Order questionnaire". (see Appendix 2)
- NYOS young people are collaborating with Traverse who have been commissioned by the Youth Justice Board to run a research project looking at the differences in reoffending rates amongst children from different ethnic backgrounds.
- NYOS are committed to supporting young people who have lived experience of the criminal justice system to be part of our NYOS Management Board to influence the decision-making process of NYOS service delivery. NYOS need to expand the contributions of the children and young people's voice to inform the NYOS delivery.



## 5. Governance, Leadership and Partnership Arrangements (YJB guidance p9)

- 5.1. The Northamptonshire Youth Offending Management Board (NYOMB) has oversight of the effectiveness of NYOS and provides appropriate challenge and strategic direction. (see Appendix 3 & Appendix 4).
- 5.2. The Chair of the Board is the Director of Children's Services (DCS) of North Northamptonshire Council, The Director of Children's Services for the West Northamptonshire Council is also a member of the board.
- 5.3. Chief Executives of the Unitary Authorities still retain statutory responsibility for the delivery of Youth Offending Service within their geographical boundaries. Northamptonshire Youth Offending Service (NYOS) boundaries are within those of Northamptonshire Police area and Northamptonshire National Probation Service.
- 5.4. The Chair of the Youth Bench in the county also attends the Board meetings and with regular attendance of the YJB Regional Officer. The Board members meet on a quarterly basis and when required will hold extraordinary meetings. The Board oversees performance monitoring at a local, family and national level and agrees actions for improvement.
- 5.5. The Board supports the NYOS priorities working in partnership and ensures that the YOS action plan priorities are captured in other strategies and action plans, for example Community Safety Strategy, Child Exploitation Strategy and Early Help Strategy.
- 5.6. NYOS is part of the Northamptonshire Children's Trust (NCT) which provides strong operational delivery across Children's Social Care and Children & Family Support Service (Early Help). In addition to being located within NCT, NYOS has strategic links with Police, Probation, Office of the Police and Crime Commissioner, Education, Community Safety and Adult Social Care, VCSE and Health Services and bespoke commissioned services.
- 5.7. The Senior Management of NYOS is the Assistant Director for NCT Children & Family Support Services. They attend relevant strategic boards for example the LCJSB and the Strategic Community Safety Partnerships of West and North Northamptonshire, the Integrated Care CYP Transformation Board and they are meeting regularly with the Judiciary's Youth Bench. The Assistant Director is also the Chair of the Strategic Early Help Board and attends the Northamptonshire Safeguarding Children's Partnership.
- 5.8. The NYOS Head of Service attends the Prevent and Channel Panel strategic group and is the Chair of the Vulnerable Adolescent Panel (exploitation), strategic lead for MAPPA, Reducing Reoffending Board, Children & Young People Transformation Board (ICS) and the Corporate Parenting Board.
- 5.9. These links ensure that NYOS priorities are visible in all partnership arrangements.
- 5.10. The below table captures the other forums attended by NYOS Managers and Practitioners:

Strategic Priority	Meetings attended by NYOS Managers and Caseworkers
<b>Safeguarding and Public Protection</b>	<ul style="list-style-type: none"> <li>• Child Protection Conferences.</li> <li>• Multi-Agency Public Protection Arrangements (MAPPA) MARAC meetings.</li> <li>• Local Community Safety Partnership operational meetings.</li> <li>• Local complex needs panel meetings.</li> <li>• Early Help Board</li> <li>• Supporting Families Steering Group</li> <li>• Integrated care system children and young people pillar/work streams</li> </ul>
<b>Child Exploitation and VAPP Panel</b>	<ul style="list-style-type: none"> <li>• Child Exploitation Tactical Groups within NCT.</li> <li>• Local multi-agency information sharing arrangements to identify and protect children at risk of exploitation.</li> <li>• Partnership Vulnerable Adolescent Panel in which the NYOS Manager is a standing Chair and a deputy to the running of the panel.</li> <li>• Northamptonshire Reducing Re-offending Strategy Group.</li> <li>• Community Safety Partnerships.</li> <li>• Risk Assessment Panels – management of YP identified as being at high risk of causing serious harm to others, or of experiencing significant harm themselves.</li> <li>• Harmful Sexual Behaviour - NYOS leads the work on Harmful sexual behaviour within NCT with the support of the Police. The NYOS and the Trust use recognised assessment and intervention approaches [AIM] for young people who commit harmful sexual behaviour.</li> <li>• Missing Children Steering Group</li> </ul>
<b>Reducing Re-Offending</b>	<ul style="list-style-type: none"> <li>• NYOS attends the Northamptonshire Prevent Group to ensure that our work is aligned with local initiatives.</li> <li>• NYOS contributes to the local assessment of extremism risks.</li> <li>• NYOS police officers act as a link to local police processes for sharing intelligence in respect of possible violent extremism.</li> </ul>
<b>Preventing Violent Extremism</b>	<ul style="list-style-type: none"> <li>• Referral Order Panels</li> <li>• Referral Order Monthly Training</li> <li>• Restorative Justice Group</li> </ul>
<b>Restorative Justice and Support for Victims</b>	<ul style="list-style-type: none"> <li>• Referral Order Panels</li> <li>• Referral Order Monthly Training</li> <li>• Restorative Justice Group</li> </ul>

## 6. Resources and services (YJB Guidance p10)

### Budget

6.1. The below table provides an overview of the YJB Grant, and other contributions made by local partners:

NORTHAMPTONSHIRE 2022/23							
INCOME	Youth Justice Board <sup>1</sup>	Local Authority	Police and Crime Commissioner	Probation	Health	Public Health	Total
Cash	£705,433	£1,563,205	£200,900	£31,974		£80,000	£2,581,512
In-kind							£0
<b>Total income</b>	£705,433	£1,563,205	£200,900	£31,974	£0	£80,000	£2,581,512

EXPENDITURE	Youth Justice Board <sup>1</sup>	Local Authority	Police and Crime Commissioner	Probation	Health	Public Health	Total
Salaries	£616,362	£1,388,818	£192,236	£31,974		£76,511	£2,305,901
Activity costs	£6,376	£12,054	£2,164	£0		£861	£21,455
Accommodation	£10,997	£20,792	£3,732	£0		£1,486	£37,007
Overheads	£14	£26	£5	£0		£2	£47
Equipment	£8,437	£15,950	£2,763	£0		£1,140	£28,290
<b>Total Expenditure</b>	£642,186	£1,437,640	£200,900	£31,977		£80,000	£2,392,703

### NB YJB have not yet confirmed a grant for 22/23.

- 6.2. The current budget is supporting NYOS which offers a very traditional structure of a Youth Offending service. (see Appendix 5).
- 6.3. The current staff make up is as shown in Appendix 6.
- 6.4. NYOS has the following specialist professionals which are provided by Statutory partners as an in-kind resource:
- Police officers x 4
  - Probation Officer 1
  - Speech and Language therapist x 1
  - Mental Health Practitioner x 1
  - Psychologist x 1
  - 1x Physical Health Nurse
  - 1x Health Support Worker.
  - Substance Misuse Officers x 2
- 6.5. We use our grant and partner agency contributions to deliver the support required to children, young people, and their families. The focus of the partner contributions has been to ensure we provide a holistic service enhancing the performance of the service priorities. For example, we have seen an increase in the participation of speech and language resource which has enhanced assessments and intervention plans, this has included specific training to frontline practitioners to enhance the offer. We have also been working in partnership with our Police colleagues analysing data intelligence to give us greater insight into local types of offending and patterns of offending. Our Health colleagues have provided immediate access to health and wellbeing support when the need has been identified.
- 6.6. The current delivery model is performing well, however due to changes in offending behaviour and complexities in the presenting issues of young people (for example extra familiar harm/ exploitation and new Government policies and legislative changes) NYOS is exploring intends to focus and increase the capacity to deliver our Prevention and Diversion services whilst also investing in other areas of frontline delivery to support our whole family working approach. This refocus is in response to the YJB action plan and the financial uplift that has been provided by YJB contribution from central government.

## 7. Progress on previous plan (YJB Guidance p10)

7.1. NYOS developed a creative and strong partnership plan for 2021-22 despite experiencing the Global Pandemic. NYOS continued their delivery on the action plan and made good progress throughout the year. Last year's plan focused on 3 key areas:

### Service Development Priorities

- 7.2. A quality assurance framework was developed and implemented to promote effective and consistent practice. Service-learning sessions have been delivered as a result of the findings. We have developed partnership working relationships to address extra familiar harm, which includes the exploitation Screening tool to identify risks of exploitation.
- 7.3. The Service enhanced the ETE offer by increasing resource and we successfully rolled out the Skill Mill for those young people at risk of reoffending. We have also developed new working practices in relation to speech and language support and timely health assessments and interventions.

### Partnership Priorities

- 7.4. NYOS has developed strong working relationships with all of Northamptonshire Children's Trust teams as we are an integral part of the Trust. The strength of our partnership working with police has enabled NYOS to deliver targeted work in respect of serious youth violence, First time Entrants and Reoffending.
- 7.5. NYOS senior management team and operational managers and practitioners are now visible in all areas of children and young people strategic boards, steering groups, task and finish groups. This includes the Community Safety Partnerships within both Unitary Councils. NYOS together with Probation developed a protocol that addressed transitions for young people from NYOS to the Probation Service.

### Improving Practice

- 7.6. NYOS improved the service communication by holding more regular whole service meetings and increased the opportunities to celebrate individuals' outstanding work and the service successes.
- 7.7. All NYOS staff have been trained in Signs of Safety and by applying Trauma informed approaches, NYOS have also supported Police custody to ensure a trauma informed custody service.
- 7.8. All staff were trained in Unconscious bias and motivational interviewing to equip the staff with knowledge and skills to be more confident in their conversations with children, especially in areas of Over representation. NYOS now have an Over representation protocol supported by an action plan.
- 7.9. One of the barriers NYOS have identified throughout the 2021-2022 delivery has been the innovative work required to support education, training, and employment. This priority has been taken forward into 2022-2023.

## 8. Performance and priorities (YJB Guidance p11)

8.1. NYOS are measured by 3 National Key Performance Indicators. NYOS undertake a more detailed view of the offending population, which is more meaningful locally and this provides more in-depth analysis to the board members.

### The KPI's are as follows:

- Re-offending rates.
- First Time Entrants into the youth justice system.
- Custody rates for young people.
- Engagement in Education, Training or Employment. (Local)
- Access to suitable accommodation for young people. (Local)

Northamptonshire YOS Performance Report YOS Management Board May 2022

<p><b>NI 19: Rate of Proven Reoffending by Young People in the Youth Justice System (Binary)</b></p> <p>Apr 2019 – Mar 2020: 29.7% Apr 2018 – Mar 2019: 30.9%</p> <p>No new data since last report</p>	<p><b>NI 19: Rate of Proven Reoffending by Young People in the Youth Justice System (Frequency)</b></p> <p>Apr 2019 – Mar 2020: 3.83 Apr 2018 – Mar 2019: 3.69</p> <p>No new data since last report</p>	<p><b>NI 111: First-time Entrants to Youth Justice System Aged 10 - 17 National PNC Rate per 100,000 pop</b></p> <p>Oct 20 – Sep21: 179 Oct 19 – Sep 20: 201</p>
<p><b>NI 43: Young People Receiving a Conviction in Court who are Sentenced to Custody</b></p> <p>2021/2022 Q1 to Q3: 0.14 2020/2021: 0.19 2019/2020: 0.09</p>		
<p><b>Remands to Custody Bed Nights Local Measure</b></p> <p>2021/2022 Q1 to Q4: 1215 2020/2021: 606 2019/2020: 971</p>	<p><b>NI 45: Engagement in Education, Training and Employment by Young People who offend</b></p> <p>2021/2022 Q1 to Q4: 89.9% 2020/2021: 86.1%* 2019/2020: 82.9%</p> <p>*based on assumption Covid19 had not happened</p>	<p><b>Number of Custodial Sentences Local YOS Tracking</b></p> <p>2021/2022 Q1 to Q4: 8 2020/2021: 13 2019/2020: 6</p>
		<p><b>NI 46: Access to suitable accommodation for Young People in the Youth Justice System</b></p> <p>2021/2022 Q1 to Q4: 100% 2020/2021: 99.1% 2019/2020: 98.7%</p>

Please note the YJB has not been able to collect NI19 data following Covid. NI111 is measured using a national system and this the agreed period the YJB report on.

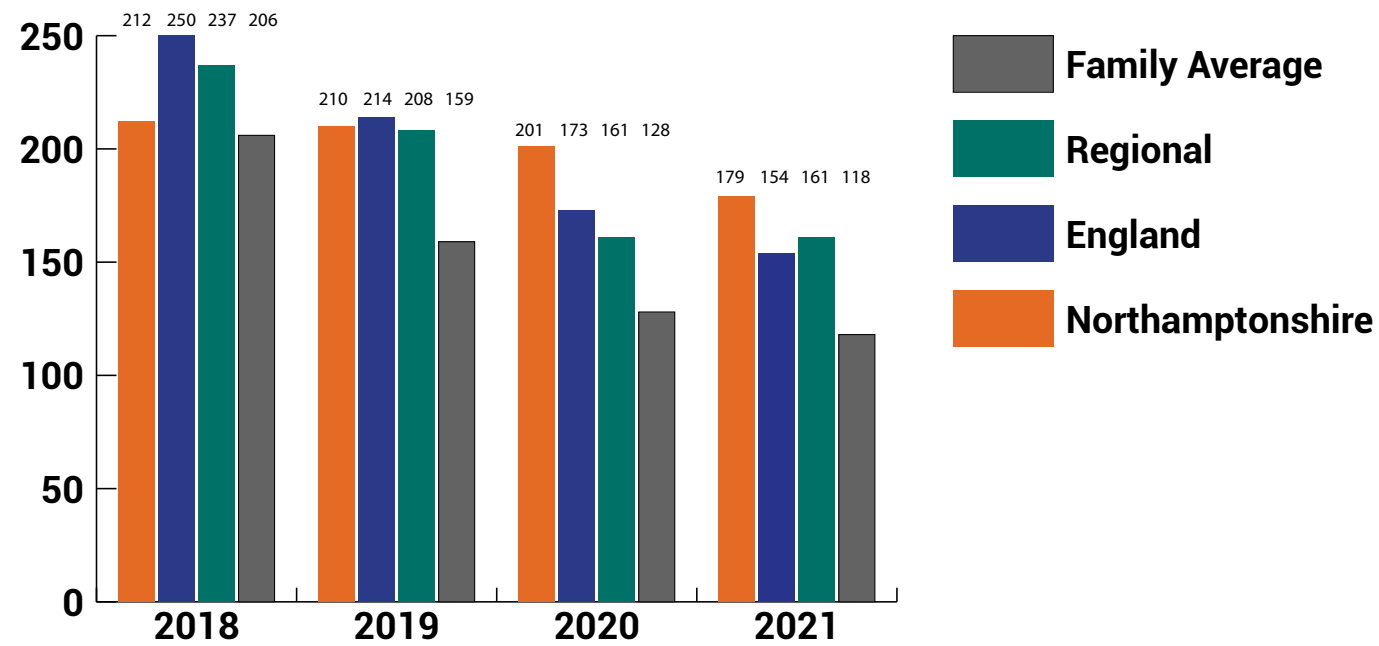
8.2. NYOS continues to make progress with many of the indicators and will continue to mitigate risks and promote continuous improvement within the service. The charts below provide KPI trend data from 2017-2022.



### First-Time Entrants (FTE)

8.3. The table below shows a decline in the number of first-time entrants into the Youth Justice system over the last three years in Northamptonshire from 212 per 100,000 people in 2018 to 179 in 2021 and our performance comparative to more recent data shows a plateau, compared to England and Regional data. However, whilst we have seen a very positive decline, Northamptonshire remains above the family, regional and England average. The reduction of FTE is one of our priorities for 2022/2023.

### First Time Entrants Local YOS Tracking

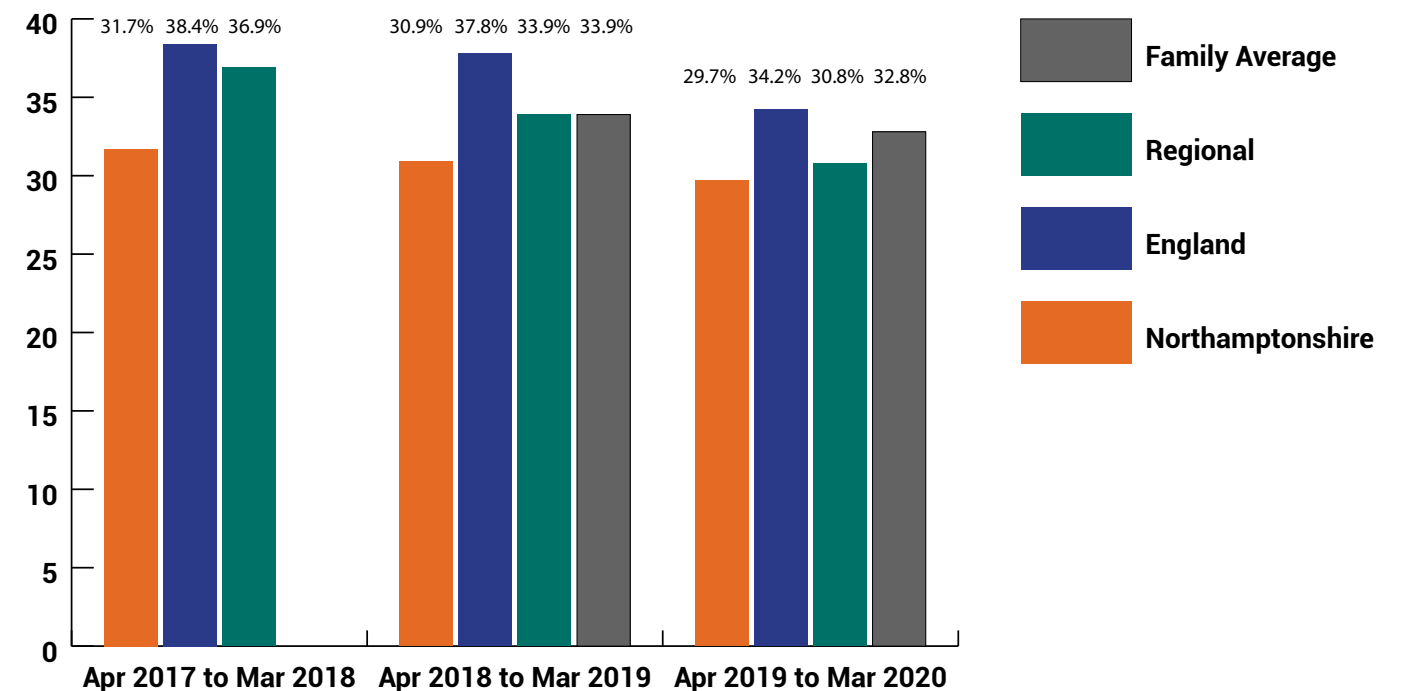


8.4. Wellingborough Pilot: NYOS are working in partnership with Northamptonshire's Police Intelligence Bureau utilising QLIK and reviewed 5 years FTE data (16/17 – 20/21). The aim of the Pilot is to reduce SYV and promote earlier intervention. The pilot uses existing referral pathways into CIRV to ensure efficiency and effectiveness. NYOS police officers will review weekly QLIK reports and identify those YP with relevant offending and no positive outcomes for referral. NYOS Police will liaise with the Officer in Charge with a view to offer a constructive outcome. We are also intending to maximise the use of Outcome 22 which enables interventions to be delivered in a more flexible manner.

### Re-Offending

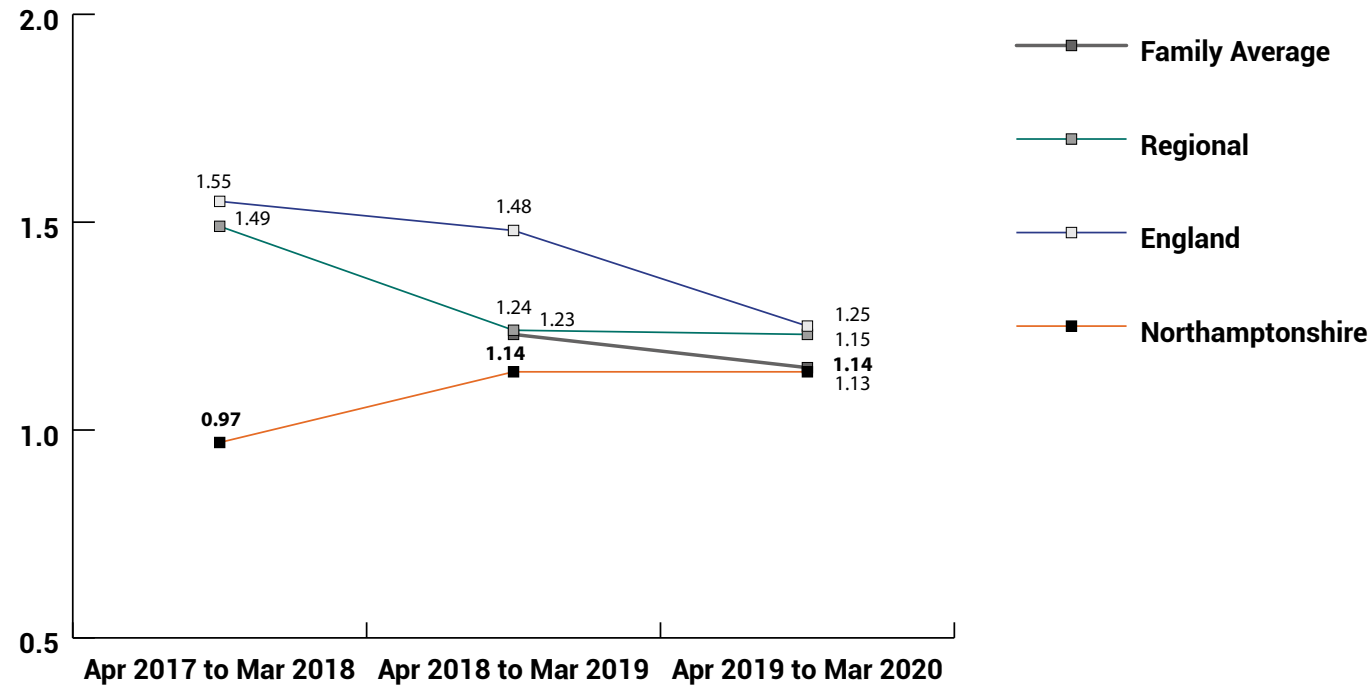
- 8.5. Reoffending rates in NYOS have positively declined, the YJB data below demonstrates that Northamptonshire Re-Offending rate of 29.7% is lower than England and Wales average of 34.2% and below the regional figure of 30.8%.
- 8.6. Northamptonshire performance in terms of the percentage of Young People who re-offend is enhanced, as the young people are positively discouraged by NYOS caseworkers providing needs led interventions.
- 8.7. The Re-Offending frequency (average number of re-offences per offender) for Northamptonshire of 1.14 is also lower than England and Wales figure of 1.25 and slightly above the regional figure of 1.13. When this has been investigated further it has been found that Northamptonshire's most prolific re-offenders are showing more activity whilst those less frequent re-offenders have reduced their re-offending (as can be seen by the frequency of reoffences by reoffending data below). Earlier referral into the NYOS and therefore earlier intervention and engagement shows to have a bigger impact on preventing re-offending. This has been evidenced in work done with the Police.

### Rate of Proven Reoffending by Youth People (Binary Rate)

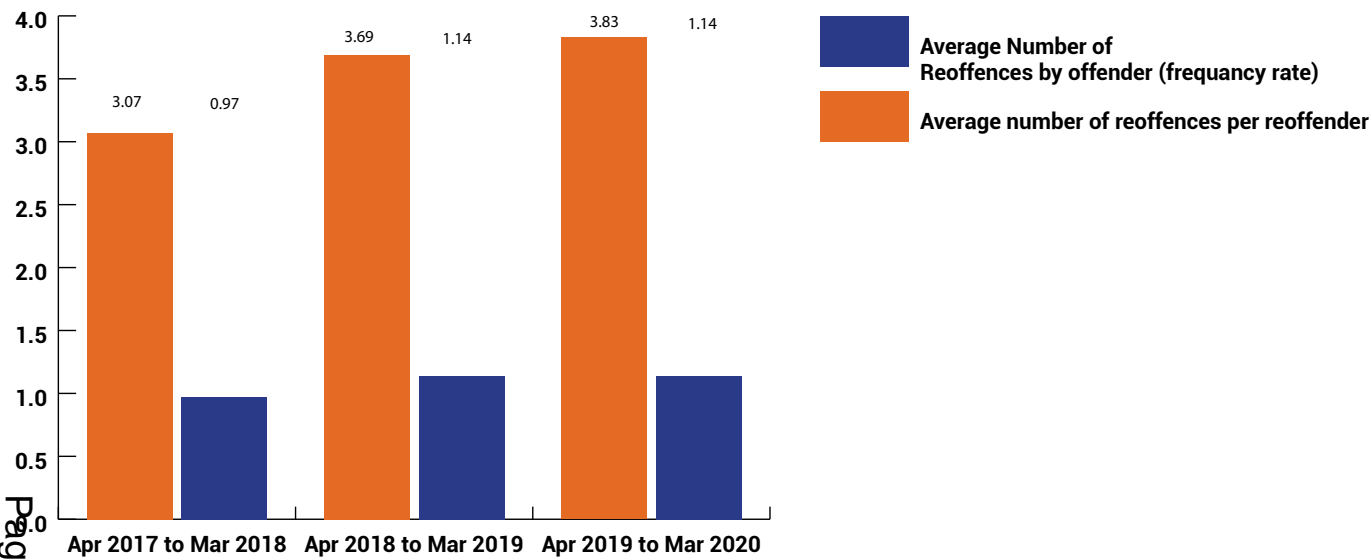




## Northamptonshire Reoffering PNC Cohort Frequency Measures



## Northamptonshire Average Number of Reoffences by Reoffender



8.8. NYOS will continue to work closely with partners: Police, Northamptonshire Children's Trust, National Probation Service, and local providers to exchange information, reduce risk, monitor outcomes, and develop creative interventions to reduce reoffending. This work includes young people both within and on the edge of the criminal justice system. Our partnership work with Police via QLIK in 2022 has enabled us to review different and more recent timeframes with regards to re-offending/ occurrences for our Prevention and Diversion team. A Post 6-month review of PADS showed a 22% decrease in incidents/ occurrences reported from the Police and nearly 45% reduction specifically for suspect and offender occurrences – an excellent result which we can build upon. For example, we have recently been successful in securing funding via the Community Renewal fund for an employment initiative for our young people working in Partnership with Skill Mill.

## 6 months pre v 6 month post

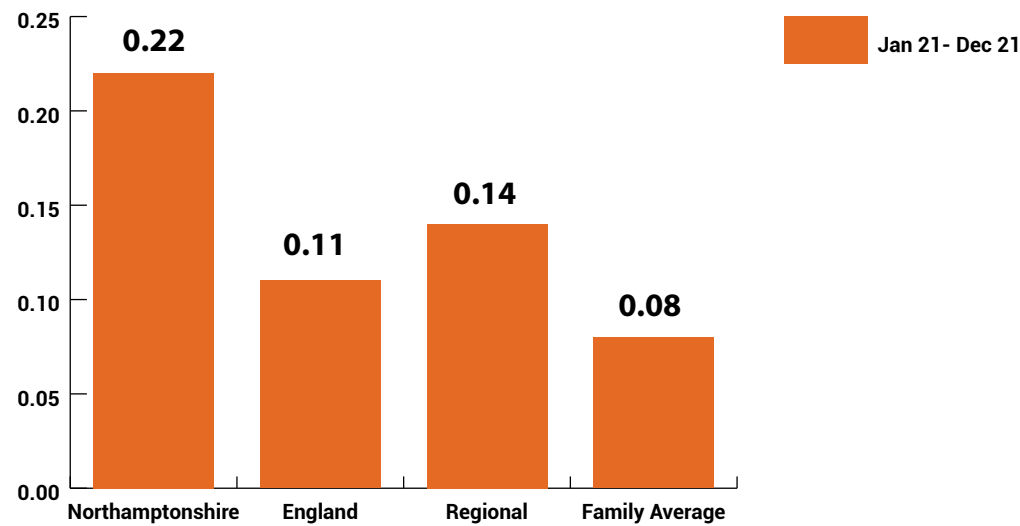
- 98 (37.4%) reduction in the number of people involved in occurrences
- 373 (22.8%) reduction in the volume of occurrences



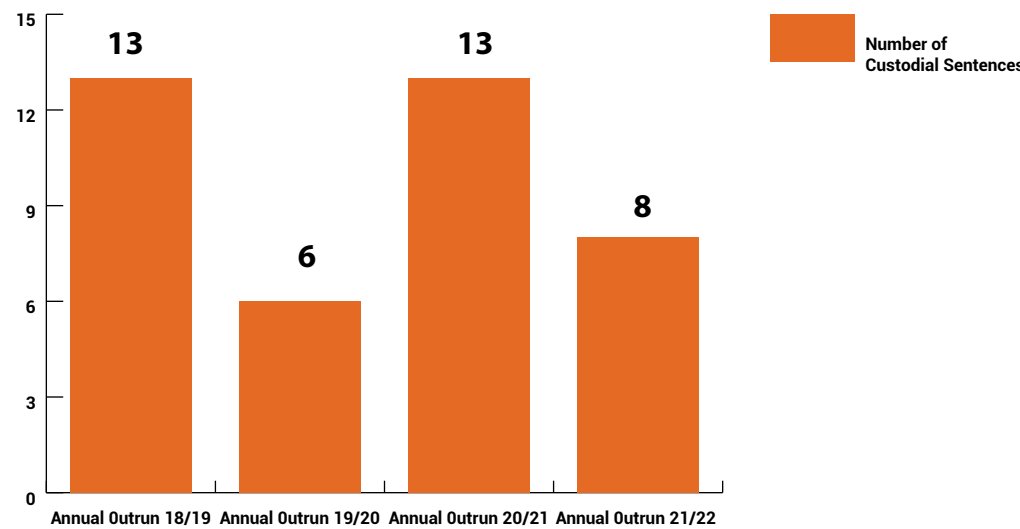
### Custodial Sentence Analysis

8.9. For the period 2021/22 there were a total of 8 young people custodial sentenced. Although this shows a drop from 2020/21 these are still occurring due to relatively high levels of Serious Youth Violence (SYV) in Northamptonshire. This is above the national average for England, the regional average, and the Family average. Locally we have found multiple young people involved in SYV (often singular instances) receive a custodial sentence, thus increasing the rate. However, in 2022 there have been 0 custodial sentences, to note there are 2 remanded young people at this time who may be sentenced to custody in the future. As above these 2 Young People were both involved in a singular incident.

**Custody Rate per 1000 population  
Comperator Groups**



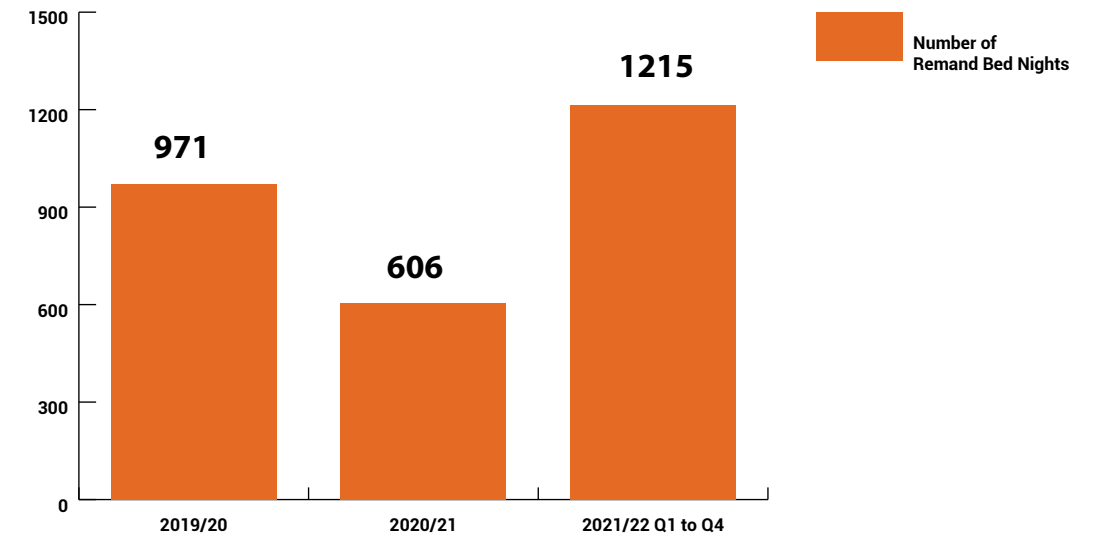
**Number of Custodial Sentences**



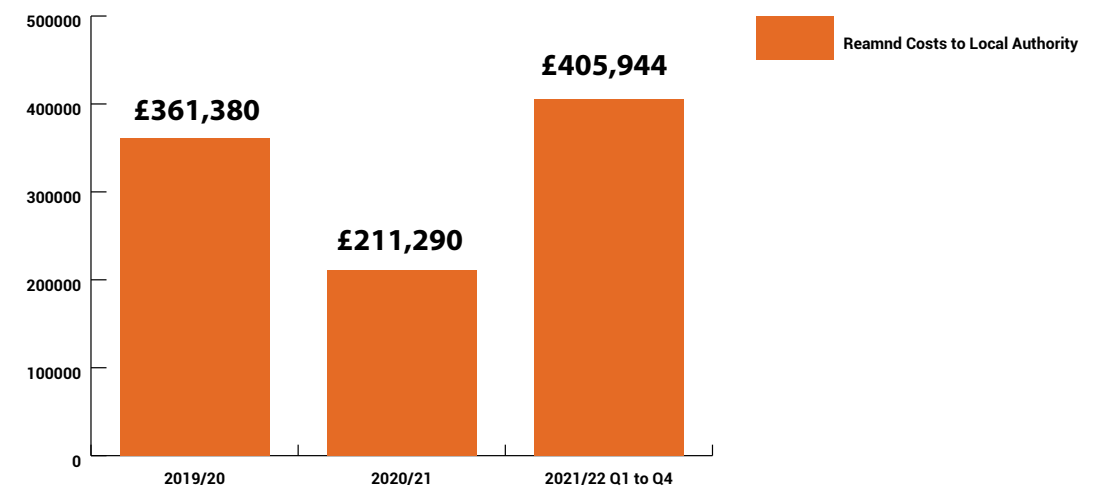
### Remand to Custody

8.10. From the charts below it can be seen Remand to Custody Bed Nights in 2021/22 have doubled compared to the 2020/21 period. This has been due to the higher levels of Serious Youth Violence and the severity of offences. There have also been delays in Crown Court that have led to longer remand periods whilst awaiting trial. For example the 2 Young People currently on remand as of 11/05/22 have had their trials cancelled twice due to COVID reasons and have been on remand since the start of August 2021. This has been raised with the YJB and the regional HMCTS. The costs have also increased due to the above and the 2 Young People mentioned have been accommodated in Secure Children's Homes during the 2 trials which were cancelled at approx. £200 per night more than a Youth Offending Institution. The creation of the Alternative to Custody Panel and the Wellingborough Pilot aims to address concerns over serious offending and sentencing.

**Number of Remand Bed Nights**



**Remand Costs to Local Authority**



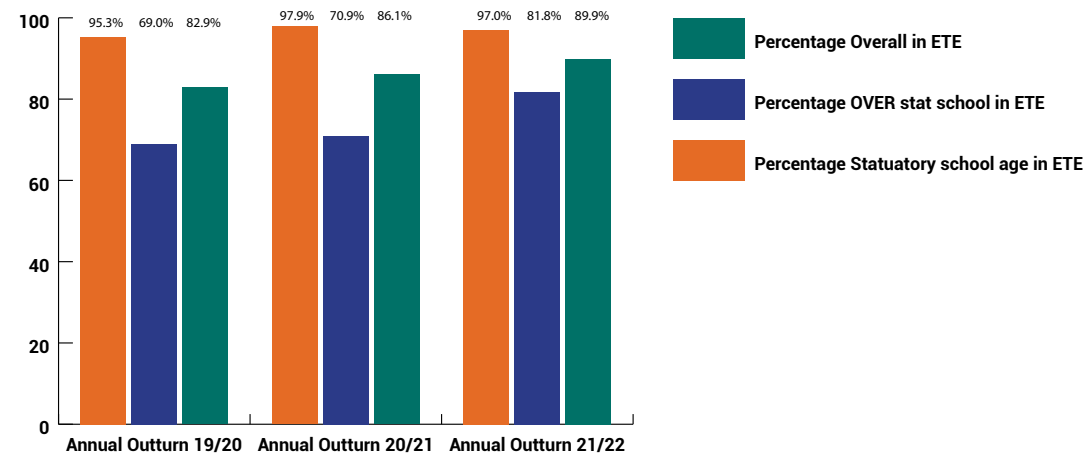
### Number of New Individual Remand Episodes



### Education

- 8.11. The number of young people in ETE at the end of their order has increased towards the end of 2021/22 which has been a trend continued from previous years. NYOS have recently revised their ETE Blueprint and action plan offering a more integrated approach to supporting ETE assessments and interventions across teams.
- 8.12. During 2020/21 schools were only open to all pupils for just over 4 months, meaning 50% could not attend their provision in person. We have in the below data the figures as if Covid was not occurring so that it is a comparable trend. The adjusted figure assumes that had the schools not closed, those people who were unable to attend school due to Covid19 would have been in education and allows for comparable figures when comparing against different years.
- 8.13. In the coming year it is a joint aspiration of the SEND services in Northamptonshire Council that NYOS and SEND develop closer links to ensure educational aspirations for young people are planned collaboratively with the young persons voice central to any plan, to ensure we have the right packages that will engage some of our most vulnerable young people."

### ETE Outcomes



### ETE Team

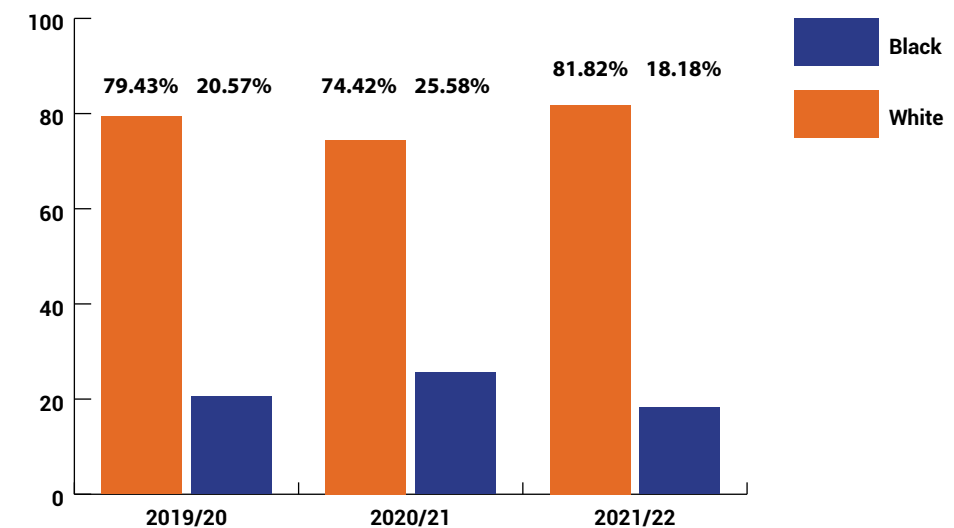
8.14. The ETE team have made good progress working with young People and partners. The results of this can be evidenced by the following:

- Colleagues are provided with accurate ETE information for asset completion, including EHC plans which are provided by our SEND team.
- ETE information is compiled for all young people engaged with the NYOS.
- A discussion takes place with the Case Manager to determine the level of involvement from the ETE Team. This follows a Signs of Safety format and is included by the case manager when formulating their intervention plan for that young person.
- There is a service level agreement with Northampton College to provide access to a tutor for two afternoons per week. This provides us with an additional resource for young people. 67% of young people attended these tutor appointments over a 12-month period which totalled 181 sessions. This contract is being renewed in 2022.
- Finalised Information sharing agreement with Prospects (previously Connexions). We have a good working relationship with the Choices advisors, and this ensures that our NEET post 16 young are well supported.

### NYOS are particularly proud that in the coronavirus pandemic the following have been achieved:

- We have been able to maintain face to face work with some young people through use of space in other buildings and during home visits when safe to do so.
- Our tutors have been able to maintain work online with young people when they have access to laptops and support in the home environment.
- Educated young people are aware of apps that support their learning including Post 16 access to CSCS via smart phones for example.
- We have liaised with schools when our young people have been struggling with online work to request additional support.
- We have also continued to support NYOS colleagues who are working with young people to achieve ASDAN accreditation.

### Percentage of Offending Young People White compared to Black, Asian and Minority Ethnic representation



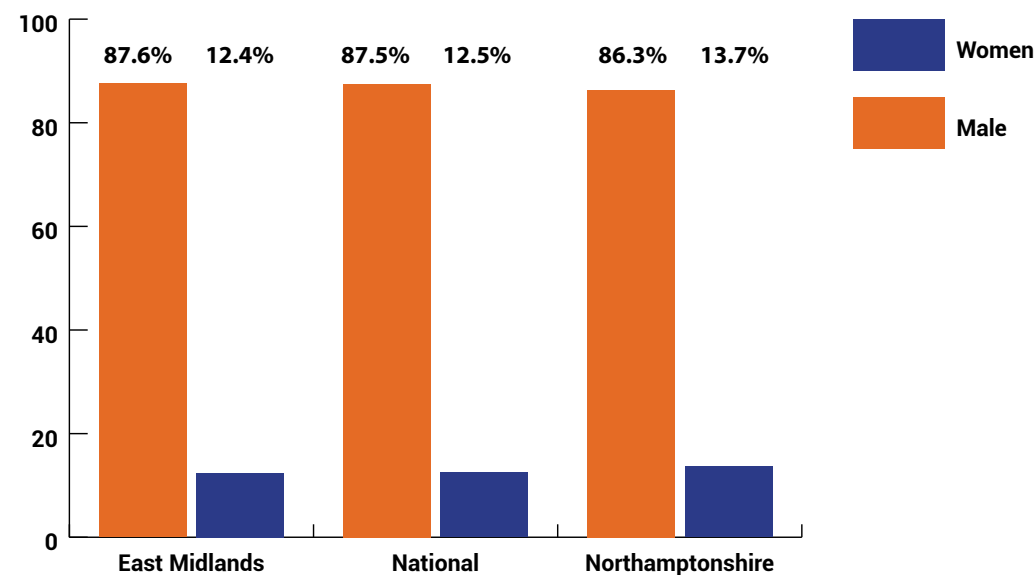
### Ethnicity

- 8.15. From the above we can see the BAME community are still over-represented within Northamptonshire young people who offend. Although data shows this has reduced in 2021/22 to just over 18% compared to this community representing 11% of Northamptonshire 10-17 population. There are some unknown ethnicities recorded in the data and this is a focus to improve. This is being tackled through more shared data with other agencies as well as focussed training with workers to talk more openly about ethnicity with the young people they work with.
- 8.16. Alongside the above Northamptonshire NYOS are:
- Delivering their Over Representation Plan 2022/23 to the whole service and to the Board
  - Data sharing with Police, Supporting families and Prospects.
  - Involved in the Children and Young Persons Transformation Programme for Northamptonshire which involves all agencies' input into the plan for 2022/23.
  - Development of a specific questionnaire being used for members of the BAME community we work with to get a better insight from their voice into the barriers faced so we can better overcome them.
  - Tailored Diversity and Disproportionality training days for staff so they better understand the problems and challenges of the BAME community and are equipped with better tools to discuss and talk about these with the young people they work with.
  - Disproportionality and Diversity Steering groups with members from all areas of the NYOS meet bi-monthly to discuss progress of the plan and implement initiatives as well as reflect on data tracked over time.
  - All reporting done within the Youth Offending Service will include ethnicity, age, and gender as standard to ensure any patterns are analysed from all those perspectives.
  - Specific interventions have been created and continue to be created by the Diversity and Disproportionality Group members with input from young people and staff.

### Gender

8.17. This is currently showing concerns in over representation in our offending cohort as can be seen below. The focus on female young people who offend has led us to revive a strategy from previously having a Girls Group to focus on bespoke work with female offending

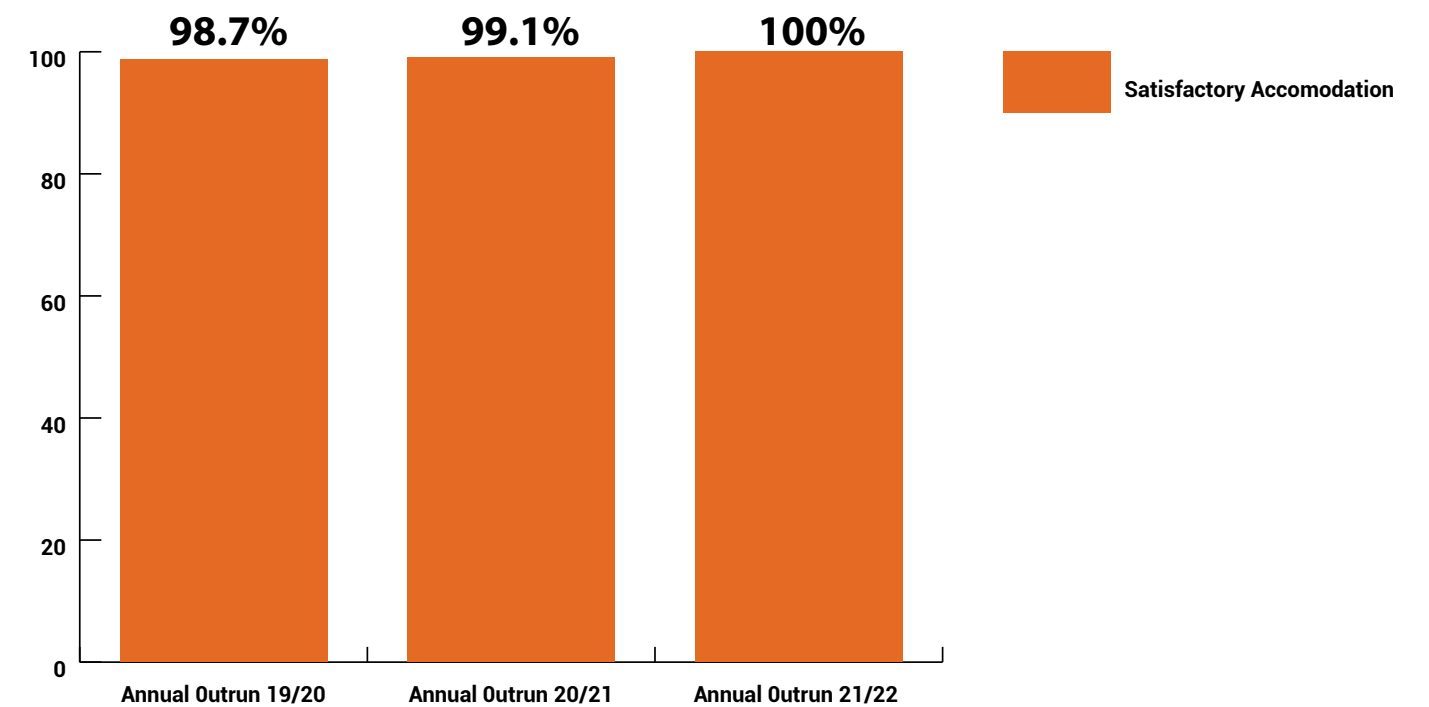
**Gender Split Offending 2021/22**



### Accommodation

- 8.18. As can be seen below, over the past 3 years the number of young people in satisfactory accommodation at the end of their order has increased. Within the NYOS we have an accommodation team who work hard to ensure accommodation is prioritised for young people. The latest figures show that for the period 2021/22 100% of young people were in what is assessed as being suitable accommodation at the end of their order. As well as NYOS direct work with our young people and their clients, the team advocate and liaise with a wide range of partner agencies to secure the best outcomes for our young people and their families. This can involve:
- securing income maximization by undertaking Benefits audits to ensure people are getting what they are entitled to.
  - NYOS are actively involved in debt management and negotiation of affordable debt repayments.
  - NYOS also support and advocate for those in inadequate or unsafe accommodation. This has been an increasing element over the past few years with the development of gangs and grooming, families seeking to move to protect their children from being recruited or for their safety to avoid reprisals.

**Accommodation Outcomes**

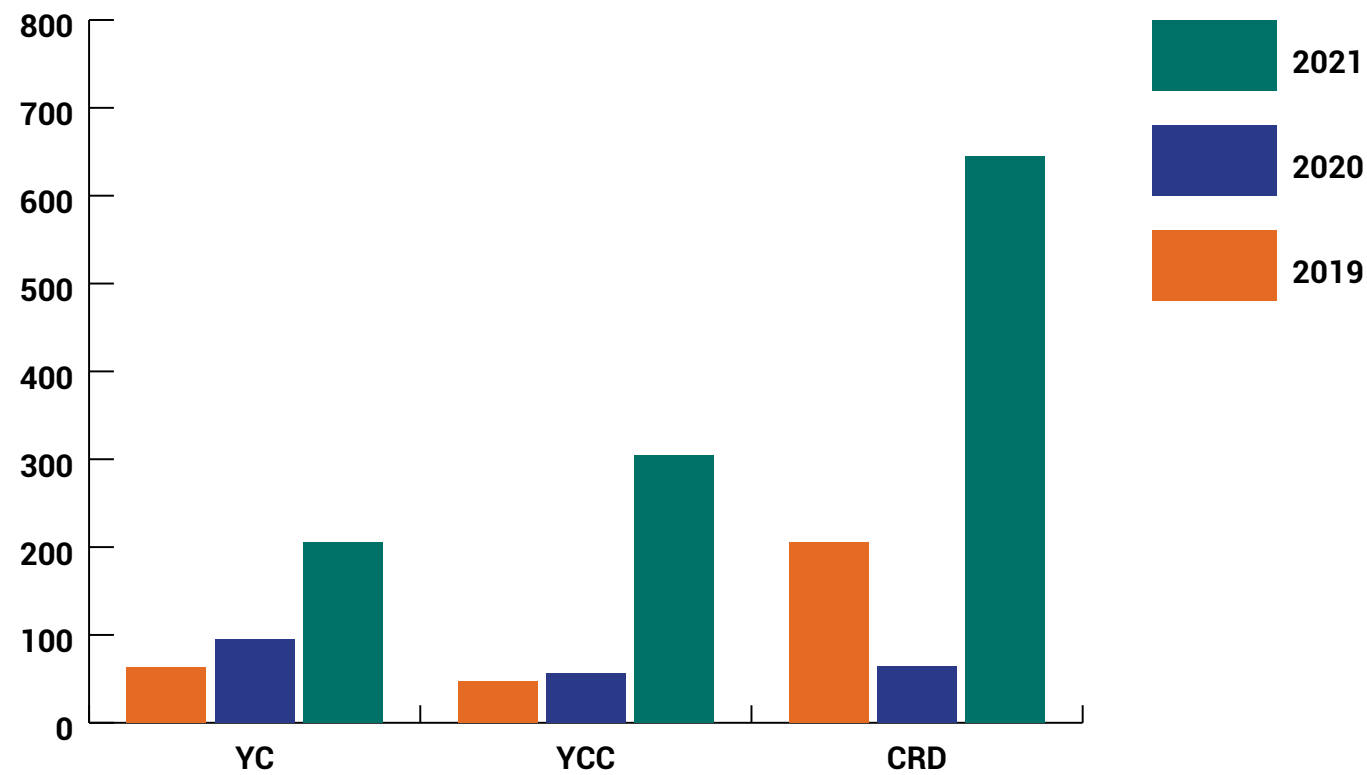


### Prevention and Diversion

- 8.19. NYOS has worked closely with colleagues in the Police to consider and implement the use of a range of outcomes, allowing for children and young people to be worked with in the system without criminalising or stigmatising them, for example our current use of Outcome 21 and joint planning for the use of Outcome 22.
- 8.20. Working alongside the Police using their Qlik system, The YOS are now targeting young people who have had 3 or more encounters with the Police; this process has enhanced the number of CRDS issued by the Police and increased the use of youth cautions and youth conditional cautions.
- 8.21. The YOS and Police have analysed the data in relation to first time Entrants and have identified that there are a number of young people becoming first-time entrants but with no previous OCCD. This has highlighted to YOS the significant impact of First-time entrant rates. Consequently, YOS and the Police are proposing an expansion of the triage system to include all partners to ensure young people receive the appropriate outcome. Further analysis has demonstrated young people who have received a YC or YCC would have been eligible for a CRD. This would have a significant impact on the rate of FTEs.
- 8.22. See chart below demonstrating a significant increase in CRD's during 2021 (Police data)

**Note: Since Jan 22 over 190 referrals into PADS /CIRV, compared to 434 for 2021.**

### Based on separate crimes



- 8.23. 8.23 The prevention service currently works on a trauma informed model. This model allows children and young people to consider how their own experiences have influenced their offending behaviour. This approach leads to the identification of desistance factors which would seek to support young people from further offending.
- 8.24. All assessments and reports are audited with the YOS audit tool by OOCd supervisors and managers to ensure consistency and quality of the ASSET+ or Summary Asset that may be completed as part of OOCd work depending on the young person choosing to engage in this process voluntarily with us.

### Mock Inspection

- 8.25. Over 50% of NYOS cases in both the North and West Unitaries are supervised by way of an Out of Court Disposal. We are committed to continuous improvement and since 2018 we have completed three Mock HMIP Inspections across the NYOS.
- 8.26. The results from 2018 to 2021 demonstrate we are consistently in the good category scoring between 75% to 81% overall.
- 8.27. In November/December 2021 we published our most mock recent inspection results which included a focus on areas for improvement identified from previous mock inspections and feedback. Areas such as strength-based practice, exit planning and pathway provision were examined in more detail.
- 8.28. The mock inspection involved all case manager staff having at least one West case audited. All operational managers were also involved in the auditing process and where possible we replicated the HMIP format. This enabled the Mock inspection to be as inclusive as possible. We published the overall results across the NYOS and have presented them to the Board. Overall, we assessed our OOCd work as 'Good' (71%).

#### Strengths

- Assessment sufficiently analyse how to support the YP's desistance
- Assessment focuses on keeping child or YP safe
- Planing focuses on keeping the child or YP safe
- Planning focuses on support the child or YP desistance
- YP not re-offending
- ETE asset update present
- Access to services needed either internally or externally

#### Areas for improvement

- Assessment focusing on the strenghts of the YP to promote constructive change
- Planning needs to cover keeping others safe
- Exit plan for YP to support future
- Strength based approach evidenced
- Substance misuse addresses
- ETE intervention evidenced
- Diversity needs addressed
- Implementation and delivery of services needs to support YP desistance effectively
- Efficte management oversight

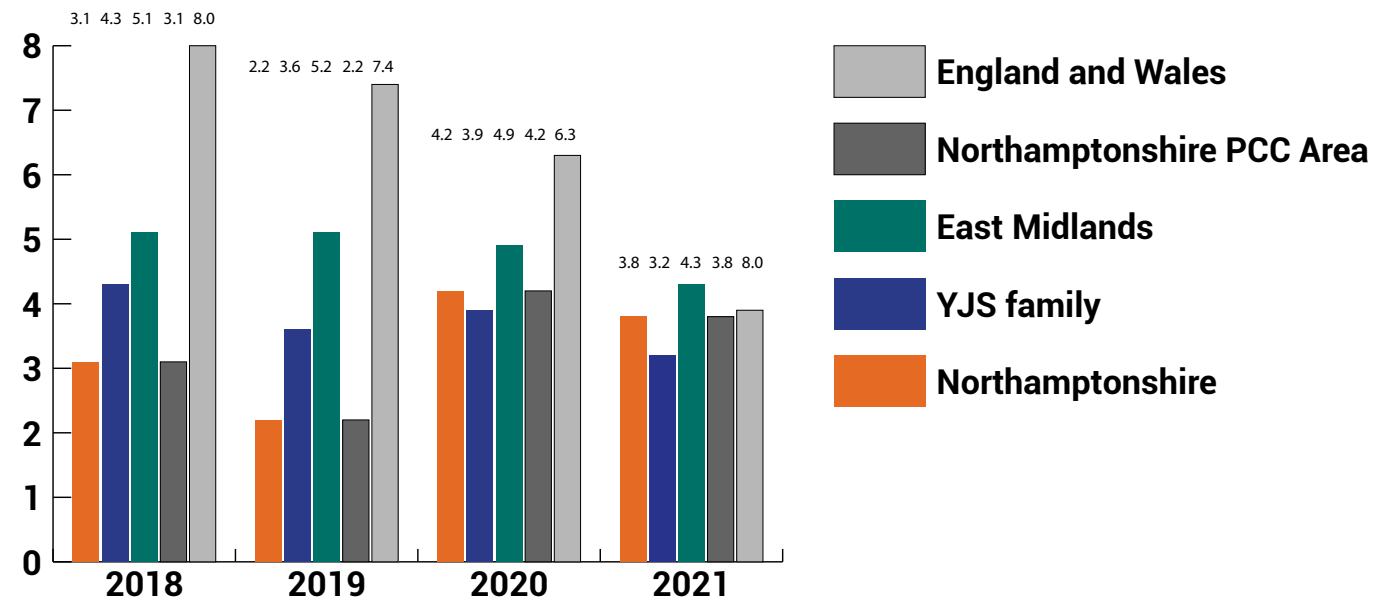
- 8.29. Key actions to emerge from this audit relate to the revised PADS Strategy Document which incorporates many of the above improvements. Over the next 12 months we are focusing on strength-based practice, training has been delivered within the NYOS. We are building better links with Early Help to promote exit planning and better transition between services. Work on over-representation has been incorporated into the Strategy document to ensure we intervene early and effectively to reduce our First-Time entrants and subsequent risk escalation.



## Serious Youth Violence

8.30. Serious Youth Violence levels in Northamptonshire have remained below the East Midlands consistently over the past 4 years and remain under the national rate for 2021, as can be seen in the graph below:

### Rate of SYV offences per 10,000 of the general 10-17 population



8.31. We have seen gang groups develop within Northamptonshire in the main towns of Northampton, Wellingborough, Kettering, and Corby. The gang activity young people are involved in has led to serious incidents that have occurred and contribute to the level of violent crime that is seen across the region. Three of these crimes have been murder charges and have included multiple young people in one incident. It is also evident that Serious Youth Violence incidents are overrepresented by the Black and Mixed ethnicities in Northamptonshire.

8.32. The following have been implemented to decrease the numbers of violent crime within Northamptonshire:

- Ongoing work with Police systems (QLIK) to identify those suspect/ offender young people that may not come to the YOS's attention early enough. This has led to a large increase in referrals into our Prevention and Diversion teams who can then offer to work with young people earlier before they potentially become more entrenched.
- Prevent Partnership data and analysis subgroup has begun in 2022/23 to better understand if there are terrorist/ extremist links into the serious youth violence occurrences and identify vulnerability factors for this involvement. This is proposed to be taken over by Special Branch as they alone have access to some specific data that is required.
- Young People involved in serious youth violence have had their individual data analysed to identify key indicators (e.g.: Child in Care, Domestic Abuse experienced or witnessed, absent parent, pattern of offending, gang links, substance misuse, mental health factors). This will help us engage earlier on key desistance factors where we see potential similar circumstances to those committing serious violence offences.
- The Diversity and Over Representation Steering Group has been developed and the members meet to work on cultural identities and work with young people to address any cultural influences affecting offending. This is a key component of our over representation strategy.
- Knife Crime intervention mandatory with all Young People known to NYOS.
- Resettlement specialist to assist post sentence for those in custodial outcomes to support reintegration into community with as many protective factors put in place to discourage reoffending.

## Restorative Justice and Support for Victims

8.33. Following mock inspections we have prioritised an area for improvement engagement is effective with victims so that they can provide information to the NYOS. Information is then shared with case managers and used to inform work with children and young people who have offended. Following Mock inspections NYOS have implemented the following to ensure there is effective engagement with victims so that they can provide information to the NYOS. Information is then shared with case managers and used to inform work with children and young people who have offended.

### Progress made:

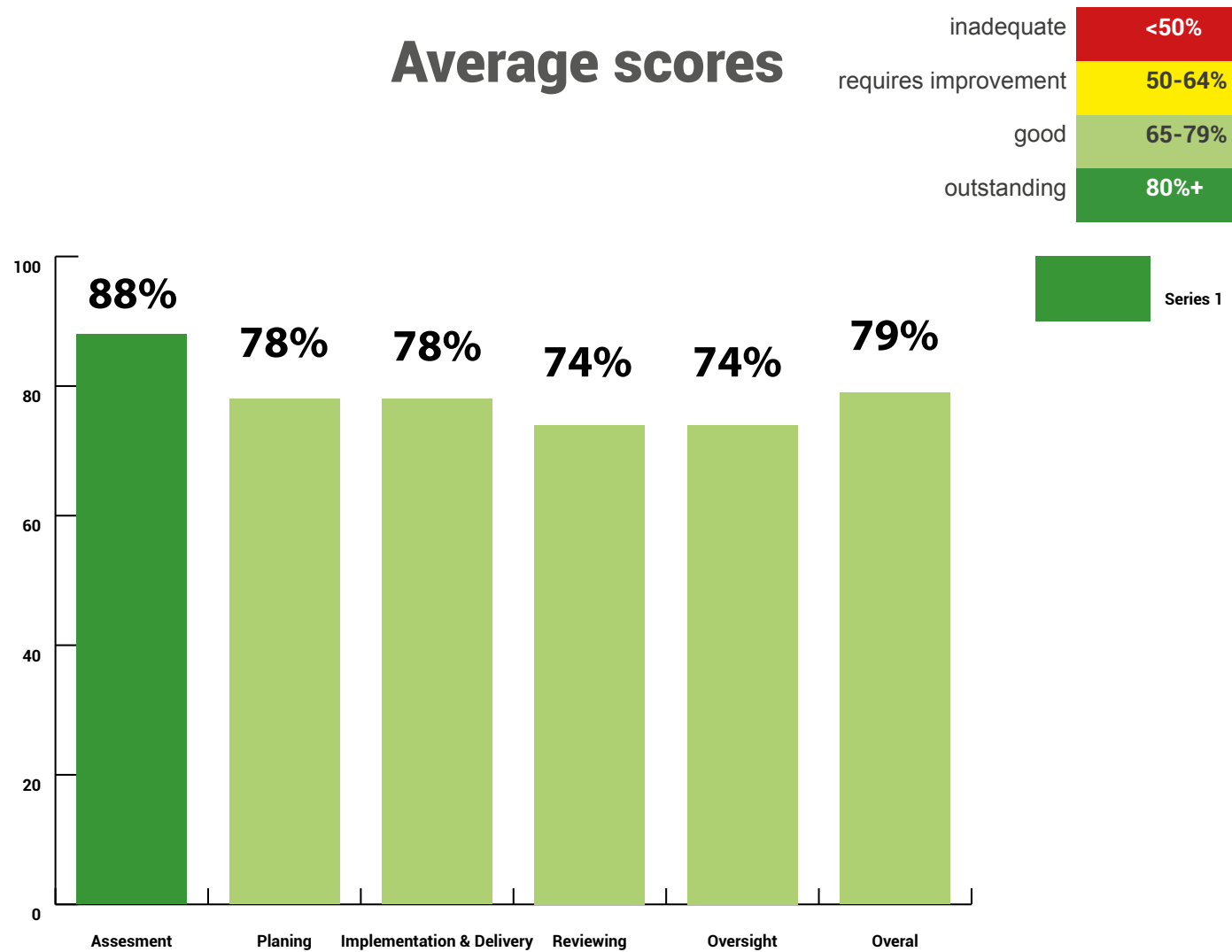
- Ongoing file auditing reviews all assessments for Asset quality and victim information.
  - The NYOS Victim Worker and operational manager are reviewed to check victim information
  - RJ training has been introduced to all members of staff and volunteers to support culture of restorative practice in all work within NYOS.
  - Victim Safety is imbedded into RMP and Panel processes
  - Victim information is clearly identified in QA templates
  - Victim feedback questionnaire has been designed and implemented 2022.
- 8.34. Restorative approaches underpin NYOS' core values both in relation to our work with young people and the victims of their offences. Approaches are embedded internally as a team and with all external colleagues we work alongside.

## Quality of Post Court Supervision

8.35. Just under 50% of NYOS YP in both the North and the West of the county are supervised under post court supervision. We are committed to continuous improvement and since 2018 we have completed three Mock type HMIP Inspections across the NYOS. Results from 2018 and 2019 have progressed from requires improvement to Good (54% to 70).

### Post Court Mock Inspection

8.36. The results from our most recent Mock Inspection in July 2021 are below (Average Scores), overall 79% of Post Court work was assessed as sufficient, this equates to a good rating.



8.37. The high-level Post Court Inspection Action Plan, outlined below, highlights key areas for development. Early parts of our interactions with young people were good, however we need to significantly improve resettlement planning and the reviewing phases of supervision (see Appendix 7).

## 9. National standards (Page 14 of the Guidance)

9.1. The Youth Justice Board released new National Standards in 2019, thus replacing the old National Standards from 2013. Our last NSA Inspection was completed in 2021. The overriding theme is greater autonomy and flexibility of decision making.

### How would we score based on our recent assessment?

National standard	Strategic score	Operational score
Out of court	TBC	53%
At court	TBC	40%
In community	TBC	58%
In secure accommodation	TBC	55%
On transition & resettlement	TBC	81%
Overall result would be:		54%

### Northamptonshire Youth Offending Service (NYOS) - National Standards Self-Assessment

- 9.2. On our latest self-assessment to the Youth Justice Board (YJB) in February 2021 we received notification that they found our self-assessment offered an 'evidenced reflection of the judgements against service standards'.
- 9.3. In total NYOS audited 73 cases, although some of them 'hit' more than one standard. To gather the evidence, we broke this down into the operational and strategic elements of the self-assessment as designated in the guidance.
- 9.4. In relation to the operational element, we used several management tools to gather the evidence, primarily a National Standards audit tool which we have been using for some time, that incorporates the weighting to areas as outlined in the guidance. This was then mapped where the answers would fit into the final tool. A formula was then developed to populate those answers and generate rating linked to the criteria given to us by the YJB.

### The self-assessment identified the following areas:

#### Strength

#### Improvement Required for 2022

Building trusting relationships with our young people in relation to both our pre- and post-court offer, promoting equality in access to services and engagement, delivering effective interventions that are co-ordinated with other agencies/services and supervising orders in line with the YJB assessment framework.

We need to continue to monitor and update our Over Representation action plan – this is in place for 2022.

Compliance with the Youth Custody Service (YCS) in relation to our submission of Post Court reports and working with parents at court following their child being sentenced.

Assessment timeliness: During 2021 / 2022 we have focussed on timeliness of assessments and have consistently achieved good results– see 5.1 and 5.4 for data and detail.

Work with the secure estate to ensure safeguarding procedures are followed and there is a plan in place where risk of harm or safety & wellbeing concerns are identified in custody.

Involvement of ETE and Health in assessments needs to be more robust to ensure these key areas are fully integrated into a young person's plan. Our ETE Blueprint and improved Health offer ensures we are incorporating these areas into our work.

Tailored transition planning, primarily relating to those young people transitioning to Probation

Resettlement and wider transitions to ensure that these important milestones for our young people are as smooth and co-ordinated as possible between services and to create a robust plan at the earliest opportunity for all agencies involved to maintain. During 2022 we have introduced our Constructive Resettlement policy to ensure we meet the needs of our young people both entering and exiting custody.

At final release or point of transition in all its forms there is sufficient preparation and support at key points before, at transition and post transition.

## 10. Challenges, risks and issues (Page 14 of the Guidance)

### Challenges

- 10.1. Serious Youth Crime (SYC) - NYOS is aware of the concern around Serious Youth Violence, safety and wellbeing, particularly in certain areas of Northamptonshire. NYOS continues to engage with local partners to develop cross partner initiatives to address and deal with exploitation trends and risks.
- 10.2. Locally NYOS is involved in Community Safety Meetings, NSCP, Exploitation Meetings, Missing, Exploited and Trafficked meetings, and the newly implemented strategic group to implement the new violence duty as well as attending Tactical Planning Meetings. NYOS were also a key partner in the planning and execution of the Knife Angel visit to Northamptonshire in April 2022. Workshops were led by NYOS practitioners to parents and carers in relation to the dangers of knife crime.
- 10.3. The NYOS Head of Service has been a key contributor to the Safeguarding reviews of the 3 murders that took place over the last 2 years. The learning from these serious case reviews has been disseminated across NYOS and the learning will be embedded into practice.
- 10.4. The above demonstrates that NYOS and its strategic partners commitment to respond to the growing and concerning risks to children, victims, and communities. As previously outlined, the NYOS in partnership with the police have identified more effective ways of monitoring children at risk of Serious Youth Violence who may be involved in exploitative behaviour. This will continue to be a priority in the forthcoming year.
- 10.5. Police, Crime Sentencing and Courts Bill has the potential to reduce the use of remand and custodial sentences but propose to increase the restrictions available in the community with a proposed maximum of 365 days Intensive Supervision and Surveillance program. NYOS welcomes the aim of reducing custodial sentences the additional impact of community sentences needs to be considered. This includes the need to ensure young people on this order have at least 25 hours education a week. Education is an area of continued focus for NYOS and partners. There will also be a requirement for more resource on a 365-day basis to monitor and provide intervention to young people who are eligible for this order. The service review will consider these changes to ensure we can implement the changes.
- 10.6. Over representation – NYOS have implemented the Over representation Protocol in response to our findings of disproportionality of certain groups of young people in the system. To ensure the protocol action plan is successful partners will use this to look at over representation within their own areas of work to ensure a collaborative effort across Northamptonshire is achieved.
- 10.7. Children in Care - NYOS have identified that reoffending rates are high for a small but complex cohort of children who are cared for by Northamptonshire Children's Services, our planned approach to work in collaboration with the Children in Care team will see improvements and prevent further offending. This will include working with Local Care Homes to embed a restorative approach to challenging behaviour.
- 10.8. Health Inequalities of Young People – NYOS has direct access to some public health funding for substance misuse workers. However, an ongoing challenge is access to NHFT and we have identified an increase in the numbers of young people with significant mental health issues which are currently seeking support and unable to access this. There is over presentation of young woman in the criminal justice system with mental health issues. Work has been completed with the Assistant Director in partnership with the Judiciary to ensure a robust process is in place for court directed Hospital Orders.



## Risks

Key risks to achieving the improvement priorities:	Action	Success Criteria	Owner
Inability to deliver effective services through budget reductions or partner agencies reduction in commitment.	Develop robust SLAs for future commitment in all priority areas	Resourcing in kind or financial evidence in service delivery.	Head of NYOS
Priority Performance reduction.	Robust performance monitoring		
	Management Board Scrutiny recommendations	Performance improvements Staff training and development in key areas.	Head of NYOS
	Liaise with partners to assist performance Deep dive analysis on casework related performance QA work increased in themed areas	Partner agency contribution to performance priorities evidenced in management board minutes.	
Increase in first time entrants.	Monitor performance and referrals to Out of Court Disposals interventions. Liaise closely with Police colleagues. Report to NYOS Management Board.	Data performance demonstrates successful trajectory	
Increase in re-offending frequency.	Deep dive analysis of top 15 reoffenders. Profile reoffenders and target training needs. Support partners to understand alternative approaches using RJ Multiagency plans on each YP reoffending to increase intensity of support. Children in Care Focus.	Data performance demonstrates successful trajectory	Head of NYOS

Key risks to achieving the improvement priorities:	Action	Success Criteria	Owner
Access to education, training and employment reduces.	Undertake a full review of the ETE provision in NYOS and partners delivering.	ETE reports to Management Board and data performance demonstrates more detailed analysis to engagement	Head of NYOS
	Partnership working increased with Schools and Colleges. Develop employment opportunities with business links, apprentices and training experiences		
Loss of experienced staff, and subsequent difficulties in recruiting specialists.	Workforce development programme Culture of kindness, respect and support Use of reflective supervision	Specialist staff retained. Recruitment effective.	Head of NYOS
	PADP for all staff yearly and reviewed recruitment and retention focus		
	Review induction processes		

## Service improvement plan (Page 14 of the Guidance)

### Strategic Priority 1 - Prevent Youth Crime to reduce First Time Entrants

What we aim to achieve	What will we do	Measure of success
Continue to reduce the number of First Time Entrants in Northamptonshire	Develop a Partnership decision-making panel whilst ensuring those in need of help are referred to appropriate services timely.	Reduction in FTE
Partnership awareness of the Youth Justice Plan and NYOS priorities that they all will contribute too.	Develop Communication Plan to share widely. Provide briefing sessions using good practice case examples of multiagency support plans to prevent offending and re-offending	Partnership engagement and feedback
A continued key focus on disproportionality and racial disparity.	The NYOS Management Board will consider the issue from their individual areas. Use Partnership data to inform themselves and ensure that the issue is being addressed at all levels both strategically and operationally	Management Board feedback Performance data
Improved emotional health and wellbeing providing easy and natural access to services	Strengthen Service Level agreements with Health partners to continue to resource Emotional Health and Wellbeing services within the service and prioritise access.	Young people feedback at end of NYOS involvement in respect of their emotional health and wellbeing measures. Longer term SLA
Speech and Language assessment	S&L assessment completed means that all staff working with the child can be as effective as possible by taking the guidance from the S&L therapist into account when interacting with the child. Further other agencies, such as the police and the Courts, can also be advised as to how to communicate most effectively with the child concerned.	All children open to the service should be screened to a Speech and Language therapist.
Improved participation in education, training, and employment.	NYOS to work with education colleagues to explore how they might complement the offer to schools regarding supporting young people at risk of exclusion to maintain their education within a mainstream setting or suitable alternative and improve attendance.	Maintain positive ETE measures.

What we aim to achieve	What will we do	Measure of success
Analyse FTE and trends in offending.	Expand analysis and Access to QLIK police Data system. To be shared with NYOS and partners to promote understanding and us.	Data analysis readily available to info targets.
Increase and strengthen the participation and voices of our children and families in the NYOS	Implement participation and consultation events with our children and families Include family and young people feedback into the YJS QA/Audit process	Young people's voices to actively impact how we deliver our service. Young People at the management Board as representatives.
To understand and respond to the potentially changing nature of youth crime e.g., criminal exploitation, extremism and radicalisation, child-sexual exploitation and gang associated drug dealing expanding along 'County Lines'.	Develop an Up-stream pilot to address / reduce SYV, FTE ROR, this has been implemented and is the Violence referral scheme (Wellingborough pilot) in place, working with Police to identify early trends in violence / offending and refer to appropriate agencies i.e. PADS.	Service redesign to support capacity to engage those most vulnerable young people.
Reduce those that fast track to custody before any YOT intervention can take place.	We will review Out of Court Disposals (OCD) where a decision for no further action has been applied on more than 2 occasions. We will review 'no further actions' undertaken to ensure those children do not have other risks areas meaning the likelihood of re-offending or FTE is not increased. Expand the use of voluntary police interviews with prior notification given to the NYOS. Consider use of Police Bail conditions to engage the services of the PADS team	Reduction in FTE and re-offending data performance.

## Strategic Priority 2 – Reduce re-offending

What we aim to achieve	What will we do	Measure of success
To reduce re-offending by young people in Northamptonshire with a particular focus on the relatively small proportion of young people who commit a disproportionate amount of crime in Northamptonshire.	<p>The Northamptonshire Youth Justice Board will monitor and apply scrutiny (of the partnership endeavour) to reduce re-offending.</p> <p>Present at NRBB and request partners look at collective resources to reduce escalation and frequency of offending.</p> <p>Implementation of the NYOS over-representation plan.</p> <p>Better use of data from Asset+ / Core+</p> <p>Start running the re-offending toolkit.</p>	Reduction in re-offending identified in Data performance trends.
To develop high quality and evidence-based interventions that contribute to reducing re-offending and maintain the confidence of partner agencies, the courts, and the public.	The youth justice service will review the effectiveness of current 1-1 and group work approaches and interventions to reducing re-offending, particularly those aimed at the most prolifically offending young people, and will develop and re-design accordingly, with a greater focus on how safeguarding and over representation needs (e.g. communication and learning styles) are being met whilst working with Northamptonshire Speech and Language worker. This should involve co-production with young people.	Reduction in re-offending identified in Data performance trends.
Strengthen the relationship with operational policing through CIRV, LCSJB and  Trauma informed custody and Northamptonshire task force.	Violence referral scheme (Wellingborough pilot) in place, working with Police to identify early trends in violence / offending and refer to appropriate agencies i.e., PADS.	Reduction in re-offending identified in Data performance trends.

What we aim to achieve	What will we do	Measure of success
Ensure the highest quality though care and resettlement planning are available  Working closely with the designated resettlement leads and relevant social workers (and do this earlier in the child's plan).	<p>Revised approach to Custody and improve resettlement process including embedding new policy and procedures</p> <p>Promote constructive alternatives to Custody</p> <p>Amend risk panel process to include Risk of re-offending thereby introducing a multi-agency approach</p> <p>Alternative to Custody Panels introduced</p> <p>The youth justice service and the National Probation Service will continue to jointly manage cases in transition ensuring consistency in delivery, relationships, and minimising transfers.</p>	<p>Resettlement quality assurance theme will evidence success of the resettlement protocol.</p> <p>All young people will have resettlement plans at the point of entry of custody which will form part of their resettlement plan.</p> <p>Accommodation will be used to determine success of resettlement planning</p>

### Strategic Priority 3 – Protect the public from harm decrease in serious Violence

What we aim to achieve	What will we do	Measure of success
To ensure that children and young people who pose a risk of harm to others are appropriately assessed and effectively supervised to promote a reduction in that risk.	<p>Maintain an accurate NYOS risk register that details all those young people known to the service deemed to present a high risk of harm to others. Strong management oversight of the register will be undertaken through the NYOS risk panel</p> <p>Develop data analysis around violence reduction and re-offending</p> <p>Embed Violence referral scheme (Wellingborough pilot) in place, working with Police to identify early trends in violence / offending and refer to appropriate agencies i.e. PADS.</p> <p>Undertake Rapid Learning Reviews on previous serious incidents in relation to knife crime and gang related activity.</p> <p>Make appropriate referrals to safeguard self and others.</p>	<p>Reduction in serious violence incidents reported.</p> <p>Reduction of offences related to serious violence</p>
To recognise that serious harmful behaviour to others is often a symptom of significant distress and vulnerability, which needs to be addressed through a safeguarding approach for that risk to reduce.	<p>Quality assurance framework we will ensure that practice in relation to risk of harm to others is robust and meets the expected standards of HMIP</p> <p>We will seek to improve the early identification of and response to safeguarding issues associated with young people who have offended or come to the notice of the police and children's services as potential victims by improving links between the Children's Services, the Adolescent Service, MASH and NYOS Police and partnership panel.</p>	<p>Appropriate onward referrals made to safeguarding services.</p>
To minimise the potential for a 'transition gap' between youth and adult services where risk of harm to others is relevant.	<p>The youth justice service and the National Probation Service will continue to jointly manage cases in transition ensuring consistency in delivery, relationships, and minimising transfers</p>	<p>Seamless protocol for case transfers in place.</p>

What we aim to achieve	What will we do	Measure of success
Ensure that the risks are understood and employed within the Multi-Agency Public Protection Arrangements (MAPPA).	Implement the MAPPA protocol.	Workforce development feedback
Protect the public from harm decrease in serious violence.	<p>Deliver a multi-agency audit programme (creating a critical friend in quality assurance).</p> <p>Provide support and co-ordinate events with Knife Angel touring Northampton Knife Crime Workshops as part of the Knife Angel Campaign.</p>	Learning events delivered to workforce and partners.



## 11. Evidence-based Practice and Innovation (Page 15 of the Guidance)

- 11.1. NYOS have introduced a monthly development day which centres on a particular area that has been identified for improvement through quality assurance processes and results from mock inspections these are:

2022	Development item
Jan	Enforcement and Engagement.
Feb	Resettlement/ custody/ YJAF
March	Assessment and Intervention planning
May	Exploitation, gangs and countylines
June	Report writing, formal meeting prep and case presentation
July	Prevention and Diversion
Aug	Trauma and ACEs
Sept	ETE
Oct	SMU
Nov	RJ + Victims
Dec	Health, emotional wellbeing and mental health

- 11.2. NYOS have further enhanced this by ensuring all staff have been trained in Aim 3 training, motivational interviewing, unconscious bias, cultural identity and trauma informed practice as well as Signs of Safety.
- 11.3. Our priority for the coming year is to review Referral order panel training. The development days will continue for 2022, specifically working with victims, training for communication passports as part of speech and language development, ongoing training of Mind of my Own application as well as individualised training plans for staff progression. In the next year we also will ensure that the collation of our current Staff survey is fully analysed and changes or processes adapted if need be.
- 11.4. Aim 3 supervision has been introduced with a focus of development of staff skills. NYOS will continue with more staff training in relation to culture, over representation and approaching conversations around diversity.

- 11.5. The NYOS Management Board have experienced a change in membership including the introduction of a new Chair of the Board. In response to this and the introduction of the YJB guidance for management boards to ensure that Youth justice management boards and partnerships prioritise Child First, trauma informed principles and other child focused approaches are embedded strategically and operationally, NYOS will be reviewing and implementing a new Terms of Reference and Induction pack for new members. To support this the Chair of the Board has commissioned development Board training for current members from the YJB regional representative. In the next year the Board will be engaging in task and finish groups that drive the priorities of NYOS. Through the improvements made, Board Members will drive forward the priorities of the plan in to their relevant areas. NYOS are also committed to having Children/ young people represented on the board to ensure their voices and experiences are heard and understood.

### Areas of innovation

- 11.6. NYOS are an incredibly innovative and creative service. Areas we are particularly proud of and have been recognised as good practice are:
- Alternative to Custody Panel [ACP]  
Introduced in 2021 the YOS Manager chairs a multi-agency group, reporting to the YOS Partnership Board, which works to ensure that as few young people as possible are detained in custody and to limit the duration of youth custody detentions. We know that our concordance rate between PSR proposal and court outcome is above 60%, we are hoping to improve upon this during 2022 and ACPs are part of the solution.
  - Northamptonshire Youth Order Review Panel  
Northamptonshire Youth Offending Service (NYOS) and the Northamptonshire Youth Panel have been operating out-of-court reviews of Youth Rehabilitation Orders (YROs). Magistrates are invited to attend reviews at the NYOS office, along with the children, their parents or carers, and any professionals with a significant role to play in the management of the child's order. The meetings are chaired by NYOS front line managers and, whilst being conducted in an informal and child-friendly manner, they are held to account in the style that is most accessible to the child. The meetings review progress against the interventions that were proposed to the original sentencing Court in the Pre-Sentence Report. A report on the impact and the effectiveness of these panels is currently being undertaken by the Ministry of Justice at the request of the Minister of Justice. At this time we have not received the report.
  - Rose of Northamptonshire  
In January 2021 this culminated in the YOS winning the Rose of Northamptonshire Award for 'dedication and continued hard work to keep visiting young people who are vulnerable to offending, at risk of hidden harm and criminalisation during COV-19'. We are proud of this achievement awarded to us by the Lord-Lieutenant of Northamptonshire.
  - Resettlement  
Based on our post court Inspection results (2021) we have re-visited our resettlement policy with best practice and an evidence base in mind. There was a need for improvement where we place the young person at the centre of the process and aim for seamless planning. The new policy has 5 core principles.
    1. Constructive – discussions about and planning for resettlement are useful and intended to be helpful to the child and their parents/carers with a focus on their future.
    2. Co-created – plans produced from collaboration with the child, their parents/carers, and their network.
    3. Customised – a bespoke plan made with the child and their family/carers.
    4. Consistent – the continuous planning for resettlement that starts immediately and continues throughout the duration of custody.
    5. Co-ordinated – working in partnership with the network, parents/carers, and the child.
- 11.7. NYOS has invested in the process, allocating resettlement leads to each YP in custody. We have also developed a Resettlement tracking tool which will ensure we are meeting the young person's needs and have relevant provision against each of the pathways. The new model went live in January 2022 and has been successfully rolled out across the YOS.

### Going forward NYOS are committed to:

- The roll out of the Serious Youth Violence pilot
- Implementation of a multi-agency triage for pre court referrals
- Refinement of the NYOS Education offer
- Creating a team that meets the needs of the young people's offending and complex profiles ensuring access to more resource at the frontline of the service.
- In Partnership with Public Health we will carry out a Holistic Health needs assessment: specifically looking at the physical and mental/emotional health of young people known to NYOS.

### Looking forward (Page 15 of the Guidance)

11.8. On the 24th of February the Youth Justice Board wrote to the Chair of the Board, Head of Service and Assistant Director to inform us Northamptonshire has been designated a YJB Stage One Priority service due to concerns relating to key performance data, levels of over-represented children and increases in serious violence. YJB Stage One Priority status is one of diagnostics and light touch engagement to consider, brokering support where appropriate. In response we have focused our Service improvement plan on the areas highlighted by the YJB.

11.9. NYOS YJB plan specifically covers the YJB priority one areas [see priorities below]

### Strategic Priority 1 - Reduce the number of First Time Entrants into the Criminal justice system

11.10. Crime and Disorder Act s.37: (1) It shall be the principal aim of the youth justice system to prevent offending by children and young person's, intervening earlier to address risk and vulnerability factors and build upon strengths, prevents young people identified as at risk of offending from going on to become established offenders thereby improving their life chances and reducing the harm caused to others. The factors associated with persistent offending can be recognised and addressed before they lead to patterns of behaviour which will be harmful for the young person and others. To be effective in this area, we need to apply a whole system approach to ensure those at risk receive support at the earliest opportunity. For the youth justice partnership service, we need to identify and intervene earlier with those young people whose vulnerability and safeguarding risks are identified through highly effective Out of Court Disposals processes.

### Strategic Priority 2 – Reduce re-offending

11.11. Reducing re-offending is one of three national indicators for youth justice and the number one priority for the national Youth Justice Board Reducing re-offending by young people can significantly improve their life course outcomes. Breaking the cycle of re-offending, particularly where this offending has become prolific and contributes to a disproportionate amount of total youth crime, means that our communities will be safer and there will be fewer victims of crime. The savings from reduced reoffending and the need for formal, acute youth justice intervention also enables a shift of resource towards prevention of offending.

### Strategic Priority 3 – Protect the public from harm decrease in serious Violence

11.12. It is the first responsibility of all criminal justice agencies to protect the public. Effective risk assessment and management practices that seek to protect the public from harm and reduce the impact of offending on the local community are crucial in meeting this priority and are more likely to be achieved through an integrated, multi-agency partnership approach. There are relatively few young people in Northamptonshire whose offending presents a significant risk of serious harm to the public but where this is present management of the risk must be prioritised.

## 12. Sign off, Submission and Approval (Page 16 of the Guidance)

Chair of YJS Board -  
AnnMarie Dodds

Signature

Date

# 13. Appendices

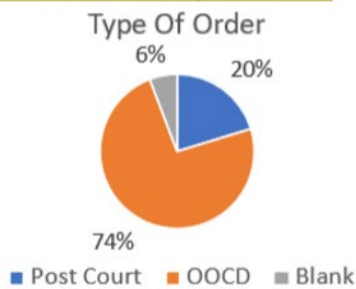
## Appendix 1 – Voice of The Child

### Questionnaires Overview When and Who?

Month	QTY of Q's	Age bracket	No of YP	Gender	No of YP	Ethnicity	No of YP
Mar-21	8	10-12	3	Male	48	Black	3
Apr-21	8	13-15	33	Female	21	Mixed	4
May-21	3	16+	32			Other	2
Jun-21	2	not completed	1			White	58
Jul-21	7	<b>Grand Total</b>	<b>69</b>	<b>Grand Total</b>	<b>69</b>	(blank)	2
Aug-21	1					<b>Grand Total</b>	<b>69</b>
Sep-21	7						
Oct-21	6						
Nov-21	2						
Dec-21	6						
Jan-22	5						
Feb-22	7						
Mar-22	7						
<b>Grand Total</b>	<b>69</b>						

### Outcomes, where I Live, Social Care Involvement?

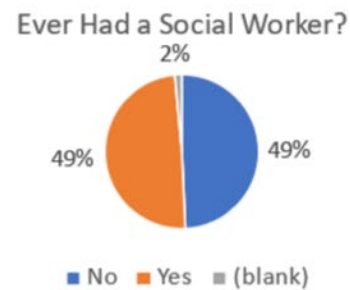
Order Type	No of YP
CIRV	6
CRD	21
Outcome 22	1
Referral Order	11
YC	10
YCC	13
YRO	3
(blank)	4
<b>Grand Total</b>	<b>69</b>



Where do I live?	No of YP
In a children/young peoples home	6
On my Own	1
Somewhere else	2
Somewhere Else -SGO	
Grandparents	1
With a carer	5
With a parent	54
<b>Grand Total</b>	<b>69</b>



Ever had a Social Worker?	No of YP
No	34
Yes	34
(blank)	1
<b>Grand Total</b>	<b>69</b>

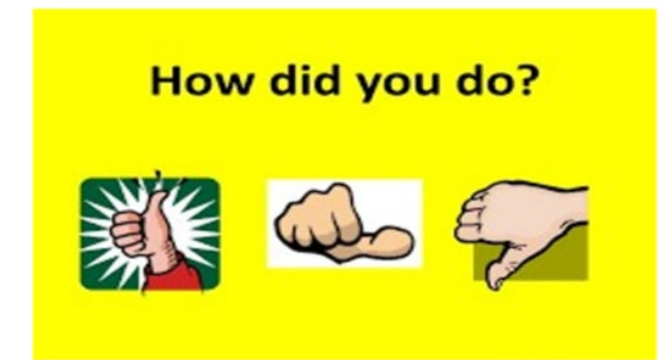


### Case Manager Feedback

My Case Worker was.....	No of YP
Mostly Supportive	4
Totally	1
Very Supportive	57
(blank)	7
<b>Grand Total</b>	<b>69</b>

Do you feel case manager did what they said they would?	No of YP
Quite a bit	16
Totally	52
(blank)	1
<b>Grand Total</b>	<b>69</b>

1-10 rating for case manager	No of YP
1	1
6	1
7	2
8	15
8.5	1
9	3
10	35
no score indicated	1
(blank)	10
<b>Grand Total</b>	<b>69</b>



### YOS Performance

Do you feel working with the YOS has helped you?	No of YP
Only a Little	3
Quite a bit	21
Somewhat	9
Totally	35
(blank)	1
<b>Grand Total</b>	<b>69</b>

Have you committed any further offences since working with the yos?	No of YP
No	59
Yes	7
(blank)	3
<b>Grand Total</b>	<b>69</b>





### Other Staff



Any other workers you wish to comment on?	No of YP
No	46
no comment	1
Yes	13
(blank)	9
<b>Grand Total</b>	<b>69</b>

Feedback about other workers
Adolescent team
Debbie Gave me the information I needed about cannabis
Karen-supported me with my assessments
Cherly- only spoke to her once but haven't heard anything else from her
Gary who I had as a case manager before. I liked him as well, can't really say why but I person. (Gary Sykes)
Good at his job (no name)
Karen helped me get into college she was helpful too
Matt helped a lot as he discussed things
My mum though the police officer that delivered the YCC was very professional and he he was talking about (Richard Bathe)
Panel was really good and supportive and worker. They listen and understand and praise encourage me to do good.
Really pleased worked with Chris and the YOS football team, would like to continue the
Rhian was nice and very quiet
Sally she was soundthe most helpful
Doreen- she was funnylike her but order wouldn't have neded as well as I wans't rea
Deb- I remember telling her I would never work with her, she caught me on a bad da
Seeing things from a different view, having discussions rather than just being told. Bei on a level rather than being treated like a criminal
Wilky Alright, helpful



### Name one good thing about YOS.....

Asked the right questions and put them in a way I understand effort levels case manager had similar experiences so knew about it  
 BECOMING A BETTER PERSON AND LEARNING NEW THINGS TO NOT MAKE THE SAME MISTAKES AGAIN being very supportive and helping realise the effect of the crime  
 can handle situations better Changed how I make decisions, stay out of trouble Didn't get on my nerves  
 didn't do it by choice, did learn though It was nice to have someone to talk to who understands me  
 Good that they are willing to help- I do have friends that think selling drugs is the only option they have Gets me out of trouble  
 I think about whether I am going to get in trouble or not I never felt judged and it didn't even feel like work as I enjoyed it Helpful  
 I liked working with my case manager Home visits having Nic as a worker/helper It does actually help people  
 Helped explain things in a way I understand, especially w ith knives and fighting HELPED WITH LOTS INCLUDING EDUCATION Helped me with a lot  
 Helping me not to get into trouble with the police friendly case manager it was good to have someone to talk to  
 Nice and helpful Open conversations nothing good about the service It helps and its not that boring  
 MY CASE MANAGER IS REALLY NICE It was fun Mental health Keep me happy Taught me to think before I do something  
 Reminded to think before doing something support from Rachael speaking to talk to someone  
 Speaking to Police Officer was helpful in changing my mind about the police really helped me turn my life around  
 Rachael - she always listened to me and spoken to me and believed in me Talking about my anger the people are nice  
 Put me off committing offences Supportive and positive THE HELP IT PROVIDES she followed things up Someone to talk to  
 We went for a walk to talk away from parents NO COMMENT I DON'T KNOW they helped me with my understanding  
 Understanding YOT Worker they was very helpful and helped me to understand situations and what to do in the future  
 This improves you as a person They have helped me with a lot They never gave up on me They're Nice  
 The workers I don't really know They are nice very nice person You learn things Very Supportive

### Do you still need help?

Do you still need help with anything?	No of YP
No	51
no comment	1
Yes	10
(blank)	7
<b>Grand Total</b>	<b>69</b>

If you said you still need help with something what is it?
Accomodation
ADHD and Anger
Anger
Help with anger and how I express
I didn't get to do my Tik Tok due to covid! Seriously, I worry that I don't have the same supp me and the ongoing stuff with the police
Its more want than need, but I want someone to talk to help with my emotions when I feel mental health
Sexual heath support Rise accepted but not had any contact from them yet
want to keep Rachael longer as she got us all this support
Would still like the support from CAHMS

### Name one thing you would change about YOS...

Some of the workers but not Chelsy she needs a pay rise can't think of any to have them longer  
 being able to see my case manager more  
 Reparation no comment (x2) How long it was! Early appointments  
 Don't know, possibly nothing talking about myself  
 having to go back to court if I breach have my order longer  
 Not sure Less appointments I don't know  
 I Don't Know (x3) the time limit they have  
 Genuinely nothing Nothing (x22) not taking up my time  
 there isnt anything if police force had communicated better after the arrest  
 Don't know (x3) NO Not change case manager all the time  
 cant think of anything having to do it May be that the visits were virtual  
 Would tell me not to do things, that I didn't know were bad  
 keep Rachael longer Did not physically meet my case manager It doesnt need to be more or anything less than it is





## Appendix 2 - Addressing Over Representation Plan 2022-2023

[Document - Click here](#)

## Appendix 3 - Management Board

### Management Board Members

(Chair) Director of Children's Services, North Northamptonshire Council

Assistant Director, Northamptonshire Children's Trust, Children & Family Support & Youth Offending Service

Chief Executive, Northamptonshire Children's Trust

Head of Service, Northamptonshire Youth Offending Service

Non-Executive Director, (Northamptonshire Children's Trust) Board Member

Area Manager, Northamptonshire Youth Offending Service

Senior Performance & Systems Analyst, Northamptonshire Youth Offending Service

Director of Children's Services, West Northamptonshire Council, Children, Families & Education

Councillor, Lead Member for Children's Services, West Northamptonshire Council

Councillor, Lead Member for Children's Services, North Northamptonshire Council

Head of Innovation and Engagement (Midlands), Youth Justice Board

Public Health Principals, North & West Northamptonshire Council

Director for Early Intervention, Office of Northamptonshire Police, Fire & Crime Commissioner

Prevention and Intervention Superintendent, Northamptonshire Police

Strategic Delivery Manager, Northamptonshire Police

Deputy Chair of County Youth Panel, Northamptonshire Magistracy

Head of Service, Northamptonshire Probation Delivery Unit, East of England Probation Service

Assistant Director, Criminal Justice Mental Health, Northamptonshire Healthcare NHS Foundation Trust

Assistant Director, Children & Young People, Northamptonshire Healthcare NHS Foundation Trust

Interim Head of Community Safety West Northants Vicky Rockall

Head of Specialist Children's Services, Northamptonshire Healthcare NHS Foundation Trust

Service Manager for Youth Offending Services Northamptonshire Healthcare NHS Foundation Trust

## Appendix 4 – Attendance Register

## 2021 / 2022 YOS Management Board Meetings Register of Attendance / Apologies

Name of Board Member	Meeting	Attended / Apologies	Meeting	Attended / Apologies	Meeting	Attended / Apologies	Meeting	Attended / Apologies	Meeting	Attended / Apologies	Meeting	Attended / Apologies
<b>AnnMarie Dodds (Chair) Director of Children's Services, North Northamptonshire Council</b>	21/04/2021	Not Chair of Board on 21/04/21	04/08/2021	Not Chair of Board on 04/08/21	03/11/2021	Not Chair of Board on 03/11/21	07/12/2021 ExtraOrdry	Not Chair of Board on 07/12/21	24/02/2022	Tentative due to Full Council Meeting	05/04/2022 Extraordinary	Attended
<b>Cathi Hadley (Chair) Director of Children's Services, North Northamptonshire Council</b>	21/04/2021	Attended as Chair	04/08/2021	Attended	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Attended	24/02/2022	No Longer Attends	05/04/2022 ExtraOrdry	No Longer Attends
<b>Debbie Lloyd, (Chair / Member), Assistant Director, NCT Children &amp; Family Support &amp; Youth Offending Service</b>	21/04/2021	Attended as Member	04/08/2021	Attended as Member	03/11/2021	Attended as Chair	07/12/2021 ExtraOrdry	Attended as Member	24/02/2022	Attended as Chair	05/04/2022 ExtraOrdry	Attended as Member
<b>Carolyn Sanders (Minutes) (NCT)</b>	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
<b>Diana Beldeanu (Minutes) (NCT)</b>	21/04/2021	Apologies	04/08/2021	Apologies	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Attended	24/02/2022	No Longer Attends	05/04/2022 ExtraOrdry	No Longer Attends
<b>Abdu Mohiddin, Public Health Principal, North Northamptonshire Council</b>	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Attended	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Attended
<b>Adam Smith, Assistant Director, Criminal Justice Mental Health, NHFT</b>	21/04/2021	Apologies	04/08/2021	Apologies	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Apologies
<b>Amanda Robinson, Deputy Chair of County Youth Panel, Northamptonshire Magistracy</b>	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Not a member on 03/11/21	07/12/2021 ExtraOrdry	Not a member on 07/12/21	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
<b>Barbara Kewn, North Northamptonshire Council</b>	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Apologies
<b>Chris Kiernan, Interim DCS, WNC, Children, Families &amp; Education</b>	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Not a member on 03/11/21	07/12/2021 ExtraOrdry	Not a member on 07/12/21	24/02/2022	Attended	05/04/2022 ExtraOrdry	Apologies
<b>Claire Gibson, Head of Specialist Children's Services, NHFT</b>	21/04/2021	Apologies	04/08/2021	Apologies	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
<b>Claire O'Keeffe, Head of Service, Youth Offending Service</b>	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Attended	07/12/2021 ExtraOrdry	Attended	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
<b>Cllr Fiona Baker, Lead Member for Children's Services, West Northamptonshire Council</b>	21/04/2021	Attended	04/08/2021	Apologies	03/11/2021	Attended	07/12/2021 ExtraOrdry	Attended	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
<b>Cllr Scott Edwards, Lead Member for Children's Services, North Northamptonshire Council</b>	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Attended
<b>Colin Cross, NCT Board Member</b>	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Not a member on 03/11/21	07/12/2021 ExtraOrdry	Not a member on 07/12/21	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Apologies

### 2021 / 2022 YOS Management Board Meetings Register of Attendance / Apologies

Colin Foster, Chief Executive, NCT	21/04/2021	Not a member on 21/04/21	04/08/2021	Apologies	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Apologies
Daniel Knight, Senior Performance & Systems Analyst, Youth Offending Service	21/04/2021	Apologies	04/08/2021	Attended	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Attended	05/04/2022 ExtraOrdry	Apologies
Danielle Mill (representing Kate North, Probation Service)	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Apologies
Dave Lawson, Supt, Northamptonshire Police	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Apologies	07/12/2021 ExtraOrdry	No Longer Attends	24/02/2022	No Longer Attends	05/04/2022 ExtraOrdry	No Longer Attends
Douglas Charlton, Head of Northamptonshire Local Delivery Unit, National Probation Service (Southeast and Eastern Division)	21/04/2021	Apologies	04/08/2021	No Longer Attends	03/11/2021	No Longer Attends	07/12/2021 ExtraOrdry	No Longer Attends	24/02/2022	No Longer Attends	05/04/2022 ExtraOrdry	No Longer Attends
John Baker, Chair of County Youth Panel, Northamptonshire Magistracy	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Attended	07/12/2021 ExtraOrdry	Attended	24/02/2022	Attended	05/04/2022 ExtraOrdry	No Longer Attends
Kate North, Head of Service, Northamptonshire PDU, East of England Probation Service	21/04/2021	Attended	04/08/2021	Apologies	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Attended	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Attended
Leanne Tomlinson, Area Manager, Youth Offending Service	21/04/2021	Apologies	04/08/2021	Apologies	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
Lisa Griffiths, Named Nurse for Children in Care, Service Manager for YOS NHFT	21/04/2021	Not a member on 21/04/21	04/08/2021	Attended	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Attended	05/04/2022 ExtraOrdry	Apologies
Mamps Gill, Head of Innovation and Engagement (Midlands), Youth Justice Board	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Not a member on 03/11/21	07/12/2021 ExtraOrdry	Not a member on 07/12/21	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
Marie Peden, Deputy Director, Beds, Northants, Cambs & Herts Community, Rehab Co Ltd, (Bench CRC)	21/04/2021	Apologies	04/08/2021	No Longer Attends	03/11/2021	No Longer Attends	07/12/2021 ExtraOrdry	No Longer Attends	24/02/2022	No Longer Attends	05/04/2022 ExtraOrdry	No Longer Attends
Mark Johnstone, Area Manager, Youth Offending Service	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Attended	07/12/2021 ExtraOrdry	Apologies	24/02/2022	Attended	05/04/2022 ExtraOrdry	Apologies
Nicci Marzec, Director for Early Intervention, Office of Northamptonshire Police & Crime Commissioner	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Attended	07/12/2021 ExtraOrdry	Attended	24/02/2022	Attended	05/04/2022 ExtraOrdry	Apologies
Patsy Richards, Public Health Principal, North & West Northamptonshire Council	21/04/2021	Apologies	04/08/2021	Attended	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Attended	24/02/2022	Attended	05/04/2022 ExtraOrdry	Apologies
Rachel Hicklin, NHFT	21/04/2021	Apologies	04/08/2021	Apologies	03/11/2021	No Longer Attends	07/12/2021 ExtraOrdry	No Longer Attends	24/02/2022	No Longer Attends	05/04/2022 ExtraOrdry	No Longer Attends
Sarah Johnson, Prevention and Intervention Superintendent, Northamptonshire Police	21/04/2021	Not a member on 21/04/21	04/08/2021	Not a member on 04/08/21	03/11/2021	Not a member on 03/11/21	07/12/2021 ExtraOrdry	Not a member on 07/12/21	24/02/2022	Not a member on 24/02/22	05/04/2022 ExtraOrdry	Attended

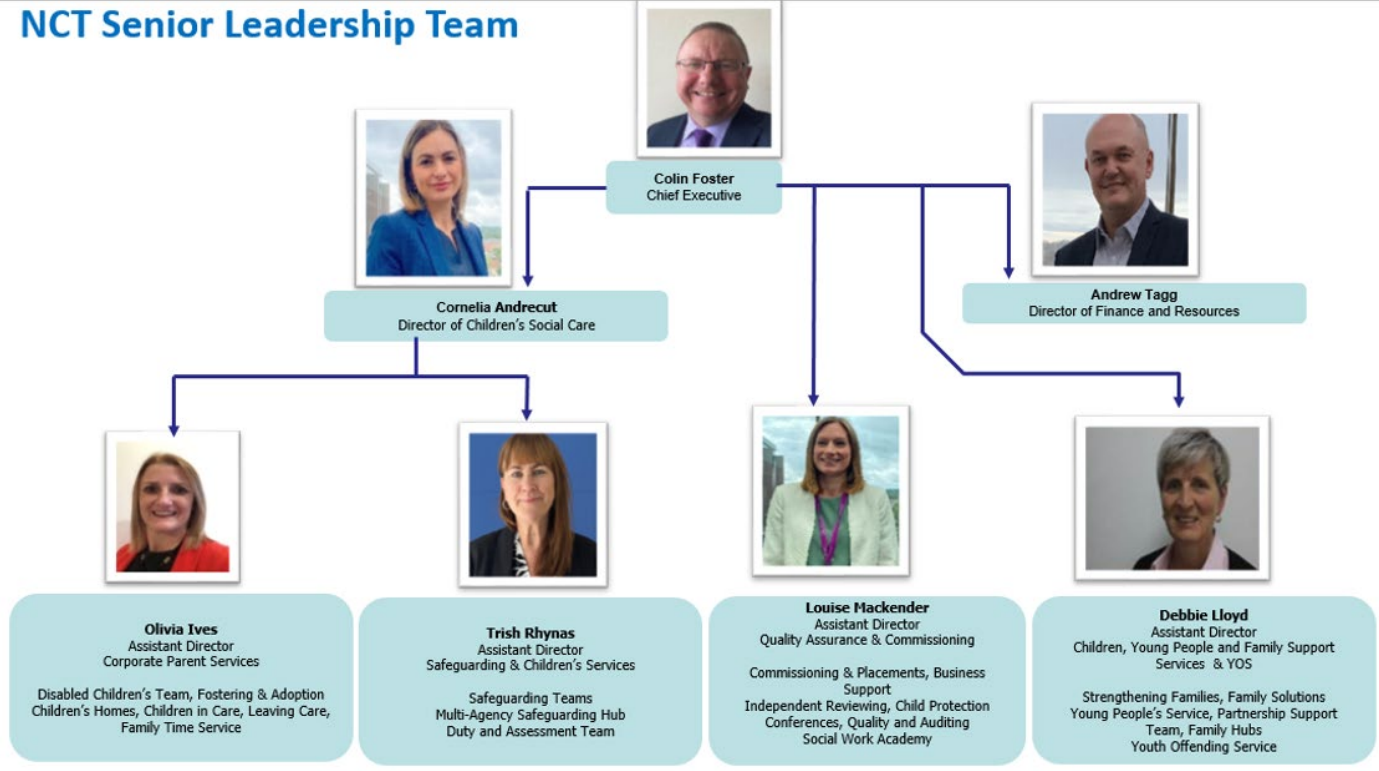
### 2021 / 2022 YOS Management Board Meetings Register of Attendance / Apologies

<b>Sean Scannell, Strategic Delivery Manager, Northamptonshire Police</b>	21/04/2021	Apologies	04/08/2021	Apologies	03/11/2021	Attended	07/12/2021 ExtraOrdry	Attended	24/02/2022	Attended	05/04/2022 ExtraOrdry	Attended
<b>Sharon Robson, Assistant Director, Children &amp; Young People, NHFT</b>	21/04/2021	Attended	04/08/2021	Attended	03/11/2021	Apologies	07/12/2021 ExtraOrdry	Attended	24/02/2022	Apologies	05/04/2022 ExtraOrdry	Apologies

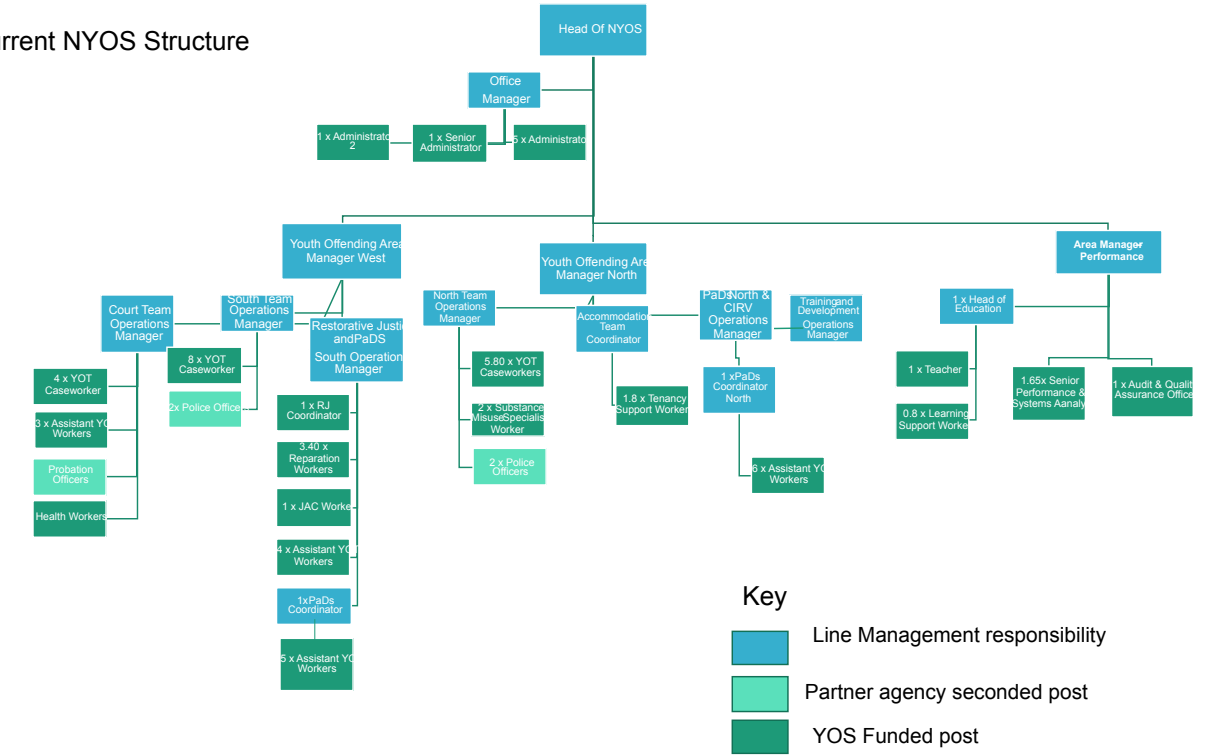


Appendix 5 – Service Structure Charts

NCT Senior Leadership Team

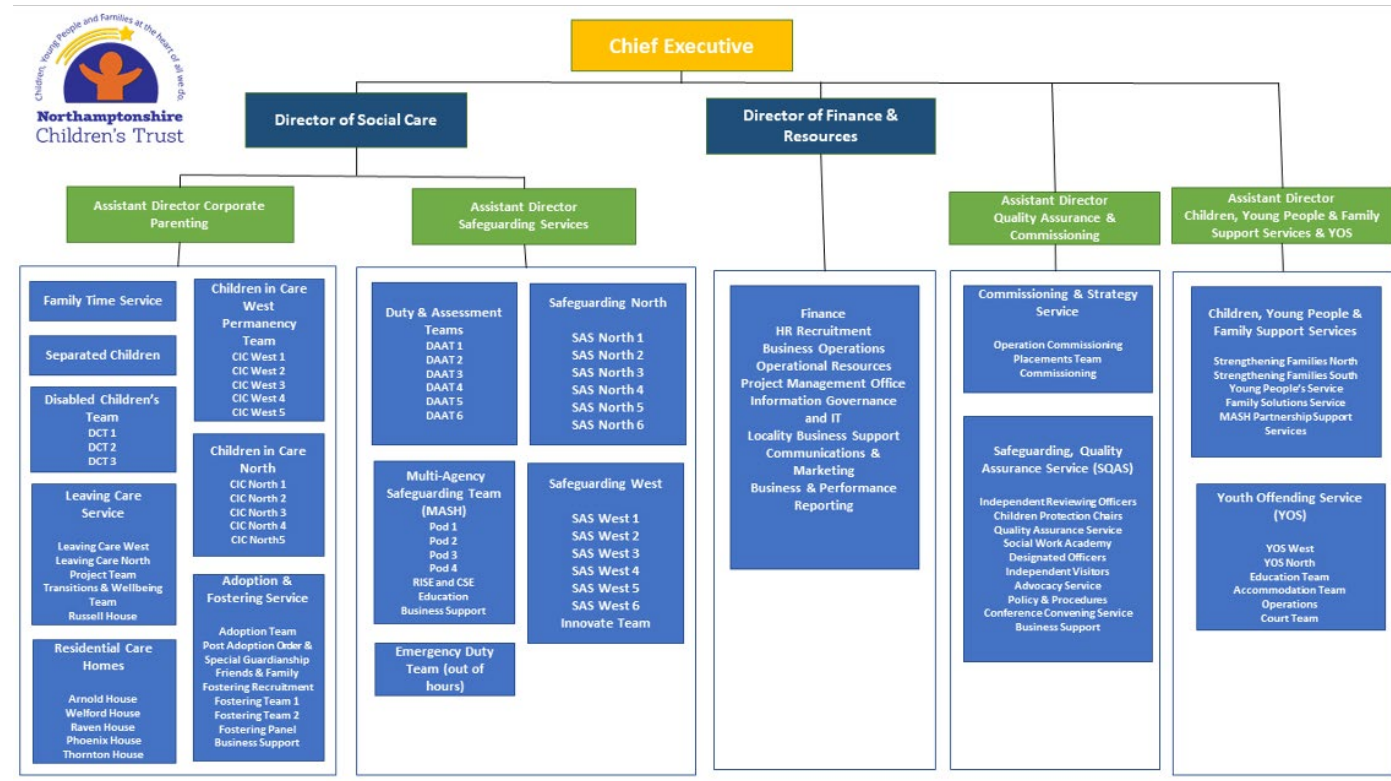


Current NYOS Structure



**Key**

- Line Management responsibility
- Partner agency seconded post
- YOS Funded post



## Appendix 6 - Northamptonshire Record of Ethnicity & Preferred Gender of Staff

Ethnicity/ Gender	Managers Strategic managers		Operational mangers		Practitioners		Administrative		Student		Volunteers		Total	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
Gender														
Asian					3	1							3	1
White	2		3	2	7	12	3	1	1			10	5	25
Black					3							1	1	4
Mixed					2	1								2
Other	2				2	2								2
Not Known														
														36
														20

## Appendix 7 – Post Court Mock Inspection Action Plan

August 2021 Post Court Mock Inspection Action Plan			
Ref:	Areas Requiring Improvement	Actions	June 2022 Update
1)	For Custody / Resettlement cases only: Is there sufficient planning and provision from custody to community with accommodation and ETE?	Review and revise Resettlement policy (priority area). Development of a specialist / lead role and Ops Manager to support allocated case managers for all Resettlement work.	A revised Resettlement policy (constructive resettlement) was introduced January 2022. Training to all staff has been delivered.  Lead role introduced January 2022.
2)	Implementation and Delivery: Does the implementation and delivery of services sufficiently support the safety of other people?	Ensure services are utilised and referenced when implemented and delivered. Review staffing levels around victim's work.	Referral routes for Substance misuse services have been revised and communicated across the NYOS. Processes and management oversight has been re-visited for the ETE Blueprint. NYOS is working closely with NHFT colleagues to develop an integrated approach for our young people. A new victim worker is being actively recruited.
3)	Reviewing: Does reviewing focus sufficiently on keeping the young person safe?	Record clearly on Core+. Ensure CSE/Gang/self-assessment is reviewed at timely intervals (not just at change of circumstances). To review and revise CSE/Gang screening tool. Consider training options.	A new exploitation screening tool has been piloted within the NYOS and is now being rolled out. A 12-month training / development package for all staff is in place to upskill practitioners with a focus on trauma, ACE's, exploitation, disproportionality, and better engagement.

## August 2021 Post Court Mock Inspection Action Plan

Ref:	Areas Requiring Improvement	Actions	June 2022 Update
4)	Reviewing: Does reviewing focus sufficiently on keeping other people safe?	Ensure CSE/Gang screening is reviewed at timely intervals (not just at change of circumstances). Strategic work with Police to enhance risk assessment. Consider training options.	As part of the training package we have included compliance and enforcement. We have also revised our intervention planning process to be more child friendly to ensure young people understand their commitments, possible consequences, and goals. NYOS are working with Police to enhance our risk assessments and promote timely intervention with QLIK software. Data exchanges are taking place.
5)	Oversight: Was there effective management oversight of case work?	Ensure management conversations are recorded on Core+ in a timely manner, including supervision sessions. Auditing changes will ensure support is more focussed.	We have made changes to our supervision and auditing processes i.e. a more targeted approach. This enables qualitative analysis and better feedback.

## Appendix 8 - Common Youth Justice Terms

<b>ACE</b>	Adverse childhood experience. Events in the child's life that can have negative, long-lasting impact on the child's health, and life choices
<b>AIM 2 and 3</b>	Assessment, intervention and moving on, an assessment tool and framework for children who have instigated harmful sexual behaviour
<b>ASB</b>	Anti-social behaviour
<b>AssetPlus</b>	Assessment tool to be used for children who have been involved in offending behaviour
<b>CAMHS</b>	Child and adolescent mental health services
<b>CCE</b>	Child Criminal exploitation, where a child is forced, through threats of violence, or manipulated to take part in criminal activity
<b>Children</b>	We define a child as anyone who has not yet reached their 18th birthday. This is in line with the United Nations Convention on the Rights of the Child and civil legislation in England and Wales. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
<b>Child First</b>	A system wide approach to working with children in the youth justice system. There are four tenants to this approach, it should be: developmentally informed, strength based, promote participation, and encourage diversion
<b>Child looked-after</b>	Child Looked After, where a child is looked after by the local authority
<b>CME</b>	Child Missing Education
<b>Constructive resettlement</b>	The principle of encouraging and supporting a child's positive identity development from pro-offending to pro-social
<b>Contextual safeguarding</b>	An approach to safeguarding children which considers the wider community and peer influences on a child's safety
<b>Community resolution</b>	Community resolution, an informal disposal, administered by the police, for low level offending where there has been an admission of guilt
<b>EHCP</b>	Education and health care plan, a plan outlining the education, health and social care needs of a child with additional needs
<b>ETE</b>	Education, training or employment

EHE	Electively home educated, children who are formally recorded as being educated at home and do not attend school
EOTAS	Education other than at school, children who receive their education away from a mainstream school setting
FTE	First Time Entrant. A child who receives a statutory criminal justice outcome for the first time (youth caution, youth conditional caution, or court disposal)
HMIP	Her Majesty Inspectorate of Probation. An independent arms-length body who inspect Youth Justice services and probation services
HSB	Harmful sexual behaviour, developmentally inappropriate sexual behaviour by children, which is harmful to another child or adult, or themselves
JAC	Junior Attendance Centre
MAPPA	Multi-agency public protection arrangements
MFH	Missing from Home
NRM	National Referral Mechanism. The national framework for identifying and referring potential victims of modern slavery in order to gain help to support and protect them
OOCD	Out-of-court disposal. All recorded disposals where a crime is recorded, an outcome delivered but the matter is not sent to court
Outcome 22/21	An informal disposal, available where the child does not admit the offence, but they undertake intervention to build strengths to minimise the possibility of further offending
Over-represented children	Appearing in higher numbers than the local or national average
RHI	Return home Interviews. These are interviews completed after a child has been reported missing
SLCN	Speech, Language and communication needs
STC	Secure training centre
SCH	Secure children's home
Young adult	We define a young adult as someone who is 18 or over. For example, when a young adult is transferring to the adult probation service.
YJS	Youth Justice Service. This is now the preferred title for services working with children in the youth justice system. This reflects the move to a child first approach
YOI	Young offender institution





# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13 SEPTEMBER 2022

**CABINET MEMBER RESPONSIBLE FOR FINANCE: COUNCILLOR MALCOLM  
LONGLEY**

<b>Report Title</b>	<b>Local Council Tax Reduction Scheme 2023-24</b>
<b>Report Author</b>	<b>Martin Henry, Executive, Finance</b>

## Contributors/Checkers/Approvers

<b>Monitoring Officer</b>	<b>Cath Whitehead</b>	20/07/2022
<b>Chief Finance Officer/ S.151</b>	<b>Martin Henry</b>	20/07/2022
<b>Communications Lead/Head of Communications</b>	<b>Becky Hutson</b>	20/07/2022

## List of Appendices

None

### 1. Purpose of Report

- 1.1. This report provides members with an update on the Local Council Tax Reduction Scheme (LCTRS) for West Northamptonshire Council (WNC) for the financial year 2022-2023 and asks members of Cabinet to recommend to Council a no change scheme for the financial year 2023-24.

## **2. Executive Summary**

---

- 1.2. The LCTRS must be approved and in place by 31 January each year. The scheme applies to working age claimants only, as the government prescribes the scheme for those of pension age which provides up to 100% support based on the circumstances of the individual.
- 1.3. Prior to April 2021, each of the predecessor districts and boroughs had different LCTRS offering different levels of support to working age customers. The scheme was harmonised from 1 April 2021 based on a minimum contribution that working age customers must pay of 20% of Council tax liability
- 1.4. On 2 December 2021 Council approved a scheme for 2022-2023 based on 20% minimum payment and with some minor changes to the local regulations.
- 1.5. Members are asked to consider the content of this report and to recommend to Council a LCTRS for 2023-24.

## **3. Recommendations**

---

- 3.1 It is recommended that the Cabinet:
  - a) Notes the contents of this report
  - b) Approves the proposed LCTRS for 2023-24 as outlined in the report.
  - c) Recommends to Council a no change LCTRS for 2023-24.

## **4. Reason for Recommendations**

---

To enable a Council Tax Reduction Scheme to be agreed for West Northants Council for the financial year 2023-24 and be approved by Council and in place by 31 January 2023.

## **5. Report Background**

---

- 5.1 Members will be aware that from April 2013 each Local Authority has been required to determine a LCTRS, which replaced the national Council Tax Benefit scheme. The scheme applies to working age claimants only as the government provides a prescribed scheme (CTRS Prescribed Requirements Regulations 2012) for those of pension age, which provides up to 100% support based on the circumstances of the individual.
- 5.2 Each billing authority has discretion as to their local scheme, including the maximum support available to working age claimants (and the minimum percentage of the Council Tax bill they are required to pay) and the eligibility criteria for the scheme.
- 5.3 In December 2021 members agreed a LCTRS based on a minimum Council Tax contribution for working age claimants of 20% and some minor changes to the local regulations. This scheme has been in place since April 2022.

## 6. Issues and Choices

---

### Update on the LCTRS for 2022-2023 and impact on Council Tax collection

- 6.1 As of June 2021, the total number of people in receipt of LCTRS was 20,627, of whom 12,649 are of working age. As of June 2022, there are 19,294 receiving LCTRS 11,531 of whom are of working age. The small reduction in caseload may be down to the peak that we saw during the COVID-19 pandemic. With the current cost of living crisis, it is possible that we may see an increase in caseload in 2023-2024. The estimated cost of the scheme for 2022-2023 is £19.4m.
- 6.2 Council Tax collection rates for West Northants for 2021-2022 were 96.5% compared to a national average collection rate of 95.9%. The impact of COVID-19 continued to be felt throughout 2021-2022 and in view of this the collection rates for West Northants are strong. We continue to monitor the collection rates each month and as at June 2022 the profiled collection rates are 29.28% against a target of 29.73%.
- 6.3 Members also agreed an exceptional hardship fund to support those taxpayers who are struggling to make payments of Council Tax. As at the end of June 2022 83 awards have been made totalling £25,982. In view of the current economic climate, it is expected that demand for this additional support will increase.
- 6.4 The LCTRS for 2022-23 was amended to allow care leavers to receive up to 100% support with their Council Tax based on a means tested assessment. This means that depending on their income some care leavers may have Council Tax to pay. We have been asked to consider further support for young care leavers by offering a 100% discount on their Council Tax until the day before the Council Taxpayers 25<sup>th</sup> birthday. Work is currently underway to estimate the cost of this Local Council Tax Discount and a further report will come to members in the near future.

### Proposals for LCTRS for 2023-24

- 6.5 Prior to April 2021, each predecessor council had a different level of minimum Council Tax contribution. The schemes were harmonised from April 2021 and the current level of minimum Council Tax contribution that working age claimants must pay is 20% of their Council Tax liability.
- 6.6 Modelling has been carried out to show the financial impact of retaining the current scheme as shown in the table below. A 1% increase in the minimum payment would result in a reduction in expenditure of £142,521 (compared to £155,00 in 2022-2023).
- 6.7 In light of the on-going impacts from the COVID pandemic and the current economic climate members may wish to retain the current level of 20% minimum contribution and recommend to Council a no change LCTRS for 2023-2024. LCTRS Regulations for pensioners must be increased in line with uprating announced by DLUHC and the working age Regulations uprated in line with those announced by the Department for Work and Pensions (DWP).

	Total CTRS expenditure	Working Age	Pension age
20% liability reduction	19,428,432	10,418,481	9,009,951

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

---

### **7.1 Resources and Financial**

7.1.1 The cost of the scheme for 2023-2024 is estimated to be £19.4m, including Police and Fire, of which West Northants's share is estimated to be £15.3m. These figures are before any increase in Council Tax for 2023-2024. It should be noted that this position may change due to a number of factors, including changes in the LCTRS caseload (which is now being monitored and reported each quarter) and possible changes in LCTRS entitlement for individuals. The West Northants budget for 2022-2023 includes provision for a cost of £15.6m.

### **7.2 Legal**

7.2.1 The adoption of a Local Council Tax Reduction Scheme for West Northants is a legal requirement and is set out in Council Tax Reduction Schemes (Prescribed Requirements) (England) (Regulations 2012 (as amended by the Council Tax Reduction Schemes (Prescribed Requirements) (England)(Amendment) Regulations 2021).

7.2.2 If the proposal for a no-change scheme is agreed there is no requirement to consult on the LCTRS for 2023-2024.

### **7.3 Risk**

7.3.1 No risks are identified as a result of this report.

### **7.4 Consultation**

7.4.1 No consultation required if the scheme remains unchanged for 2023-2024.

### **7.5 Consideration by Overview and Scrutiny**

7.5.1 Not yet considered by Committee.

### **7.6 Climate Impact**

7.6.1 No impacts identified.

### **7.7 Community Impact**

7.7.1 No specific impacts have been identified. A full equality impact assessment will be carried out on the scheme for 2023-2024. CTRS has a beneficial impact on those residents with protected characteristics.

### **7.8 Communications**

7.8.1 Arrangements for the 2023-2024 Council tax Reduction Scheme will be communicated to resident, with regulations for both working age and pension age published on the website. Informing and raising awareness of LCTRS forms part of the Council's wider approach to communicate the range of support and advice available to residents coping with the ongoing cost of living crisis.

## **8. Background Papers**

---

8.1 None.

This page is intentionally left blank



# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13<sup>TH</sup> September 2022

**CABINET MEMBER RESPONSIBLE FOR CHILDREN, FAMILIES AND EDUCATION:  
COUNCILLOR FIONA BAKER**

<b>Report Title</b>	Establishing a new 250 place, 'all-through' special educational needs and disability (SEND) School for pupils with autistic spectrum condition (ASC), with speech, language and communication needs (SLCN) and severe learning difficulties (SLD) at Tiffield St John's site, Tiffield, West Northamptonshire.
---------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Report Author</b>	Shazia Umer, Head of Place planning and pupil admissions
----------------------	----------------------------------------------------------

## Contributors/Checkers/Approvers

<b>West MO</b>	Catherine Whitehead	1 Sept 2022
<b>West S151</b>	Martin Henry	30 August 2022
<b>Other Director/SME</b>	Ben Pearson	30 August 2022
<b>Head of Communications</b>	Communications Team	30 August 2022

### List of Appendices

**Appendix A – New free school specification**

**Appendix B – Free school presumption guidance**

#### **1. Purpose of report**

- 1.1 This report follows the cabinet report of 14 June 2022, which highlighted the current and predicted demand for SEND places across West Northants in the coming academic years.
- 1.2 Subsequently, Cabinet approved progressing the new special school under the free schools presumption process (appendix b) with a planned opening date of September 2024. The school will cater for pupils on the autistic spectrum continuum (ASC), with speech, language and communication needs (SLCN) and with severe learning difficulties (SLD).

- 1.3 This report sets out the Council's procurement process for selecting an academy trust to run the new school and seeks approval for the estimated capital costs for procuring and funding the building works

## **2 Executive Summary**

---

- 2.1 In accordance with section 6A of the Education and Inspections Act, 2006 (the 'free school presumption') where a local authority identifies the need to establish a new school it is required to seek proposals to establish an academy.
- 2.2 Council officers followed the government's statutory guidance on the procurement of an academy trust to open and operate the school. Following a consultation exercise, which opened on 4 May and closed on 10 June, proposals to establish and run the school were invited. The invitation was published on 17 June and closed on 29 July. The published specification is attached as appendix a.
- 2.3 During August, an assessment panel considered the proposals submitted by the deadline. The panel was observed by the DfE, and included an independent subject matter expert, the head teacher of a local maintained special school, a representative of the parent forum and five senior managers from the council's education service.
- 2.4 The panel advised the cabinet member for children, families and education, who had the delegated power to determine the council's preferred proposer. The final decision on the trust selected to establish and operate the school is made by the secretary of state for education. However, in practice the decision-maker is the regional director for the department's East Midlands region.
- 2.5 The cabinet member determined her preferred provider, having considered the advice of the assessment panel members, on 31 August 2022. The assistant director for education informed the regional director for the East Midlands about this preference the same day. We expect the regional director to inform us of the government's determination of the preferred bidder in late October or early November 2022. It should be noted that while we expect this to be the cabinet member's preferred bidder, the government has the power to put in place another trust – which does not have to be one that put in a proposal to the council.
- 2.6 Initial feasibility works carried out on the proposed land for the new school, St John Tiffield Site, suggests a scheme budget of £22.6m will be required for building works. This includes contingency funds of £555,000, which equates to 3% of the capital costs. The LA has existing capital grant funding available of £13m leaving a shortfall of just under £10m. As a result, £10m is requested as a borrowing amount to fund the building of the new school.
- 2.7 From the first year of its establishment, the new school will result in net cost savings and cost avoidance to the high needs block (HNB) of the dedicated schools grant (DSG), as a result of fewer children attending more expensive, independent placements. There will also be savings due to the following being reduced:
1. out of county placements requiring funding for residential provision due to the distance from home (rather than an educational need for residential provision)
  2. out of county placements requiring higher transport costs (although different funding source/budget)
  3. Council funding additional places over and above pre funded places at existing special schools when over PAN
- 2.8 A further paper will be presented to cabinet once the full feasibility work for building the new school has been completed. This is due by early September 2022. Details of the preferred St John site, and the



planned lease arrangement, are set out in the separate cabinet report, 'St John Tiffield property arrangements', for consideration by cabinet on the same date – 13 September 2022.

- 2.9 The provision of a new special school provides an extremely exciting opportunity for WNC families to have access to excellent and dynamic provision for children with ASC, SLC and SLD. The new school will enable these children to achieve their full potential and have access to valuable learning pathways that will enhance their entire futures. It will complement the expansion of five state-funded special schools and expanded and new resourced places in mainstream schools to provide over 500 new places by 2024.

### 3 Recommendations

---

3.1 It is recommended that the Cabinet/Committee:

- a) Note that the selection process for the new school involves the Council putting forward a recommendation to the DfE for the preferred trust, following a rigorous selection process.
- b) Note the linked paper, 'St John Tiffield property arrangements' on the use of the St John's Tiffield Site, St. John's Road, Tiffield, NN12 8AA for the new school.
- c) Agree in principle borrowing up to £10,000,000 to make up the shortfall for the cost of building the new school, which is up to £23m, with delegated authority to the s151 officer to amend the capital programme once full feasibility works are completed. Note that the remaining cost of the build will be met through capital grant funding received by the Council.

Note: the estimated building and capital required is subject to construction cost inflation. This has been estimated at one per cent **per month** currently. Compounded, this could be as much as 13-14 per cent a year. Delay in construction work will lead to further risk of cost rises.

### 4 Reason for recommendations

---

- 4.1 The proposed new school will help to ensure that the council is able to fulfil its statutory obligation of providing a sufficiency of ASC, SLCN and SLD SEND places within West Northamptonshire in future years. It will also provide new learners with access to excellent specialist provision that will significantly improve future lifelong outcomes.
- 4.2 The establishment of a new 'all-through' special school can also be considered a benefit to all of West Northamptonshire's mainstream primary and secondary schools. It will reduce placements at a mainstream school setting where a child's needs can only be appropriately met at a special school.
- 4.3 The new school will also reduce pressure on the high needs block (HNB) element of the dedicated schools grant (DSG) via a reduction in the number of children being required to be placed in out of county and independent provisions to meet their individual needs. The average cost of an independent placement is £61,000 whilst the average cost at a non-independent school is £25,000 – a reduction on average of £36,000 per place.
- 4.4 Based on previous placements, around 50 per cent of the expected new school intake, would have been placed at an independent placement due to the lack of state-sector funded special schools or resourced provisions. Placements at the new school will result in approximate net cost avoidance of £4,000,000 once the school is full. A reduction in spend against the revenue general fund is also expected to be secured through reduced home to school transport costs as a result of fewer further away placements being made.

Note: cost avoidance is NOT the same as a cost-saving. It is not cashable as the council will be spending more money each year on the extra costs of pupils who have significant additional needs. For example, 100 pupils with the level of need requiring a place at the new free special school will cost approximately £2,500,000. This is an extra cost to the high needs budget. However, if these places are not available, independent schools places will be required, at a cost of £6,100,000. While this enables a large cost avoidance of £3,600,000, it is still additional expenditure.

- 4.5 The new free school will enable the Council to make savings where a child is currently placed in an independent or out of county school and the parent agrees to a transfer of their child to a state-funded special school. For every 10 who do this, a cost **saving** of £360,000 will be made (independent cost of £610,000 becomes a £250,000 cost in a state-funded special school).
- 4.6 The new free school should reduce the number of appeals lodged to the First-tier Tribunal (Special Educational Needs and Disability) by families in WNC requesting a special school place. In turn, this will reduce the cost of defending appeals.

## 5 Issues and choices

---

- 5.1 If the capital funding required to fund and build the school is not approved: this option would result in the failure of WNC fulfilling its statutory obligation of providing a sufficiency of ASC, SLCN and SLD SEND places in West Northamptonshire in future years. It would result in the requirement to utilise places in increasingly distant and more expensive places within the independent sector, which would place a further strain on the HNB of the DSG and the home to school transport budget, which is a strain on the general fund. If WNC cannot demonstrate that it is able to manage its DSG allocation in a balanced position (or have plans to do so) this would result in intervention by the DfE. This will prevent WNC from addressing issues relating to the timely provision of places in an appropriate setting for pupils in receipt of an education, health and care (EHC) plan. This option was discounted for these reasons.
- 5.2 It might be possible to site the school elsewhere. However, this is likely to be a more expensive option - potentially several million pounds – as there will be a significant capital cost attached to any alternative land. The St John’s Tiffield site will be run on a 125 year lease with no capital costs incurred through a site purchase.

## 6 Implications (including financial implications)

---

### 6.1 Resources and financial

6.1.1 The table below sets out the capital cost, capital grant funding and resultant borrowing required over the medium term as informed by initial feasibility studies. Final costs will be determined through the procurement process and will be detailed in the final feasibility study.

	2022-23	2023-24	2024-25	2025-26	2026-27	Total
	£000	£000	£000	£000	£000	£000
Total cost	1,150	17,250	4,600	0	0	23,000
Capital grant funding	0	-12,000	-1,000	0	0	-13,000
<b>Borrowing requirement</b>	<b>1,150</b>	<b>5,250</b>	<b>3,600</b>	<b>0</b>	<b>0</b>	<b>10,000</b>

6.1.2 The total interest costs on borrowing £10m over a term of 25 years is £4.1m. The revenue costs and cost avoidance to both the revenue general fund and the high needs block of the DSG over the medium term are set out in the table below.

	2022-23	2023-24	2024-25	2025-26	2026-27	Total
	£000	£000	£000	£000	£000	£000
<b>Revenue General Fund</b>						
<b>Cost of borrowing</b>						
Repayment of principal	0	0	0	153	156	309
Interest	37	203	313	302	289	1,144
<b>Total</b>	<b>37</b>	<b>203</b>	<b>313</b>	<b>455</b>	<b>445</b>	<b>1,453</b>
<b>Dedicated Schools Grant</b>						
Cost of new places			857	2,283	2,183	5,323
Cost avoidance through new places			-1,340	-3,840	-3,707	-8,887
<b>Net position</b>			<b>-483</b>	<b>-1,557</b>	<b>-1,523</b>	<b>-3,563</b>

6.1.3 The cumulative full year effect of the creation of 250 new special school places is £3,563,000 net cost avoidance to the high needs block of the DSG to be achieved by 2027-28.

6.1.4 There are also savings and cost avoidance anticipated on the home to school transport general fund budget because of fewer further away placements being made.

## 7 Legal

7.1 WNC has a statutory duty under the Education Act 1996: the sufficiency duty. Under section 14 of the Education Act 1996, a local authority shall secure that sufficient schools for providing primary and secondary education are available in their area. Sufficient means sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education. Appropriate education means education which offers such variety of education and training as may be desirable in view of the pupils' different ages, abilities, aptitudes and for different periods for which they may be expected to remain at school, including practical instruction and training appropriate to their different needs. In meetings this duty, WNC must do so with a view to securing diversity in the provision of schools and increasing opportunities for parental choice.

7.2 WNC is required by section 6A of the Education and Inspections Act, 2006 (the 'free school presumption') to seek proposals to establish an academy where the need for a new school has been identified. The DfE guidance regarding the free school presumption states that under the presumption the local authority is responsible for providing the site for the new school, with the DfE's expectation that the site will be made available free or on a peppercorn basis by the local authority to the trust. The local authority is also responsible for meeting the associated capital and pre/post-opening revenue costs.

7.3 The decision on all free school proposals lies with the secretary of state (via the regional director). secretary of state approval is required as the secretary of state will enter into a funding agreement with the trust chosen to run the free school.

7.4 The process for which this report is seeking approval is in full compliance with this legislation and no further legal implications are associated with this decision.

## **8.0 Risk**

8.1 If the borrowing request to part fund the school is not agreed, there would be a significant shortfall in the capital costs of building the new school leading to inadequate and insufficient provision for children with ASC, SLCN and SLD.

8.2 Failure of WNC to fulfil its statutory obligations of providing a sufficiency of SEND places from September 2024 onwards and compromise its ability to allocate specialist school places to pupils in receipt of an education, health and care (EHC) plan in a timely manner from the same date. It would also prevent the cost avoidance benefits to the HNB of the DSG identified in section 7.1.2 being realised.

## **9.0 Consultation**

9.1 As part of the 'free school presumption' process required by section 6A of the Education and Inspections Act 2006, WNC conducted an informal period of consultation on this matter during May 2022. All responses received were broadly supportive of the need for a new special school in West Northamptonshire.

9.2 Consideration by Overview and Scrutiny: the proposal has not been considered specifically by overview and scrutiny. However the need for the new specialist places formed a part of the SEND report to the committee in January 2022.

9.3 In accordance with the DfE guidance, the chosen provider will conduct a statutory consultation period in the pre-opening phase.

## **10.0 Climate impact**

10.1 The current Northamptonshire Climate Change strategy which runs from 2020 – 2023, has three objectives - Raising awareness of the issues of climate change and its impact on Northamptonshire; Reducing emissions of greenhouse gases across the County and; Planning for and adapting to the impacts of climate change. Since the formation of WNC, the more ambitious targets of net zero own emissions by 2030 and those of residents and businesses by 2045, have been set. It is therefore expected that this building will not adversely impact upon the net zero emissions target and will be designed in a way that enables adaptation to future climate change.

## **11.0 Community impact**

11.1 An established and successful trust, running a new special school, will help provide a high quality and number of SEND places across West Northamptonshire in future years. This can be considered to represent a huge community benefit, once delivered.

## **12.0 Communications**

12.1 The communication of the consultation was through a web-based page (see here), and promoted via the council's multiple channels including social media, media releases and newsletter. Any procurement will be put onto the council's, DfE's websites and undertaken in accordance with the Public Contracts Regulations 2015 (as amended).

## **13.0 Background papers**

---

No further background papers

**Proposed new free school presumption for a special  
school at: St. John's Tiffield, Towcester, NN12 8AA  
West Northamptonshire**

New school specification

## Section A: introduction

1 Under section 6A of the Education and Inspections Act, 2006 (the ‘free school presumption’) where a local authority identifies the need to establish a new school it must, in the first instance, seek proposals to establish an academy. West Northamptonshire council (WNC) has identified the need to establish a new special school with places for pupils on the autistic spectrum continuum (ASC), with speech, language and communication needs (SLCN) and severe learning difficulties (SLD), to open in September 2024.

2 From the vesting day of the council (1 April 2021), it was evident that there were insufficient places for pupils with high levels of special educational needs (SEN) – that is, pupils with an education, health and care plan (EHCP). This has resulted in an urgent need to create new specialist educational provision within resourced units at a mainstream school, and through the creation of a new special school.

3 The consultation that preceded this proposal (attached as annex 1) showed that all our special schools except one (where there were five places at the time of writing) were over capacity. The capacity of our special schools is 940, which is exceeded by 120 (13 per cent). Since all resourced provisions are also at capacity, this has resulted in a significant dependence on independent providers.

4 This has two adverse effects: first, most independent school places are located away from the homes of pupils, who need to travel long distances. Second, the places are much more expensive – on average £57,000 – which equates to an overall annual cost of £11,200,000 to the high needs block. This does not include the annual cost of transport (£3,400,000), which falls to the council’s general fund.

5 The cost to the council, through both the high needs block and the general fund, is unsustainable. The former is forecast to overspend by £5,000,000 by the end of the current financial year. As this deficit is structural and was £2,500,000 at the end of the 2021/22 financial year, it will increase by £2,500,000 each year unless action is taken to reduce expenditure. While increasing specialist places in the state system will not avoid cost to the extent needed to achieve a balanced budget, it will be around 80 per cent of the savings and cost avoidance required.

6 In November 2021, the council’s chief executive asked for a report that demonstrated the need for a new special school. This was drafted and finalised for the executive leadership team’s meeting on 15 December 2021.

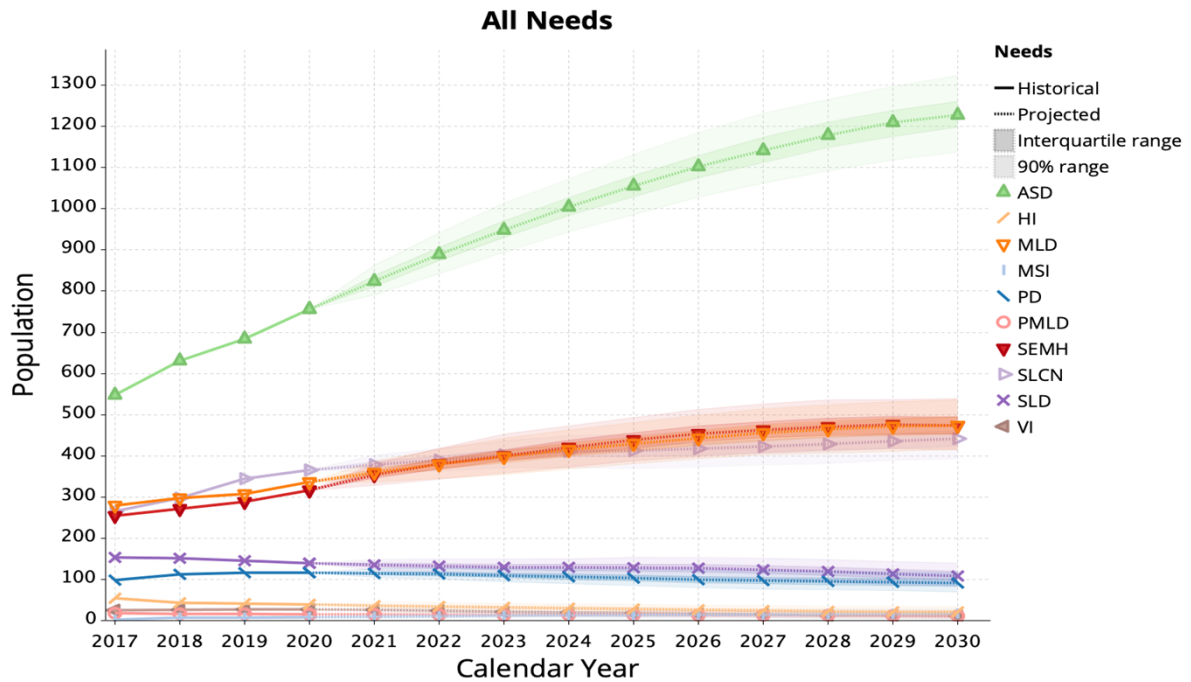
### Needs analysis

7 The report is attached to this specification as annex 1. For ease of reference, the key forecasting data are summarised here:

- the total number of pupils who had an education, health and care plan (EHCP) was 2,938 in January 2021 (or 22);
- **ASC** as the primary need is forecast to increase from 756 pupils in 2020 to 1,055 pupils in the period ending 2025, an increase of **299** pupils or **40 per cent**;
- **SLCN** as the primary need is forecast to increase from 337 pupils in 2020 to 430 pupils in the period ending 2025, an increase of **47** pupils or **13 per cent**;
- the ratio of boys to girls is 3:1 for pupils with ASC; 3:1 for SCLN and 2:1 for SLD;
- the total number of pupils requiring a place at an independent provider increased from 105 pupils in January 2020 to 193 pupils in September 2021, an increase of **69** pupils or **66 per cent**;
- the average cost per place commissioned by WNC in an independent provision is **£56,788** - the total cost of all WNC pupils placed in an independent provision represents a cost to the HNB of the dedicated schools grant (DSG) of **£11,200,000** annually; and

- The table below (reproduced from the consultation) shows that the highest projection in terms of both numbers and percentage growth is for children on the autistic spectrum, but that SEMH and SLCN pupils numbers are also projected to increase significantly between 2022 and 2030.

**Mastodon projection to 2030 – all SEN types**



**Application process**

The indicative timeline for the project is:

- 15 June 2022: the full free special school specification is published for prospective sponsors;
- 29 July 2022: application window closes;
- 15 August 2022: council ‘preferred bidder’ decision communicated to DfE;
- September 2022: DfE confirmation of the appointment of a sponsor;
- September 2022: planning starts;
- 2023: building work starts
- September 2024: school part-opens.

**Assessing proposals**

8 WNC and the Department for Education (DfE) will use the model criteria from the [free school presumption guidance](#) when assessing proposals in line with the published school specification.

**Scoring**

Each section of the application form will be assessed and scored against the following criteria:

- 0 = the evidence and argument contained in the application is ‘inadequate’;
- 1 = the evidence and argument contained in the application is ‘adequate’;
- 2 = the evidence and argument contained in the application is ‘good’;
- 3 = the evidence and argument contained in the application is ‘excellent’.

9 An assessment panel, observed by the DfE, chaired by the cabinet member for children, families and education, supported by senior managers from WNC’s education service, a local special school head teacher, an external subject matter expert and a representative of parents, will assess all proposals received. This process will include face to face interviews with short-listed applicants.

Panel Member Name	Role
Cllr. Fiona baker	Panel chair
Chris Kiernan	Interim director of children services
Shazia Umer	Head of place planning and admissions
Anthony Giles	Head of SEN assessment
Katie Morlidge	Head of school effectiveness
TBA	Special school
TBA	Parent representative
TBA	DfE regional office
TBA	Subject matter expert

10 After this process has been completed, the local authority will put forward a recommendation to the Department for Education that provides evidence that the new special free school will raise the overall standard of special educational provision, reduce social disadvantage and add high quality specialist school places to West Northamptonshire’s specialist educational estate.

11 The regional director for the East Midlands, on behalf of the secretary of state for education, will consider the local authority assessments and recommendations before confirming which proposer is in the best position to take forward the new school. The regional director will inform the local authority and the successful proposer of its decision, and the local authority will inform any unsuccessful proposers.

12 To discuss your application before submission, please contact [chris.kiernan@westnorthants.gov.uk](mailto:chris.kiernan@westnorthants.gov.uk)

### The application process

13 Applicants must ensure that they are on the DfE’s approved sponsor list. Any applicants submitting bids that are not on the approved list must contact the DfE before submitting a bid to West Northamptonshire council. Information about sponsorship is [here](#).

14 Applications must be received by **11pm on Friday 29 July 2022** and must use the free school presumption application form, which is a separate document titled proposed new free special school WN application form 15-6-22, to be considered for evaluation. Note that the form is based on the DfE application form (see [here](#)).

15 Please submit your application form as a PDF and return it to [alice.o’rourke@westnorthants.gov.uk](mailto:alice.o’rourke@westnorthants.gov.uk) **marked for the attention of Chris Kiernan.**

NB: the local authority led free school presumption is a different route from the DfE’s free school programme. Further information about how to establish a new school via the DfE’s free school programme route can be found [here](#).



## Section B: the school

### Site location, type of school, pupil capacity and planned opening date

16 The school will be a co-educational special free school catering for pupils, aged between 4 and 18, with ASC, SCLN and for a small number of pupils who have SLD. Pupils will follow several educational pathways, including entry level 1 to level 2 functional skills qualifications and / or GCSEs, and vocational qualifications. The plan is for the school to open to its first intake, initially across years reception to 11, of up to 125 pupils in September 2024. Post-16 provision will be offered in subsequent years. The final capacity will be 250. It is expected to be achieved within two to three years of the school being fully open. It is intended to place pupils mid-year as SEND officers anticipate demand for places will be high.

17 The council has identified land on St. John's Road, Tiffield, NN12 8AA (near Towcester - see [here](#) – the map - and [here](#) – the satellite image). The land is owned by Tiffield St. John's charitable trust: we are progressing an agreement with the trustee to lease this land to the successful proposer. The proposed buildings will be subject to planning approval. Public consultation will be carried out in line with statutory planning consultation and judicial review periods for land and property developments.

18 The site is located just over eight miles to the south-west of Northampton, just off the A43 – the main road from Northampton to Towcester. Silverstone and Brackley are both nearby with good transport links serving the area.

19 There is an existing special school on the same site - Gateway School and Technology College (see [here](#)). This is a mixed secondary special school that caters for 63 pupils aged 11-16 years with social, emotional and mental health (SEMH) needs, all pupils have an education, health and care plan (EHCP). It is maintained by the local authority and had its outstanding judgement confirmed after a short inspection in May 2019. The school is in the process of joining a multi academy trust (the Creating Tomorrow MAT).

### Education phases and admission arrangements

20 The school will provide education for pupils from reception through to year 13. There will be between 15 and 20 pupils per cohort, with sixth-form provision for up to 30 pupils (xx check).

21 Admissions to the school will be restricted to children between 4 and 18 years old who have an EHCP. The local authority will consider parents' requests for their child to be placed on roll at the school, and will then consult the governing body, principal or proprietor of the school. LA officers will consider the trust's comments very carefully before deciding whether to name it in the pupil's EHC plan, consistent with the requirements of the SEN code of practice (see [here](#), pp 172-4).

### Transport arrangements

22 The Education Act, 1996 contains the law on school transport. The government has also issued guidance called [Home-to-school travel and transport 2014](#). Local authorities must have regard to this when carrying out their duties on home to school travel and transport and sustainable travel.

23 The government has issued guidance on [home to school travel for pupils requiring special arrangements 2004](#), which details best practice in providing transport for children with SEN. The SEN and disability code of practice, 2015 sets out the considerations for a child with an EHCP.

24 Given the proposed location of the school, it is likely that many of the pupils will be provided with bus transport to school, with a minority of parents using personal transport. A small number of pupils are likely to arrive by taxi. Appropriate arrangements for the arrival and departure of buses and cars at the beginning and end of the school day will form part of the planning process.

## Community use and possible shared facilities

25 The new buildings will contain facilities, including a sports hall and various other facilities for which there will be a demand for community use. The trust operating the school will be expected to provide the facilities for local communities at the agreed local rates. The trust will also be expected to share the use of its activities with other settings, where use can be accommodated after considering the academy's own curriculum needs.

## The character and ethos of the school

26 The new school's proprietor should take account of West Northamptonshire council's draft SEND (special educational needs and disabilities) strategy. This is a co-produced strategy, involving all statutory partners, parents of children with SEND and children with SEND. The six key priorities are based on our self-assessment, summarised as:

- priority one: working closely in partnership with parents and their children – in too many cases, parents feel and have felt a lack of engagement with service providers;
- priority two: improving integrated working between the key agencies – schools, the education service, social care, the NPCF and the information and advice service;
- priority three: the recognition of additional needs at the earliest possible stage, and swift intervention to meet identified needs – in too many cases, this has not been achieved, leading to progress and attainment at lower levels than could have been the case for some children;
- priority four: ensuring local provision is responsive to needs and improves outcomes, especially but not solely strengthening inclusion in mainstream settings and schools: this is a key challenge, especially in the secondary phase of education, with too many parents of children with SEN unable to access a mainstream place, and increasing demand for specialist places;
- priority five: ensuring sufficiency of good quality specialist state school places: this is a key and central priority as the self-assessment shows that this is an area of significant challenge; and
- priority six: the fair and efficient allocation of resources – the present funding system is unfair and, in some cases, results in insufficient resources. At the same time, the high needs block (HNB) has a structural overspend, which must be eradicated within the planning period.

27 Proposers should also reference the council's vision, which, as a new unitary council, is a great place to live, work, visit and thrive, a place where:

- there is opportunity for all – where children are given the best start in life and vulnerable children are supported and protected: a place where all children grow up qualified and inspired to succeed;
- people are proud to live, with strong sustainable communities, decent homes, a fulfilling job, and stress-free travel through well connected places;
- people are supported to live independent, self-sufficient lives and with the best life chances;
- services are joined up and if you need a helping hand you will get it;
- there is a thriving and prosperous economy that draws in investment, visitors, and talent;
- we have modern towns but where rural character is cherished; and
- we are at the forefront of action on climate change.

28 The full vision and strategy is [here](#).

## Section C: vision

29 This is your opportunity to tell us about the overarching vision for your school – which should be consistent with the other sections of your application – and how it informs your education plan. You must demonstrate in later sections that the vision is deliverable and affordable within budget.

Applications should evidence all relevant criteria in [Annex C](#) of the free school presumption guidance.

30 Please also ensure you include the following:

- clear evidence of how your school will align with West Northamptonshire’s SEND draft strategy – in particular, you should show how your trust would improve the lives of local children with ASD, SCLN and SLD, focusing on opportunities that allow pupils to achieve their full potential, build strong independence skills, live healthy and fulfilling lives, feel supported, and valued, and where their contributions to their local communities are welcomed;
- a strong educational vision and how this informs your education plan, based on high standards of attainment for pupils on roll following different educational pathways at each key stage with reference to learning pathways that offer vocational as well as academic study;
- a pupil-centred development strategy that underpins the educational vision and nurtures the abilities of all the school’s pupils to promote identity, emotional understanding and overall well-being, ensuring that all pupils at the special school are healthy, safe, engaged, supported, and challenged within a positive school climate;
- the support you will provide to meet of all pupils’ needs, including looked after and previously looked after children, child carers, children living in poverty, at risk of exclusion, with attendance or issues and Gypsy, Roma and Travellers, asylum seekers, refugees, and new migrants and your plans for appropriate engagement with the children and families from all these groups;
- plans for appropriate engagement with the local community and parents including looked after children and those with special educational needs; and
- your commitment to excellent outcomes and high quality of teaching and learning that enables all pupils to be successful, self-aware, happy, independent, and able to pursue a variety of careers.

31 If you have more than one school in your Trust, explain the overarching vision for academies and your planned expansion strategy (how many schools you have in total, phase and timescales).

32 In addition, applicants are encouraged to provide the following detail:

- a brief explanation of autism specialism, particular ethos, distinctive pedagogy, or educational philosophy, including specific differing approaches to managing a coeducational offer;
- how your school will bring innovation to the local wider system and collaborate effectively with existing mainstream and special schools within West Northamptonshire; and
- how you will manage and develop your workforce to create local expertise and a sustainable work-life balance for all staff.

33 If the proposed school is in a different area from your existing academy or academies, please explain how you will ensure that the new school will be well supported, and specifically:

- how your proposed school would achieve the expectation set out in paragraph 1.37 of the [Special Educational Needs and Disability Code of Practice, 2015](#) and meet pupils’ identified needs;
- your plans for appropriate engagement with the local community, local schools, parents, and autism-specific voluntary and charitable organisations during the pre-opening period; and
- how you plan to engage with those commissioning places at your proposed school, local partners and providers across Education, Health and Care, local parent carer forums and children.

## Section D: education plan

34 Your education plan must explain how your school will achieve its education vision, set out in the previous section. There are four elements:

- 1 the curriculum;
- 2 measuring pupil performance;
- 3 the staffing structure; and
- 4 ensuring inclusivity

35 Applications should evidence all the relevant criteria in [Annex C](#) of the free school presumption guidance. Please ensure you include the following:

- an ambitious, broad and balanced, deliverable curriculum plan, which is consistent with the vision and pupil intake, including a curriculum table and how you would manage to open the school with pupils in differing statutory school age year groups;
- strategies for measuring pupil performance effectively and setting challenging targets, demonstrating a clear understanding of the expected pupil intake and their needs;
- a staffing structure that will deliver the planned curriculum within the expected income levels; with a focus on outstanding teaching (including strategies for effective performance management) and developing pupils' independence from the outset, including a staff build up chart;
- the way in which your trust will ensure that the needs of all pupils are fully provided for and how the school will be fully inclusive, with details of how you plan to support pupils with co-occurring conditions, including mental health and neurodevelopmental conditions, such as mild to moderate learning difficulties and / or specific learning difficulties;
- details of enrichment and extended services, for example, breakfast clubs, sports clubs, homework clubs, after school clubs and music and art clubs and opportunities for community engagement;
- the school's approach to: PHSE; the Prevent duty; safeguarding and welfare; and promoting fundamental British values (democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs); and
- relationships and sex education (RSE) that enables all pupils to develop the skills to make safe and sensible life choices, and to form positive beliefs, values and attitudes to the choices made by others and including how the school will develop a positive culture on sexuality and relationships.

36 In addition, applicants should provide the following detail:

- a list of subjects and qualifications you trust will offer;
- the number of hours spent per week on the subject (you do not need to provide sample timetables);
- the curriculum that your trust is proposing to teach, explaining how it meets the needs of the expected intake of pupils and their special educational needs;
- the length of the school day, including any enrichment time, making a distinction between compulsory and voluntary activities;
- how you will use resources from an existing school or other organisations to help deliver the curriculum/a subject or improve teaching capability;
- how you intend to develop literacy, numeracy, and science skills;
- an understanding of the expected pupil intake and their needs, e.g. levels of pupils with English as an additional language (EAL) and free school meals (FSM);

- details of a strategy to assess and meet the needs of all pupils including: looked after children, children requiring reading recovery and / or intervention (including pupils with EAL); with differing degrees of special educational needs and/ or disability and pupils who attract the pupil premium;
  - describe how you will establish a baseline of pupils' current level of attainment (including external validation of this);
  - describe how you will assess and monitor pupil performance and progress, ensuring this relates to the outcomes in an individual's EHC plan (please include preparation for adulthood outcomes for pupils in year 9 and beyond);
  - the strategies you will put in place to support pupils to be successful when they enter and leave your school to transition to their next phase of education or future employment – this needs to include your approach to careers education, information, and advice so that pupils become happy, healthy, empowered, and included adults, who participate in, and contribute towards society;
  - set out what success looks like for pupil performance, behaviour, and attendance – this needs to reflect high aspirations for emotional well-being and personal development and achievement, as well as academic achievement;
  - explain how you will use success measures to improve the school's performance, including non-academic targets for students' skills and outcomes in independence, employability, healthy living, and participation in society; and
  - describe your approach to developing pupils' social learning and understanding, promoting independence as well as mental, emotional, and physical well-being.
- 37 Prospective sponsors will also be assessed on how they plan to:
- use assessment data to inform teaching and increase progression and attainment for all pupils with EHCPs;
  - measure the quality of teaching in the classroom;
  - involve parents and report progress to them against EHCP outcomes; and
  - involve pupils and their families in decisions about their support, ambitions, and progress.

## Section E: capacity and capability

38 Your trust will need to demonstrate that it has the capacity and capability to set up and run the proposed school and that it has access to appropriate educational, financial, and other expertise, either within your group or externally. Please evidence all the relevant criteria in [Annex C](#) of the free school presumption guidance.

39 As a minimum please ensure you include the following:

- who will be in charge during pre-opening and provide a copy of their CV;
- the resources your trust can draw upon and deploy to support the development of the new free school by the opening date;
- clear evidence that you have the range of skills and abilities necessary to set up and then run a school effectively, including managing school finances; leadership, project management, marketing, human resources, safeguarding and health and safety;
- how the school would be organised and what the governance arrangements would look like, including a diagram of the proposed structures;
- details of your trust's expansion strategy including any other significant changes planned;
- a demonstration of commitment to West Northamptonshire's SEND partnership strategy and the way in which you would take account of it in the trust's development of the school; and
- how you would set high aspirations and evidence achievement of ambitious outcomes for its pupils.

## Section F: funding and costs

40 The proposal to create an all-through phase special school in West Northamptonshire has been discussed with the council's cabinet members for children's and finance and the executive director of finance. They have agreed capital funding subject to the final business case being accepted by the capital approvals board (CAB), followed by formal agreement by the cabinet and full council.

41 In terms of revenue funding, places will be funded in line with proposed high needs funding arrangements. This means that each pupil will attract base funding of £10,000 from the Education and Skills Funding Agency plus a top-up figure based on the needs of the pupils through West Northamptonshire council's banding system. The current top-up funding levels are as follows:

Key Stage	Band 6	Band 7	Band 8	Band 9	Band 10
Primary	£5,007	£7,854	£11,192	£14,923	18,359
Secondary	£7,364	£10,210	£13,548	£17,181	£20,715
Post-16	£8,370	£11,216	£14,554	£18,187	£21,721

42 Pre-opening: the council recognises that there will be additional costs in the lead up to the opening. Accordingly, a one-off grant of £100,000 will be allocated to the successful proposer, in addition to the £25,000 DfE grant. From April 2024 (provided the school can open or part-open in September 2024), part-year funding will be available based on:

- Part-year place funding based on the £10,000 per place (£5,850 part year); and
- Part-year pupil funding, based on the average top-up (based on the average of the top three bands and three age groups) of £16,709 (£11,700 part-year) – this will be adjusted when the pupils on-roll in September 2024 are known.

43 In addition, the entry numbers after September 2021 will be planned and funding for the appropriate part-year place funding and top-up estimated and allocated to the school.

## Section G: impact and equalities assessments

44 As prescribed by [Section 9 Academies Act 2010](#) and [Section 149 Equality Act 2010](#), the local authority must assess the potential impact of any new school on existing educational provision in the area. The local authority must also consider whether the new school would impact on any groups with protected characteristics. The initial assessment of the LA is [\(xx include hyperlink\)](#).

45 Whilst the school will be responsible for its own compliance with equalities legislation and the formation and lawful implementation of policy in this area, it is not considered that the establishment of this new school will impact particularly on people with protected characteristics.

46 Some of the children who will attend the school will fall within the definition of disabled as set out in the Equality Act, 2010. The impact on the autistic pupils and pupils with severe learning difficulties who require a special school placement will be a positive one. The opening of the new special school will enable eligible pupils to have their educational needs met closer to home, without the need to travel often long distances out of area as is currently the case.

This page is intentionally left blank





Department  
for Education

# **The free school presumption**

**Departmental advice for local authorities  
and new school proposers**

**November 2019**

# Contents

Summary	4
About this departmental advice	4
Who is this advice for?	5
Main points	5
Free school presumption process	8
Local authority consultation	8
Impact and equalities assessment	8
School specification	8
Seeking proposals	11
Notifying the department – specification and proposals	12
Assessing proposals	13
Due diligence	14
Scoring	15
Local authority recommendation	15
Sponsor approval	16
Funding arrangements	16
Pre-opening guidance	19
Roles and responsibilities in the pre-opening phase	19
Local authority	19
Successful sponsor	19
The department	19
Sponsor ‘Section 10’ consultation	20
Pre-opening requirements and key differences between presumption and central route free schools	22
Articles of Association (statutory)	22

Admissions policy (statutory)	22
Section 10 consultation (statutory)	23
Governance plans	24
Disclosure and Barring Service (DBS) checks (statutory)	24
Principal designate (PD) (or Head teacher) and / or executive head recruitment	24
Finance and pupil recruitment	25
Financial plans	25
Education policies (statutory- Ofsted pre-registration)	26
Impact and equalities assessment (statutory)	27
Funding agreement	27
Halting the presumption process	29
Other useful information	29
Further sources of information	30
You may also be interested in	30

# Summary

## About this departmental advice

1. This advice is non-statutory. It is aimed at local authorities and new school proposers and sets out the department's advice and guidance about how the free school presumption process should operate in practice and the characteristics, qualities and evidence that new school proposers should demonstrate. This guidance applies to all new schools established under the free school presumption.
2. This guidance applies from October 2019 and supersedes all previous versions.
3. The presumption process is the main route by which local authorities establish new schools in order to meet the need for additional places, both in terms of basic need and the need for diverse provision within their areas.
4. The presumption process can be used to deliver all types of schools, including mainstream, alternative provision, special schools, and faith/church schools. Where the proposal is for a primary school, there is a presumption that the specification will include nursery, unless there is a demonstrable reason not to.
5. Local authorities are responsible for determining the specification (more information on the specification can be found at paragraphs 29-32) for the new school and will fund and deliver the site and buildings and work with the approved sponsor to establish the school. The department provides support and advice to local authorities and sponsors throughout the process and will appoint a lead contact for each project to assist local authorities and successful sponsors in its delivery.
6. The presumption process sits alongside the central mainstream free schools programme. Wave 14 of the free schools programme targets areas with the lowest educational standards where there is also enough basic need for additional school places to merit establishing a whole new school. We are keen to receive applications for schools that will bring innovation to the wider education system and diversity to local provision. In all cases, applications need to show a demonstrable basic need for a high proportion of the additional free places that the free school will provide. For more information, please see the [How to apply to set up a mainstream free school guidance](#).
7. The department announced the voluntary aided capital scheme to support the establishment of new voluntary aided schools in May 2018. Voluntary aided schools can be established by both faith and non-faith groups. Schools created through this scheme will have the same freedoms as existing voluntary aided schools, including over their admissions, and will add to the choice and diversity of provision in their area. The first round of the scheme closed on 1 February 2019. More information about the VA capital scheme can be found [here](#).
8. All new schools established through the presumption process are classified as free schools. This reflects the fact that 'free school' is the department's term for any new provision academy. 'Academy' is the legal term for state-funded schools that are

independent of local authority control and receive their funding directly from the government. Schools established through the presumption process are not required to use the term 'free school' in their name: this follows practice within the department's free school programme.

9. The Education Act 2011 changed the arrangements for establishing new schools and introduced section 6A (the 'free school presumption') of the Education and Inspections Act 2006 which requires that, where a local authority identifies the need for a new school in its area, it must seek proposals to establish an academy (free school). Section 6A came into effect on:

- 1 February 2012 for new mainstream and special schools; and
- 1 September 2012 for new AP/alternative provision free schools.

10. The legislation that relates to this guidance includes:

- The Education Act 2011 (EA 2011).
- The Education and Inspections Act 2006 (EIA 2006).
- The Academies Act 2010 (AA 2010).

## Who is this advice for?

11. This advice is for:

- Local authorities; and
- Prospective proposers who may wish to apply to establish a new free school in response to an invitation published by a local authority.

NB: Prospective proposers who meet the published criteria may also apply directly to the department to establish a central free school through the centrally provided programme. Further guidance on how to do so can be found in the ['Free schools: how to apply'](#) guidance.

## Main points

12. 'Proposer' and 'sponsor' in this document refer to the body or group that is proposing the new school.

13. When 'department' is used in this document it is referring to the Department for Education.

14. This guidance relates to new schools established under section 6A of the Education and Inspections Act 2006, which is known as the 'free school presumption'. [Guidance on establishing new maintained schools](#) (including voluntary aided schools) can be found on the [gov.uk](http://gov.uk) website. The circumstances in which a new maintained

school can be established are limited, but include provision for local authorities to approve a proposal for a religious body to establish a voluntary aided school.

15. The presumption process requires local authorities to seek proposals to establish a free school where they have identified the need for a new school in their area. Local authorities that have identified a need for new pupil places and are considering ways to provide them, are advised to contact the relevant Regional Schools Commissioner's office as early as possible to ensure that there is a common understanding of action being taken to provide new school places and to improve the overall quality and diversity of educational provision in the area, including whether any alternative free school applications through the central route have been made.

16. To support this the department will contact the local authority when a new free school is proposed through the central route, and there is also a requirement that all academies which are proposing to expand should first consult the local authority. These measures will ensure a co-ordinated response to the need for additional places as well as quality and diversity of provision.

17. For more guidance on managing the supply of school places, local authorities should also refer to the published guidance on the processes for [opening and closing maintained schools](#) (including [voluntary aided schools](#)), [making prescribed alterations to maintained schools](#) and the guidance on [making significant changes to an open academy and academy closure](#).

18. All presumption projects will be assigned a lead contact in the department at the point the local authority notifies the department of its intention to run a presumption competition. The lead contact will help, advise and challenge all stakeholders to ensure that the new school will operate successfully from day one.

19. If a local authority is running a presumption competition, it can withdraw from the process if it determines that the need for a new school will be met by other means, or that the need for a new school no longer exists.

20. Under the presumption route the local authority is responsible for providing the site for the new school and for delivering the capital programme for building the new school. It is the department's expectation that the site be made available free or on a peppercorn basis by the local authority to the trust. The local authority is also responsible for meeting the associated capital and pre/post-opening revenue costs. Basic need capital funding is provided on an unringfenced basis, so that local authorities can provide the places that they need, including through new presumption schools.

21. In respect of any capital development, the local authority is strongly encouraged to use the Department's [Construction Framework](#) which has been proven to deliver value and improve speed of procurement in delivering schools of varying sizes (whether the schools were delivered by the Department or by local authorities) over recent years.

22. The decision on all new free school proposals lies with the Secretary of State. His approval is required as it is the Secretary of State who will enter into a [funding agreement](#)

with the sponsor chosen to run the new school. The Secretary of State will consider any recommendation on the choice of a proposer made by the local authority. However, in some cases the Secretary of State may have additional information about the capacity, capability or the academic track record of a proposer which he will take into account when making his decision. In reaching his decision the Secretary of State will also have regard to quality and the diversity of the existing local provision, the ability of the proposed sponsor to redress social disadvantage, as well as to improve educational standards in an area. The Secretary of State's decision is normally delegated to the Regional Schools Commissioner (RSC) for the area in which the school will be located.

23. In order to promote consistency and simplify processes for local authorities and applicants, we have provided a suggested template for local authority specifications ([annex A](#)) and an application form for sponsors ([annex B](#)). These can be modified to suit local authorities' specific requirements.

24. Following any assessment, the local authority recommends its preferred sponsor to the Secretary of State. In deciding with whom he wishes to enter into a funding agreement, the Secretary of State will take the local authority's assessment into account, along with any additional factors of which he is aware. The Secretary of State reserves the right to agree a sponsor of his own choice (from the [department's list of approved sponsors](#)) on the basis that he may have further evidence about a proposer, or proposers, which means that none of those put forward is suitable. As the intention is to ensure that the school is always established by the most suitable proposer possible, involving a representative of the Secretary of State in the local authority's assessment processes ensures that all relevant and up-to-date evidence is taken into account and that the process of appointing a sponsor runs as smoothly as possible.

25. In addition, guidance and support can be provided by [New Schools Network](#) (NSN) free of charge. NSN is an independent charity that receives a grant from the department to provide advice, guidance and resources to those looking to open new free schools. NSN can also put applicants in contact with previously successful groups. In addition to applicant support, NSN will work with local authorities to promote their presumption competitions. More information can be found on the presumption page of the NSN [website](#).



## Free school presumption process

### Local authority consultation

26. Before launching the competition, local authorities should decide how they will consult on the proposed new school and with whom (e.g. potential providers, other local schools, academies, the wider community, religious organisations/ institutions including diocese and any others affected by the proposals). In conducting their consultation, local authorities should be clear about the type (e.g. mainstream, faith, special educational needs, alternative provision), age range, gender and capacity of the free school they wish to see established, the expected cost and funding available, the proposed site for the new school and the date by which it is expected to open. Feedback gathered through consultation can be helpful and used to help formulate and finalise the local authority's specification for a new school before its publication.

N.B. The above consultation should take place before publication of the specification of the new free school. This is not the formal statutory consultation which sponsors are required to undertake under section 10 of the Academies Act 2010, which takes place during the pre-opening phase i.e. after the sponsor has been selected.

### Impact and equalities assessment

27. As part of the planning process for new schools, local authorities must also undertake an assessment of the impact of the proposal, both on existing educational institutions locally and in terms of impact on particular groups of pupils from an equalities perspective. Most local authorities will do this when putting together the specification for the school. In order for the Secretary of State to meet his duties under section 9 of the Academies Act 2010 and under section 149 of the Equality Act 2010, local authorities should provide the Secretary of State with a copy of their assessment.

28. In the unlikely event that the Secretary of State has concerns about the level of analysis, he reserves the right to ask the local authority to undertake further work on the impact of the proposed new school and/or the equalities assessment.

### School specification

29. The local authority should prepare a specification which is detailed enough to enable proposers to understand the needs of the local authority and submit the strongest proposal possible.

30. Where possible, local authorities should determine the amount and type of pre- and post-opening funding they will give to the successful sponsor (more information on funding arrangements can be found at paragraphs 57-65), and include this in the specification. This will enable proposers to tailor their proposal according to the funding

available, making for stronger proposals for the local authority to consider. There may be scope for adjustments after the sponsor is appointed, depending on the circumstances (the local authority and successful sponsor will formally agree the funding to be provided). Where it is not possible to provide clear details of funding in the specification, then including an indicative amount and/or details about the factors that the local authority will take into account in determining funding may be helpful.

### **Details to include in the specification:**

- Type of school
- Character/Ethos of school
- Phase and age range (will it include nursery / sixth form provision?)
- Opening date
- Final capacity
- Proposed Published Admission Number (PAN) and number of forms of entry on opening, and expected rate of growth
- Proposed admission arrangements, including catchment area if applicable
- Details about transport
- Reasons the new school is required (e.g. due to a new housing development)
- Profile of the area, including data about Free School Meals (FSM); Looked After Children (LAC) and Previously Looked After Children (PLAC); Black, Asian and Minority Ethnic (BAME); Special Educational Needs and Disability (SEND); Key Stage 2 outcomes
- How the proposal will be likely to lead to improvements in the standard, quality and range of educational provision for children with special educational needs
- Details of any planned community use of the school/ whether there be any shared facilities
- Details of the site / building, including details of the ownership
- Details of pre-opening funding to be provided by the local authority
- Details of post-opening diseconomies of scale funding to be provided by the local authority, including underwriting of places and how many years this will be for
- Timelines for the project, including deadline for proposals
- Process the local authority will follow when assessing proposals
- How to apply (including application form)
- Local authority contact details

31. The local authority can send a draft specification to the department for review and comment prior to the specification being published.

### **Contacting the department when planning the project**

Local authorities have found it very useful to engage the support of the department at an early stage, for example, by sending a draft specification to the free school presumption mailbox ([FreeSchool.PRESUMPTION@education.gov.uk](mailto:FreeSchool.PRESUMPTION@education.gov.uk)). This enables the lead contact to use their experience of previous projects to make helpful comments and suggestions, which the local authority can take into account before publishing the final version of the specification. This may increase the likelihood of receiving stronger proposals and reduce the likelihood of problems arising later on in the project.

32.

A model specification template (which can be modified to meet a local authority's specific requirements) along with an example specification, can be found in [annex A](#). A model application form (which aligns with the model specification template) can be found in [annex B](#).

### **Why should the specification include such detailed information?**

The clearer and more specific the requirements in the specification, the more efficient the rest of the process will be and the more likely you will be to attract better quality prospective sponsors. Benefits include:

- Prospective sponsors will be able to respond to specific requirements, and provide higher quality applications
- Fewer applications are likely to be judged to be unsuitable later on
- It will be easier (and quicker) for the local authority to assess the bids against the stated requirements, and present the recommendation to the RSC
- It will be easier (and quicker) for the RSC to appoint the best sponsor (and more likely the RSC will agree with the local authority's recommendation)
- The partnership between the local authority and trust will run more smoothly throughout the delivery process.

## Seeking proposals

33. The local authority should market the presumption competition as widely as possible to ensure that the broadest possible range of groups or organisations that might be interested in establishing the new school are aware of the opportunity to do so and have sufficient time to develop proposals. This will ensure a fair and open competition and the best pool of prospective sponsors.

### **Suggestions to advertise the presumption competition as widely as possible:**

- Publish the specification on the local authority's website and send a copy of the web link to the department ([FreeSchool.PRESUMPTION@education.gov.uk](mailto:FreeSchool.PRESUMPTION@education.gov.uk)) for publication (this is a statutory requirement)
- Include in any local authority newsletter or bulletin which is regularly sent to education providers in their area
- Use the services of [New Schools Network](#) who can generate leads for presumption competitions
- Identify and contact trusts and good or outstanding schools in the local authority area or region which may be interested in applying
- Advertise in the local and national press
- Hold a public meeting for prospective sponsors and local stakeholders to find out more (i.e. a sponsor engagement and information event)
- Where a local authority has more than one project coming up, it may be appropriate to hold an event inviting a wide range of possible sponsors where they can find out details about all the projects
- If there are concerns about a low response rate, contact the department / RSC office who can identify and directly contact potential sponsors of which they are aware.

### **The RSC (when acting on behalf of the Secretary of State) will always ask:**

“Has the local authority followed a robust process, have they run a full, transparent and open competition designed to attract a wide range of applications?”

34. Local good or outstanding schools that are interested in submitting a proposal to run a new school will need to have or acquire academy status and be an approved sponsor. More information on the sponsor approval process is provided at paragraph 56. The [department's list of approved sponsors](#) can be accessed on the gov.uk website.

35. The department will also play a role in generating interest from a range of high quality proposers – by posting [details of new free school proposals](#) on the gov.uk website, encouraging key stakeholders to do the same and by sign-posting proposals to existing sponsors or potential sponsors. The department will also inform SSAT (The Schools Network), Confederation of School Trusts (CST) and NSN, to alert potential proposers to the need for a new school.

### **Length of the competition period**

The local authority should decide how long to allow between publication of the specification and the deadline for submission of proposals. Local authorities should bear in mind that the longer potential sponsors have, the better and more detailed the proposals will be – making it easier for the local authority to assess and make a recommendation. (We recommend at least 6 – 8 weeks, but if the timescale allows, 12-14 weeks may be more appropriate.)

## **Notifying the department – specification and proposals**

36. Local authorities must notify the Secretary of State of their plans to seek proposals for a new school as soon as the need for a new school competition has been agreed. Local authorities should forward the following documents to [freeschool.PRESUMPTION@education.gov.uk](mailto:freeschool.PRESUMPTION@education.gov.uk):

- a copy of the new school specification, including confirmation:
  - i. that the local authority has identified the required capital to establish the new school, the amount and its source (i.e. local authority's basic need funding);
  - ii. that the local authority will meet all pre- and post-opening revenue costs associated with establishing the new school;
  - iii. that the local authority will provide the site for the new school;
  - iv. of the full address and postcode of the site for the new school, or all sites where a school will operate from split sites (if the school is on a new development, local authorities should provide an approximate or nearest available postcode);
  - v. of site ownership or tenure arrangements and how these will operate for the new school;
- their impact and equalities assessment;
- a link to the local authority's webpage where the relevant information will be available to interested parties.

37. Once the specified date for submitting the proposals to the local authority has passed and the local authority has received all the proposals, the local authority must provide the Secretary of State (using the email address above) with details of the steps they have taken to seek proposals and any proposals submitted to them, including details of all proposers.

38. If the local authority has not received any proposals or they are concerned about the quality of the proposals they have received, they should contact the lead contact at the department at the earliest possible opportunity to discuss next steps.

39. It is important to note that once the proposals are submitted to the department, the information provided, including personal information, may be subject to publication or disclosure in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998. Local authorities may wish to remind applicants of this.

## Assessing proposals

40. Local authorities can use the model criteria at [annex C](#) when assessing the proposals they have received, adapting them as necessary in line with their specification.

41. The assessment of proposals should be based on the criteria as set out in the published specification and a clear and transparent process should be followed. The model documentation in the annexes to this guidance provides a framework designed to make the assessment process straightforward for local authorities and applicants alike.

42. Taking into account all the information provided, the local authority should assess all applications they have received and put forward a recommendation to the department supported by the reasons for that recommendation. The recommendation should give strong, credible evidence that the new presumption free school will raise the overall standard of educational provision, reduce social disadvantage in the local area, and add high quality places to the system.

43. By involving the department in the assessment of proposals, a local authority will ensure that the process of appointing a sponsor runs as smoothly as possible. The department can share up-to-date and relevant information to help the local authority identify the best possible and most appropriate proposal. Local authorities can seek the department's views on the proposers in one of the following ways:

- A department official can sit on an assessment panel as an observer, feeding in any information the department holds on a sponsor where relevant;
- A department official can be part of the assessment panel, taking part in the assessment and again providing any relevant information the department holds on a sponsor;
- A department official can provide written feedback on each sponsor prior to the assessment, without being involved in the assessment panel.

44. The departmental lead contact will provide the local authority with relevant written evidence of the capacity, capability and recent performance of each proposer in writing, prior to the assessment panel, regardless of whether or not they are directly involved in the assessment process.

### **Departmental representation on assessment panels**

Local authorities who have invited their departmental lead contact onto the assessment panel found it extremely useful, especially for reporting the results of the assessment and providing their recommendation (and the reasons for it) to the RSC. The department can also offer the names of appropriately qualified departmental officials, aside from the lead contact, to sit on the panel. They told us that:

- It streamlined their assessment process (no need to build in an extra stage to consider the department's evidence).
- It made it easier to show that they had taken the departments comments into account when making their recommendation.
- The lead contact gave useful advice as to how to present the recommendation to the RSC.
- It meant that the recommendation to the RSC could be made jointly by the local authority and lead contact.

45. Please allow a minimum 4-week period before the proposed date of the assessment panel in order to allow the department to gather evidence about each of the proposers. The purpose of this is both to reduce the time it takes to reach a final decision and to ensure the local authority has access to the same information as the Secretary of State when making a decision.

46. Assessment panels can assess proposals in different ways. It is for the local authority to determine how the proposals they receive will be assessed. Many local authorities prefer to include an interview as part of the process, where each bidder is invited to present their case and answer questions to provide clarification and further detail, whereas some prefer to assess the bids on paper only. In addition to inviting the department's lead contacts to sit on the panel, some local authorities invite local councillors or representatives from the local community to join the assessment panel too (to provide a local and strategic context to the new school).

### **Due diligence**

47. The local authority should undertake due diligence checks on all applicants, so that the Secretary of State can be satisfied about their suitability to set up and run a free school, before deciding whether or not to enter into a funding agreement with any proposer. Any proposals put forward by organisations which advocate violence or other



illegal activity will be rejected. In order to be approved, proposals should demonstrate that they would support UK democratic values, including respect for the basis on which UK laws are made and applied; respect for democracy; support for individual liberties within the law; and mutual tolerance and respect. In order to enable the Secretary of State to take an informed decision, the department may ask proposers to provide additional information about themselves and to consent to checks being carried out.

## Scoring

48. We recommend that each criterion is scored using a 4-point scale. So that:

0 = The evidence and argument contained in the application is 'inadequate'.

1 = The evidence and argument contained in the application is 'adequate'.

2 = The evidence and argument contained in the application is 'good'.

3 = The evidence and argument contained in the application is 'excellent'.

The local authority may choose to decide to prioritise some criteria over others. If so, we recommend that this should be made clear in the specification and/or application form which criteria they will give weight to over others.

## Local authority recommendation

49. Local authorities should provide their assessments of each application to the Secretary of State at the earliest opportunity, including the scoring given for each proposal. This assessment will enable the RSC, on behalf of the Secretary of State, to decide on the most suitable proposer to take forward the new free school.

50. Whilst the local authority can recommend its preferred sponsor, it is necessary for the Secretary of State (via the RSC) to make the final decision with whom he will enter into a funding agreement.

51. The local authority's preference is supported in the majority of cases. However, there are times when the evidence the department holds about sponsors means that a different sponsor may be more suitable. Involving the department in their assessment of proposals can therefore help local authorities to factor in all the relevant information.

52. Experience has shown that the more evidence that the local authority supplies to the department on how it reached the decision on its preferred sponsor, including any scores, any narrative from the assessment process and the rationale for their recommendation, the more likely the Secretary of State (via the RSC) is to support their decision.

53. If none of the proposers are deemed to be suitable, the Secretary of State reserves the right to put in place a proposer of his own choice.

54. Local authorities should await the Secretary of State's final decision before making any announcement of its recommendation, or providing feedback to any applicants.

55. As soon as a suitable proposer is agreed 'in principle' by the Secretary of State, the department will notify the local authority, the successful proposer and the local MP. It will then be for the successful proposer to work towards establishing the new school, with support from the local authority and the departmental lead contact as required. The Secretary of State will consider signing a funding agreement with the successful proposer once he is content that the school is ready to open successfully.

56. Once the local authority has been notified of the successful proposer, it is their responsibility to inform other applicants that they have not been successful in the competition and provide them with feedback as appropriate. In cases where the Secretary of State has chosen a different proposer to that of the local authority, the relevant RSC should inform the unsuccessful applicants.

## Sponsor approval

57. The Secretary of State will only consider entering into a funding agreement with an approved academy sponsor. (See [the department's approved academy sponsor list](#)). New proposers, who are not already an approved academy sponsor, will need to be assessed by the department through the normal sponsor approval route. (See [the department's sponsor approval process](#)). We recommend that local authorities make it clear when publishing their invitation for proposals that proposers that are not an approved academy sponsor will also have to go through this approval process and should contact the department at the outset, and certainly before submitting a formal proposal to the local authority. If a proposer is not an approved academy sponsor, the local authority should immediately advise the proposer to apply to become a sponsor. It is important to note that if a proposer's application to become an approved academy sponsor is rejected by the RSC they will not be eligible to sponsor the new school.

## Funding arrangements

58. The local authority is responsible for providing the site for the new school and meeting the associated capital costs.

59. Local authorities are also required to meet the revenue costs of the new provision. This relates to:

- the per-pupil revenue funding (which the ESFA recoups from the local authority and pays directly to the school)
- all funding for pre-opening development costs and post-opening funding required to address diseconomies of scale as the school builds up to capacity (which local authorities should make provision for in their growth funds to support increases in pupil numbers relating to basic need, as detailed in the [Pre-16 schools funding: guidance for 2019 to 2020](#)).

60. Once the Secretary of State (via the RSC) has made a decision on the sponsor of the new school, the local authority and the sponsor should work together to resolve any funding related issues as quickly as possible. Once the two parties have agreed a reasonable and mutually acceptable funding allocation to cover pre- and post-opening costs, as well as the timing of any payments, they should inform the lead contact.

61. The department expects local authorities to provide sustainable underwriting arrangements for presumption free schools in support of the pupil forecasts agreed between the trust and the local authority. This can provide the necessary reassurance of the financial viability of the new school ahead of the funding agreement. This can be achieved by the local authority agreeing to underwrite the per-pupil revenue funding for new presumption free schools by guaranteeing pupil numbers in the [Authority Proforma Tool \(APT\)](#). Alternatively the local authority can choose to fund any unfilled places that it has agreed to underwrite directly using its growth fund. Such payments should be listed in the local authority's APT the following year.

62. The department will provide a one-off Project Development Grant (PDG) payment of £25,000 to the successful proposer towards meeting the legal costs associated with establishing the new school.

63. The Secretary of State will not enter into a funding agreement for a new presumption free school without adequate assurances that the school will be financially viable in its initial years as it builds up to capacity, and once operating at steady-state. In determining the financial viability of the school, the local authority and successful sponsor will need to consider the minimum viable number (MVN) for the school; i.e. the minimum number of pupils required in order to be financially viable. This is not the same as the school's published admission number (PAN) and will need to be understood in the context of any post-opening diseconomies funding and financial underwriting arrangements that the local authority will provide. When the local authority and sponsor have reached agreement on the school's MVN, this information (along with the background to the decision) should be provided to the department, which may provide constructive challenge to ensure that the local authority and successful sponsor are confident in their agreed MVN for the school.

## **Factors to take into account when determining the MVN and financial viability**

- The financial capacity of the sponsor for the project
- Financial plans produced by the sponsor
- The agreed post-opening support to be provided by the local authority
- The size and phase of the school
- Curriculum plans
- Staffing plans
- Build-out rates of the local housing development (if the new school is linked to a new development)
- Impact on other local schools
- A clear understanding of local school place planning dynamics including basic need and sufficiency of places.

64. If, at any point prior to opening, the financial viability of the school looks uncertain, the local authority should consider deferring opening until sufficient demand exists, or assess what options are available to ensure the school's viability (e.g. additional diseconomies funding or underwriting of pupil places). The local authority should engage with the department's lead contact at an early stage to decide on the best way to address the situation.

65. Where a decision is made to defer the project after applications have been received but before a sponsor has been appointed, it may be appropriate to pause the presumption process, rather than formally halt it. When circumstances allow the project to be resumed, the local authority and lead contact can agree whether it is necessary to re-run the competition, or whether to proceed to assess the proposals already submitted, giving those organisations the opportunity to update their original applications.

66. Upon opening, the school will be funded by the ESFA on the same basis as other academies and free schools in the same local authority area (with the exception of Post-Opening Grant (POG), which the ESFA does not pay to presumption free schools).

## Pre-opening guidance

67. The Secretary of State will consider entering in to a funding agreement with the successful sponsor once he is content that the school is ready to open successfully. An outline of how the pre-opening phase would normally work is set out below.

### Roles and responsibilities in the pre-opening phase

68. Once the successful proposer and the local authority have been notified of the Secretary of State's decision on the successful proposer, it will be for the two parties to work together to establish the new school.

#### Local authority

69. Presumption projects are funded and delivered by local authorities in response to their sufficiency duty. It is ultimately the local authority's responsibility to lead and fund the capital project and work with the approved sponsor leading the project to set up the school to overcome any risks or issues before the school opens. The local authority is also responsible for the delivery of the site and the buildings solution. Presumption free schools are set up as academies, so after opening the free school will be run by the sponsor and funded by the department in the usual way.

70. During the pre-opening phase, the local authority is responsible for ensuring that the school opens successfully (although ensuring that milestones are met is the successful sponsor's responsibility), leads on the capital build/site delivery, undertakes effective risk management, deals with any unforeseen issues, and agrees appropriate mitigating actions with the successful sponsor.

#### Successful sponsor

71. The successful sponsor is responsible for opening a financially and educationally viable school. During the pre-opening phase, the sponsor is usually responsible for the day-to-day project management and producing the project deliverables against key milestones to prepare the free school for opening (except the site – this is the responsibility of the local authority), but the practical arrangements will be for the successful sponsor and local authority to agree.

#### The department

72. The department will tailor the support it provides to the needs and experience of the local authority and the successful sponsor. The role and involvement of the department will be flexible in response to the needs of the local authority, offering guidance, support and challenge as required.

73. All presumption projects will be assigned a lead contact in the department. The lead contact will help, advise and challenge to ensure that the school will operate successfully from day one. The departmental lead contact will need to know who is project managing the delivery so that they can periodically monitor and report progress and prepare for a funding agreement at the appropriate time. There will be regular interactions with the lead contact, local authority and successful sponsor, including a number of formal meetings at specified milestones. This will include an initial kick-off meeting at the start of the pre-opening phase to agree the roles and responsibilities of the respective parties involved in the process.

74. At all these meetings, the lead contact will assess the project's overall progress; identify any key risks which might prevent the school from opening on time and operating successfully once open; assess the costs incurred to date and expected future spend. Depending on progress, there may be a need to set up additional meetings.

## **Sponsor 'Section 10' consultation**

75. The successful sponsor is under a duty, under section 10 of the Academies Act 2010, to consult such persons as it thinks appropriate on whether it should enter into a funding agreement for the new school with the Secretary of State. This formal consultation should take place in the pre-opening phase, after the sponsor has been approved by the Secretary of State but before the signing of the funding agreement.

76. The consultation must include the following question: "Should the trust set up the new free school?". We have suggested a few ways to consult in the box below. The departmental lead contact can provide further advice at the appropriate time.

77. There is no specified length of time for the consultation but, as a guide, the department suggests six weeks as a minimum timeframe.

78. The statutory consultation should inform stakeholders and the local community about details of the project. This process is very useful as successful sponsors will also be able to use and build on the feedback and suggestions they receive in the development of policies for the new school. It will also help to raise awareness of the project and could help to increase pupil numbers. Successful sponsors should escalate to the local authority if they experience significant opposition by local residents during or following their consultation.

**Ways to consult:**

- Public meetings
- Meetings for specific groups
- Local authority, trust and school websites
- Local newsletters
- Social media
- Leaflets
- Letter drops (including pre-paid envelopes may increase the response rate)

## Pre-opening requirements and key differences between presumption and central route free schools

79. There are a number of requirements, some of which are statutory, to be fulfilled during the pre-opening phase, which follow a similar process as central route free school projects. The table below summarises the requirements, please refer to the relevant section of the [pre-opening proposer guidance](#) for further information. Differences between presumption projects and central free school projects are also explained below.

### Articles of Association (statutory)

#### Action required

The department's latest model of [Articles of Association](#) must be adopted by the successful sponsor and sent to the departmental lead contact.

#### Additional information

- There is scope to add or remove specific clauses and / or articles within the model only where this is allowed (as indicated).
- Information on the trust can be added where prompted. No new clauses or revisions to clauses may be added.

### Admissions policy (statutory)

#### Action required

- Admissions arrangements must be drafted by the successful sponsor and approved by the department before the statutory section 10 consultation can commence. For changes to admissions, the consultation must last for a minimum of six weeks in order to be compliant with the statutory School Admissions Code.
- To ensure admission arrangements comply with the statutory School Admissions Code, the department expects trusts to draft their arrangements using the relevant [template](#). The completed template should be sent, along with any catchment area maps and application forms (if required), to the departmental lead contact for approval.

#### Additional information

- The successful sponsor must produce admissions arrangements which are compliant with the statutory School Admissions Code, and which will apply in the first year of



opening. Amendments can be made after this within the normal admissions timeframe or by seeking a variation from the department.

- The admission authority for a free school is the academy trust. Sponsors may adopt oversubscription criteria and definitions which are the same as those used by the local authority for community and voluntary controlled schools, however, once the funding agreement has been signed the academy trust will be responsible for the admission arrangements. The trust will also be responsible for dealing with admission appeals.
- Presumption schools are more likely to be part of the local authority's co-ordinated admissions process, though this will be dependent on the timing of the project. The sponsor and the local authority should decide jointly whether this will be appropriate.
- If the funding agreement is not signed before National Offer Day, any offers of places will be conditional, and will be confirmed once the funding agreement is signed.

## **Section 10 consultation (statutory)**

### **Action required**

- The successful sponsor has a statutory duty to consult on whether it should set up the new free school.
- It is a requirement that the successful sponsor produces a report following the end of the consultation period.
- The report will need to be submitted to the department as soon as it is available. As a minimum, the report should include a summary of the results from the consultation; detail of the timescale of the consultation; the methods used (meetings/media/social media) and details of all those responses received.

### **Additional information**

- The consultation should be robust and use a variety of methods to consult stakeholders.
- The consultation document must include the following question: "Should [the trust] set up the new free school?"
- There is no specified length of time for the consultation but, as a guide, the department suggests six weeks as a minimum timeframe. If the consultation includes admissions, it must last for a minimum of six weeks to be compliant with the statutory School Admissions Code.

- Allowances should be made for the availability of stakeholders.

## **Governance plans**

### **Action required**

- Successful sponsors should develop their own governance plan during pre-opening in preparation for the school opening.
- This should include the structure (including the committees), the financial accountability arrangements, and pen portraits of all members and trustees.
- The successful sponsor should inform the department of any major governance changes and send short biographies of any new members or trustees.

### **Additional information**

The basic governance details required ahead of entering into a funding agreement will be obtained by the department during the assessment phase, as part of the sponsor's original application.

## **Disclosure and Barring Service (DBS) checks (statutory)**

### **Action required**

The successful sponsor should send the department confirmation that at least three trustees have had enhanced DBS checks (including the Chair of Trustees).

### **Additional information**

- The Chair of Trustees must obtain an enhanced DBS check countersigned by the Secretary of State.
- The Chair is responsible for ensuring that the other DBS checks are carried out.

## **Principal designate (PD) (or Head teacher) and / or executive head recruitment**

### **Action required**

- The PD should be appointed and in post with enough time to enable them to write policies, procedures, systems, timetable and schemes of work, and to take part in recruitment of other staff and supervise preparations for the opening of the school.

- This is for the local authority and trust to manage, including any risks associated with not recruiting on time.

### **Additional information**

- The successful sponsor will be expected to provide a pen portrait for the PD (and Executive Head where appropriate) to departmental lead contact.
- The department is not usually involved in the recruitment of the PD or other staff. It is good practice however for the local authority to attend PD interviews.

## **Finance and pupil recruitment**

### **Action required**

- The local authority should provide the department with written assurance, via email, of pupil numbers/ commissioned places/ applications (pre-national offer day) and confirm the number of accepted offers (post-national offer day).
- Local authorities will be expected to complete a place build-up table. The departmental lead contact will send the template to the successful sponsor once the project enters pre-opening phase.

### **Additional information**

- If pupil numbers are below the school's break-even number, the local authority and successful sponsor will need to provide reassurance to the department as to how the school will be educationally and financially viable – i.e. confirm that the underwriting agreement will be activated.
- Local authorities are required to meet the per-pupil revenue costs and post-opening costs to cover diseconomies of scale – this is for the local authority and successful sponsor to agree.
- The department does not routinely request or assess financial plans for presumption projects, although can do so.

## **Financial plans**

### **Action required**

- The successful sponsor should develop their own financial plans, together with the local authority, during pre-opening in preparation for the school opening.

- It is the responsibility of the local authority and successful sponsor to manage any associated risks, and to ensure the ongoing financial (and educational) viability of the school.

## Additional information

- Trusts are expected to produce a three-year financial plan, in a format of their own choosing, to demonstrate that the new free school will be financially viable with sustainable contingencies and surpluses each year.
- A [presumption version](#) of the mainstream financial template is available on [gov.uk](#) if sponsors would like to use this.
- This is an expectation, and the department does not routinely request or assess financial plans for presumption projects, although the department may do so at any point during pre-opening.

## Education policies (statutory- Ofsted pre-registration)

### Action required

- The successful sponsor should develop their own curriculum plans, schemes of work and education policies in preparation for the school opening.
- The departmental lead contact will require confirmation from the successful sponsor that education policies have been produced.
- Relevant statutory education policies should be in place for the school's Ofsted pre-registration, including:
  - plan showing layout of premises and buildings;
  - preventing bullying policy;
  - safeguarding and promoting welfare of pupil's policy;
  - safeguarding and health and safety of pupils on visits policy;
  - behaviour policy;
  - School complaints procedure.
- Provide confirmation to the department's lead contact that the following are in place:
  - Finalised educational development plan (3-5 years)
  - Staff appointment procedures and equal opportunities policy
  - SEN policies

## **Additional information**

- The school's education vision should be as per the sponsor application agreed by the Regional Schools Commissioner (RSC) during the assessment phase.
- The sponsor should check whether the local authority requires them to submit the education policies to them for approval or for information.
- For presumption projects the department does not usually request an education brief or policies, except statutory policies required prior to the Ofsted pre-registration.

## **Impact and equalities assessment (statutory)**

### **Action required**

- The local authority should carry out their own impact and equalities assessment.
- The successful sponsor should provide the departmental lead contact with a copy of the assessment, once it is completed.

### **Additional information**

- The department will seek reassurance from the local authority that the new free school will not impact negatively on other local schools.
- For presumption projects the department will not usually write to local authorities seeking their views on the likely impact of opening a new free school on existing maintained schools, academies, FE institutions and AP/special schools in the area.

## **Funding agreement**

### **Action required**

Before the funding agreement can be signed the department will require the above key requirements to be in place. The department will also need to be assured that the school will be educationally and financially viable.

### **Additional information**

- The funding agreement can be signed at any point up to the date of opening in a presumption project.
- The funding agreement should be entered into as early as practically possible in order to provide greater clarity for pupils and parents, and to enable the successful sponsor to recruit staff with confidence that the school will open on the preferred date.

- In addition to the key requirements above, the department will also require:
  - Written development funding agreement between the local authority and the approved sponsor to be in place (should be completed prior to 'kick-off' meeting);
  - Completed land questionnaire;
  - Completed Heads of Terms;
  - Completed Equalities process record (statutory);
  - Arrangements made for Get Information About Schools (GIAS) registration (statutory);
  - Completed financial and governance health-check.

More detailed guidance on the above processes can be found in the [pre-opening proposer guidance](#) for centrally provided free schools.

## Halting the presumption process

80. If the local authority decides, prior to proposals being submitted, that circumstances have changed such that it is no longer satisfied that there is any need for a school (for example, where a housing project has been cancelled or where a proposed central route free school will meet the identified need), then the local authority can halt the presumption process and withdraw the specification on these grounds. If this happens, the local authority should ensure that they inform the departmental lead contact at the earliest possible opportunity.

81. If proposals have been received, then the local authority will need to seek the Secretary of State's permission to halt the competition, providing him with evidence that the basic need no longer exists or has reduced to such an extent that a new school is no longer needed. The local authority should send their request to the departmental lead contact at the appropriate time. The Secretary of State will consider this evidence when making his decision, but must be satisfied that the local authority is able to meet its statutory duties under section 14 of the Education Act 1996.

## Other useful information

82. Local authorities must continue to plan for and secure sufficient school places for their area in line with their duties under section 14 of the EIA 1996.

83. Where the new provision free school is [designated as a faith school](#), the school can apply up to 50% of pupil admissions by reference to faith (when the school is oversubscribed).

84. There is a presumption that local authorities planning a presumption project to establish a primary school should include nursery provision in the specification, unless there is a demonstrable reason not to.

85. Following reviews of the post-16 landscape, there is a general expectation that new secondary schools will not include a sixth form.

## Further sources of information

- [Education Act 2011](#)
- [Education and Inspections Act 2006](#)
- [Academies Act 2010](#)
- [New Schools Network](#)
- [Confederation of School Trusts](#)
- [SSAT\(The Schools Network\)](#)

## You may also be interested in

- [Alternative provision free schools/academies](#)
- [Free schools](#)
- [New school proposals](#) – information and links seeking proposers to establish a new free school under the free school presumption
- [Opening and closing maintained schools](#)
- [Sponsored academies](#)
- [University technical colleges](#)
- [Voluntary aided schools](#)





Department  
for Education

© Crown copyright 2018

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3)

email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries [www.education.gov.uk/contactus](http://www.education.gov.uk/contactus)

download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

Reference: DFE-00142-2018



Follow us on Twitter:  
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:  
[facebook.com/educationgovuk](https://facebook.com/educationgovuk)

This page is intentionally left blank



# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13 SEPTEMBER 2022

**CABINET MEMBER RESPONSIBLE FOR COMMUNITY SAFETY AND  
ENGAGEMENT AND REGULATORY SERVICES: COUNCILLOR DAVID SMITH**

---

**Report Title**                      **Hackney Carriage (Taxi) Tariff Fare Increase**

**Report Author**                      **Louise Faulkner Environmental Health and Licensing Manager**  
**Louise.faulkner@westnorthants.gov.uk**

## **Contributors/Checkers/Approvers**

<b>West MO</b>	Jeanette McGarry	01/09/2022
<b>West S151 (for West and joint papers)</b>	Martin Henry	27/07/2022
<b>Other Director/SME</b>	Stuart Timmiss	03/08/2022
<b>Communications Lead/Head of Communications</b>	Becky Hutson	27/07/2022

## **List of Appendices**

**Appendix A – Current table of fares for Daventry, Northampton & South Northants**

**Appendix B – WNC Proposed table of fares**

**Appendix C – Signed petition proposal Daventry area**

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

---

- 1.1 The purpose of this report is to ask Cabinet Members to ratify the decision made by the Taxi & General Licensing Committee for a harmonised West Northamptonshire Council (WNC) hackney carriage tariff fare structure as a result of the three-predecessor district/borough councils being replaced by one unitary authority in April last year.

## 2. Executive Summary

---

- 2.1 As part of the unitary process work is currently underway to review all hackney carriage (taxi) and private hire vehicle policies. A review of the hackney carriage tariff was due to be undertaken as part of this larger piece of work, however due to the current cost of living crisis and following a request from the Northampton and Daventry hackney carriage trade, a decision was made to review the hackney carriage tariff ahead of the completion of the overall policy review.
- 2.2 Following discussions with the trade, a revised tariff structure was discussed by Licensing Committee on 11 July 2022. This proposed tariff structure is presented to Cabinet for approval.

## 3. Recommendations

---

- 3.1 It is recommended that Cabinet considers the proposed WNC Hackney Carriage Tariff table of fares at **Appendix B** and resolves to vary the three existing hackney carriage tariff fare tables currently in force in the WNC taxi licensing area accordingly.

## 4. Reason for Recommendations

---

- 4.1 The option proposed aligns all existing hackney carriage tariff fare tables to create a consistent set of fares for all hackney carriage journeys undertaken across the WNC area, providing consistency for members of the public whilst benefiting the licensed trade. Due to the rising cost of fuel and in order for the licensing trade to make a sufficient income, it is essential a review of fares is undertaken.
- 4.2 The increase proposed takes into consideration a % increase in the cost of taxi journeys that strikes a balance between an increase in income for the trade and the impact of increased taxi fares upon members of the public.

## 5. Report Background

---

- 5.1 The current hackney carriage fares took effect from December 2013 in the Northampton area, from October 2008 in the South Northants area and from May 2019 in the Daventry area. There has been no increase since those dates. A copy of the current area tables of fares can be found at **Appendix A**.
- 5.2 Licensing authorities have a statutory power to set the maximum fares that licensed hackney carriages (taxis) can charge for a journey. Under section 65 of the Local Government (Miscellaneous Provisions) Act 1976 ("the Act"), licensing authorities have the power to:

"...fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a "table of fares") made or varied in accordance with the provisions of this section."

- 5.3 West Northamptonshire’s licensed hackney carriage drivers are seeking an increase due to a significant rise in the cost of living since their last tariff review and in particular rising fuel costs.
- 5.4 As part of the consultation on the proposed changes, the Licensing Department area teams wrote to all Hackney/Combined Licence holders to canvas their views regarding a potential fare increase.
- 5.5 A total of 114 Northampton area licensed Hackney and Combined Licence holders were contacted resulting in 39 drivers in total responding. Of these responses 100% were in favour of a fare increase and welcomed the proposal fare table detailed in Appendix B.
- 5.6 Daventry-based WNC officers received a signed petition from hackney carriage licensed drivers with regard to the fare structure in that taxi area. A copy of this petition can be found at **Appendix C**. 36 licensed hackney drivers signed the petition which makes up 34% of the Daventry taxi area licensed hackney carriage drivers.
- 5.7 It must be noted that the South Northants taxi area does not currently have any licensed hackney carriage drivers operating within it. However, should a new tariff be agreed, this will apply to the entirety of the West Northamptonshire Council area.
- 5.8 Licensed hackney carriage drivers are not obligated to charge the maximum fare set out in the table of fares. This means that hackney carriage drivers are well within their rights to negotiate the fare down, provided that the final agreed fare is no more than the maximum set.
- 5.9 Since 2013 the average cost of a litre of diesel in the UK was 140p per litre, since the last fare was agreed by members this has risen to 188p per litre as of 09/08/2022. (GOV.UK national statistics – weekly fuel prices). Whilst energy prices may fluctuate, to date it continues to be a volatile market that does not suggest there will be any reduction in prices for the foreseeable future.
- 5.10 The Ofgem electricity cap on prices has also increased and resulted in a rise of around 54% in April this year. Therefore, electric vehicles will see increased costs too with a further rise is anticipated this coming October.
- 5.11 The reduction of drivers has been attributed to the pandemic, whereby the Covid related restrictions impacted on the industry to the extent that many drivers left the industry to find alternative employment. The increase in fuel prices is likely to decrease the number of drivers further if it is not addressed.
- 5.12 A copy of the proposed varied WNC Hackney Carriage tariff table of fares can be found at **Appendix B**.

## **6. Issues and Choices**

---

- 6.1 Cabinet can resolve to vary the three existing WNC Hackney Carriage tariff table of fares in line with the document at **Appendix B**, as recommended at paragraph 3.1 above.

- 6.2 Cabinet can resolve not to vary the three existing WNC Hackney Carriage tariff table of fares in line with the document at **Appendix B** and instead resolve to recommend whatever tariff table of fares it decides is more appropriate. However, Cabinet should be mindful that any increase in fares, especially one higher than proposed at **Appendix B**, will be passed onto those using public transport and for this reason this option is not recommended.
- 6.3 Cabinet can resolve not to recommend any variation of the three existing WNC Hackney Carriage tariff table of fares. This option is not recommended, for the reasons set out in paragraphs 5.3 to 5.10 above.
- 6.4 Under the three existing WNC Hackney Carriage tariff table of fares, there is currently a difference in the rural/urban fares for tariff 2. However, it is considered that there is no longer any justification for a difference in rural and urban area fares for paying passengers. For example, those travelling by hackney carriage from Northampton train station (an urban area) to Daventry (a rural area) could currently be charged a different maximum fare to those travelling in the opposite direction.

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

---

### **7.1 Resources and Financial**

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

### **7.2 Legal**

- 7.2.1 Paragraph 5.2 above sets out the ability of district councils to fix the rates and fares for Hackney Carriage journeys in their area. WNC is a district council for the purposes of the Act.
- 7.2.2 Sections 65 (2) to (4) set out the statutory process that district councils must follow in order to lawfully make or vary a table of Hackney Carriage fares. This process can be summarised as requiring that councils;
- a. Publish in at least one local newspaper circulating in the district a notice setting out the proposed table of fares or the variation to an existing table and in it specify the period, which shall not be less than 14 days from the date of the first publication of the notice, within which objections to the proposal can be made.
  - b. A copy of the notice must be deposited at the council's offices and be open to public inspection without payment.
  - c. If no objection to a table of fares or variation is made by any member of the public within the period specified in the notice or if any objections made have been withdrawn by the end of that period or at any point after that, it shall come into operation.
  - d. If any objection is made and is not withdrawn before the specified period elapses, the council must set a further date, not later than two months after the first specified date, on which the table of fares will come into force with or without modifications as decided by them after consideration of any objection.

7.2.3 In considering any objection, the only requirement that is taken into account when making a further decision as to whether the table of fares or revision should come into force in light of that objection. There is no legal requirement to do or not do as the objection requests.

7.2.3 In making any decision generally, the principle of “Wednesbury reasonableness” requires that members only take into account relevant factors, disregard irrelevant factors and to act reasonably.

7.2.4 In relation to this report, Cabinet would only need to be satisfied that any change to the tariffs currently applicable in the WNC taxi licensing area is reasonable taking into account the information set out in paragraphs 5.3 to 5.10 above, regardless of whether it would effectively increase fares payable by passengers or not

### 7.3 **Risk**

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

### 7.4 **Consultation**

7.4.1 See paragraph 7.2.2 above. A copy of the notice will be displayed at the Council’s offices in Northampton, Daventry and Towcester and in addition a copy will also be placed on the Public Protection Partnership’s website. The Council would also email a copy of the notice to individual members of the trade upon request.

### 7.5 **Consideration by Overview and Scrutiny**

7.5.1 The Taxi & General Licensing Sub-Committee have approved the new proposed WNC hackney tariff for consideration by Cabinet. There are no comments from the Overview and Scrutiny Committee

### 7.6 **Climate Impact**

7.6.1 No environmental or climate impact is expected as a result of simply amending hackney carriage fares

### 7.7 **Community Impact**

7.7.1 The proposed changes may have impact upon low-income families who rely upon the hackney carriage trade for transport. However, it should be noted that the fare increase is only applicable to the hackney carriage trade and does not affect the tariffs that are charged by the private hire operators for pre-booked journeys.

### 7.8 **Communications**

7.8.1 The Council would promote the future decision made on harmonising proposed taxi fares through its communications channels in addition to the statutory advertising to raise public awareness of any changes taking place.

## **8. Background Papers**

---

8.1 None



## Appendix A



**NORTHAMPTON  
BOROUGH COUNCIL**

# TARIFF CARD

**1 December 2013**

**Tariff 1 (Day) 0600-2300**

**Tariff 2 (Night) 2300-0600**

Minimum Charge £2.20

Minimum Charge £3.40

Minimum Distance of up to but not exceeding 158 yards

### **Mileage Charges**

Charged in units of 176 yards  
at a cost of 0.20p per unit.

#### **DAY (£)**

1. Mile	Cost =	4.20
2. Miles	Cost =	6.20
3. Miles	Cost =	8.20
4. Miles	Cost =	10.20
5. Miles	Cost =	12.20
10. Miles	Cost =	22.20

Charged in units of 176 yards  
at a cost of 20p per unit

#### **NIGHT (£)**

1. Mile	Cost =	5.40
2. Miles	Cost =	7.40
3. Miles	Cost =	9.40
4. Miles	Cost =	11.40
5. Miles	Cost =	13.40
10. Miles	Cost =	23.40

Waiting time for each 30 seconds- 20P (includes periods when vehicle is stationary)

**Sundays and Bank Holidays 06:00-02:00  
Charges as Tariff 2**

### **Extra Charges**

For every incident of fouling the vehicle a charge not exceeding £40.00

### **Tariff 3 (Christmas/New Year – Double Fare)**

20:00 on 24 December until 06:00 on 27 December & 20:00 on 31 December until 06:00 on 2 January

Mileage Charges : As Tariff 1 + 100%

Extra Charges: as above +100%

The above charges are a general guide, journeys outside the Borough Boundary will normally be metered unless an alternative tariff is agreed prior to the commencement of the journey.

CE/CC. 1 The Guildhall Northampton

F.Fernandes, Solicitor to the Council

## Taxi Tariffs

<b>Tariff 1 – Standard Rate</b> For hirings on any day except as below	
£2.20 (minimum charge)	For the first 704 yards (607.6m)
20p	For each additional 176 yards (161m) or part thereof
20p	For each period of 80 seconds or uncompleted part thereof of waiting time including periods during the journey when the vehicle is stationary
<b>Tariff 2 – Enhanced Rate</b> For hirings begun between 11.00 p.m. and 07.00 a.m. on Public Holidays, except Good Friday, which is charged at standard rate and those listed on Tariff 3 below. Also, for hirings begun between 7:00 a.m. and 11:00 p.m. on Sundays.	
£3.30	For the first 704 yards (607.6m)
30p	For each additional 176 yards (161m) or part thereof
30p	For each period of 80 seconds or uncompleted part thereof of waiting time including periods during the journey when the vehicle is stationary
<b>Tariff 3 – Double Rate</b> For hirings begun between 6 p.m. on the 24 <sup>th</sup> December and 7 a.m. on the day after Boxing Day, and 6 p.m. on 31 <sup>st</sup> December and 7 a.m. on 2 <sup>nd</sup> January	
£4.40	For the first 704 yards (607.6m)
40p	For each additional 176 yards (161m) or part thereof
40p	For each period of 80 seconds or uncompleted part thereof of waiting time including periods during the journey when the vehicle is stationary
<b>Extra Charges</b>	
50p	For each additional passenger (excluding children under the age of 5)
£70.00 (maximum charge)	No charge in excess of SEVENTY pounds shall be made in the event of any hirer causing any damage to or soiling the vehicle hired in any way whether by vomiting, urinating, spitting or otherwise

## SOUTH NORTHAMPTONSHIRE COUNCIL

### TABLES OF FARES (EFFECTIVE FROM 1 OCTOBER 2008)

<b>Tariff 1</b>	<b>Distance</b>	
	Any distance up to 1 mile	<b>£3.40</b>
	<b>then</b> every 1/8th of a mile (220 yards)	<b>20p</b>
	<b>Waiting Time</b>	
	Every 45 seconds	<b>Add 10p</b>
<b>Tariff 2</b>	<b>Late Night (23:00-05:00), Sundays and Bank Holidays</b>	<b>Add 50% of the fare</b>
<b>Tariff 3</b>	<b>Christmas and New Year</b> Between 23:00 Xmas Eve and 05:00 the day after Boxing Day	<b>Add 100% of the fare</b>
	Between 23:00 New Year's Eve and 05:00 the day after New Years Day	

## SOUTH NORTHAMPTONSHIRE COUNCIL

### TABLES OF FARES (EFFECTIVE FROM 1 OCTOBER 2008)

<b>Tariff 1</b>	<b>Distance</b>	
	Any distance up to 1 mile	<b>£3.40</b>
	<b>then</b> every 1/8th of a mile (220 yards)	<b>20p</b>
	<b>Waiting Time</b>	
	Every 45 seconds	<b>Add 10p</b>
<b>Tariff 2</b>	<b>Late Night (23:00-05:00), Sundays and Bank Holidays</b>	<b>Add 50% of the fare</b>
<b>Tariff 3</b>	<b>Christmas and New Year</b> Between 23:00 Xmas Eve and 05:00 the day after Boxing Day	<b>Add 100% of the fare</b>
	Between 23:00 New Year's Eve and 05:00 the day after New Years Day	

Appendix B



**West Northamptonshire Council Hackney Carriage Tariff**

**Tariff 1 (Day) 05:00-23:00**

**Minimum Charge £2.40**

**(Minimum Distance of up to but not exceeding 158 yards)**

**Mileages rates charged in units of 176 yards at a cost of 0.24p per unit.**

<b>Mileage rate</b>	<b>Cost</b>
<b>1 Mile</b>	<b>£4.80</b>
<b>2 Mile</b>	<b>£7.20</b>
<b>3 Mile</b>	<b>£9.60</b>
<b>4 Mile</b>	<b>£12.00</b>
<b>5 Mile</b>	<b>£14.40</b>
<b>10 Mile</b>	<b>£26.40</b>
<b><i>Waiting time for each 30 seconds- 20p (includes periods when vehicle is stationary)</i></b>	

**Tariff 2 (Night, Sundays & Bank Holidays) 23:00- 05:00**

**Minimum Charge £3.60**

**(Minimum Distance of up to but not exceeding 158 yards)**

**Mileages rates charged in units of 176 yards at a cost of 0.30p per unit.**

<b>Mileage Rate</b>	<b>Cost</b>
<b>1 Mile</b>	<b>£6.60</b>
<b>2 Mile</b>	<b>£9.60</b>
<b>3 Mile</b>	<b>£12.60</b>
<b>4 Mile</b>	<b>£15.60</b>
<b>5 Mile</b>	<b>£18.60</b>
<b>10 Mile</b>	<b>£33.60</b>
<b><i>Waiting time for each 30 seconds- 30p (includes periods when vehicle is stationary)</i></b>	

**Tariff 3 (Christmas/ New year – Double Fare)**

**18:00 on 24 December until 05:00 on 27 December & 20:00 on 31 December until 05:00 on 2 January.**

<b>Mileage Charges: As Tariff 1 + 100%</b>
--------------------------------------------

**Extra Charges - for every incident of fouling the vehicle a charge not exceeding £70.00**

**Tariff 3 Extra Charges: as above +100%**

***The above charges are a general guide, journeys outside the West Northamptonshire Boundary will normally be metered unless an alternative tariff is agreed prior to the commencement of the journey.***

## Appendix C

Re: Increase of taxi Fare

Dear Andrea

With regards to our conversation we had back in March where I have asked for the fare increase and since I have spoken to most of the drivers and companies and requesting you to consider following recommendations:

1. We are requesting an increase our base rate<sup>1</sup> from £2.20 to £2.80 that increase should reflect on rate 2 and rate 3
2. We are requesting an increase of 0.30p per mile also should reflect on rate 2 and rate 3.
3. Our meter set to change after 704 yards which we requesting a change after 352 yards.
4. We get 0.20p waiting time for 80 seconds which we are requesting to change 0.20p per 30 seconds.

You also may be aware that we have fuel increase of nearly £0.70p in recent weeks and cost of diesel in Daventry is £1.82 and petrol is £1.64 today. We have seen a sharp increase on energy bills which have gone up by 54%, and the cost of living in every way has increased and we are experiencing a very difficult time and are struggling to cope in these circumstances and request you to consider our request, so please contact me if any other information is required.

Regards,



A. Muhammad

On behalf of All Taxi companies and drivers named on attached sheet.

This page is intentionally left blank





# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13<sup>TH</sup> SEPTEMBER 2022

## CABINET MEMBER RESPONSIBLE FOR ENVIRONMENT, HIGHWAYS TRANSPORT & WASTE SERVICES: COUNCILLOR PHIL LARRATT

**Report Title** Award of Transitional Contract for Highway Professional Services

**Report Author** Nick Henstock; Head of Highways and Transport  
nick.henstock@westnorthants.gov.uk

### Contributors/Checkers/Approvers

<b>Monitoring Officer</b>	Catherine Whitehead	1 <sup>st</sup> September 2022
<b>Chief Finance Officer/S.151</b>	Martin Henry	25 August 2022
<b>Chief Executive</b>	Anna Earnshaw	31 August 2022
<b>Communications Lead/Head of Communications</b>	Becky Hutson	30 August 2022

### List of Appendices

None

### 1. Purpose of Report

- 1.1. As the current contract with KierWSP for the provision of highway services ends there are a number of in-flight projects and activities that WSP are best placed to continue (for a fixed period or until a natural break) in order to protect the Council from reputation and financial risks and delays while Kier mobilise the new service.

- 1.2. This report seeks Cabinet approval to award a transition contract to WSP Ltd to bridge this gap and deliver these projects and activities until they reach a suitable stage to transition either to another specialist provider (either through a procurement process or as part of the new Highways Services contract with Kier).

## **2. Executive Summary**

---

- 2.1 In order to reduce the risk and cost to the Council of delays or stopping in-flight projects, it is proposed that WSP continue to provide some technical support for some specific on-going highways work and projects until there is a natural break point. As the WSP staff involved in the work will not TUPE to the new Kier Highways contract this will provide continuity and avoid delays in the work that could otherwise create additional cost and risk to the council.
- 2.2 Therefore, it is proposed to award a contract to WSP via a Crown Commercial Services framework contract. The work awarded will be limited to specific projects and will reduce with time as each natural break point is reached.

## **3. Recommendations**

---

- 3.1 It is recommended that the Cabinet/Committee:
  - a) Agree to award a transition contract to WSP via an appropriate framework to mitigate the financial and reputational risks to the Council and potential delays. The value of the proposed contract will be above £500,000.

## **4. Reason for Recommendations**

---

- 4.1 To mitigate the financial and reputational risks to the Council and potential delays associated with ongoing activity and projects that are currently being delivered by KierWSP utilising WSP resources that will not TUPE to Kier at the end of the current contract.

## **5. Report Background**

---

- 5.1 KierWSP have been delivering the Highways Services contract in Northamptonshire since 2008.
- 5.2 KierWSP is a joint venture consisting of Kier Integrated Services Ltd and WSP UK Ltd. In general, Kier employees deliver the highways maintenance work and WSP employees deliver the professional services required under the contract.
- 5.3 In order to deliver many of the more complex projects and activities, WSP utilise resources on a project-by-project basis who are based in other offices (mainly around the UK). Examples of projects and activities that WSP would continue to deliver through this arrangement are A43 Phase 3, Northampton North West relief Road, Northamptonshire Strategic Transport Model, Development Management advice concerning Northampton Gateway, Northampton Growth Management Strategy projects and Long Buckby Flood Alleviation scheme. Each project or activity will have its own natural break point and therefore, the work with WSP will reduce over the period of this contract.

5.4 A list of projects and work which will be undertaken under the proposed contract will be specified within the contract documents, including an agreed value for the work.

## **6. Issues and Choices**

---

6.1 As is normal at the point of one contract ending and another beginning there are a number of significant projects and activities that WSP are engaged in delivering that will not be completed or at the end of a design stage.

6.2 The Council has a number of options regarding how to manage these projects namely:

- Passing them onto the new Highways Services supplier, Kier, to pick up the remaining work and continue it until it is completed.
- Procuring a new supplier to pick up the remaining work and continue it until it is completed.
- Procuring a contract with WSP Ltd to continue with the work until it is completed or at a suitable stage to hand over to another supplier.

6.3 Either of the first two options would result in additional risks and cost to the Council. This is because a new supplier who had not previously worked on the project would need to satisfy themselves as to the adequacy of any previous work undertaken by others prior to taking on liability for that design – if indeed they were willing to do so.

6.4 They would also result in delays to projects while this process took place and furthermore whilst the new supplier became acquainted with the project.

6.5 The third option awarding a contract to WSP to continue the projects and activities would not result in these risks.

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

---

### **7.1 Resources and Financial**

7.1.1 There are no significant financial implications of awarding a contract to WSP Ltd as the projects and activities that they would be carrying out are already in train with budgets assigned to them.

7.1.2 There are minor resourcing implications in terms of agreeing and putting in place the necessary contract under which WSP Ltd would be employed. These are manageable within the current Highways Teams.

### **7.2 Legal**

7.2.1 There is a need to procure the contract in a way that is compliant with The Public Contracts Regulations 2015 and the Council Constitution.

7.2.2 It is proposed to award the contract to WSP Ltd via the Crown Commercial Services (CCS) Framework for Professional Services Lot 1 through a direct award process. This is compliant with

both the PCR 2015 and the Constitution and to ensure this is the case, advice has been sought from Procurement colleagues. The use of the CCS ensures that the rates used by WSP have been provided in a competitive environment.

### 7.3 **Risk**

7.3.1 There are no significant risks arising from the proposed recommendations in this report. The recommendations are based on mitigating risks associated with any other course of action.

### 7.4 **Consultation**

7.4.1 There is no requirement to consult on this decision.

### 7.5 **Consideration by Overview and Scrutiny**

7.5.1 This proposal has not been discussed by Overview and Scrutiny.

### 7.6 **Climate Impact**

7.6.1 There are no significant climate change impacts arising from the proposed recommendations in this report.

### 7.7 **Community Impact**

7.7.1 The proposed recommendations do not have any impact on distinct communities or areas.

### 7.8 **Communications**

7.8.1 There will continue to be project specific updates for projects and schemes that are progressed under these arrangements.

## 8. **Background Papers**

---

8.1 None



# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13 SEPTEMBER 2022

**CABINET RESPONSIBLE MEMBER FOR HR & CORPORATE SERVICES:  
COUNCILLOR MIKE HALLAM**

<b>Report Title</b>	<b>Decision taken by the Leader of the Council under urgency procedures: Renewal of Microsoft 365 licences</b>
---------------------	----------------------------------------------------------------------------------------------------------------

<b>Report Author</b>	Chris Wales, Chief Information Officer <a href="mailto:chris.wales@westnorthants.gov.uk">chris.wales@westnorthants.gov.uk</a>
----------------------	----------------------------------------------------------------------------------------------------------------------------------

## Contributors/Checkers/Approvers

<b>West MO</b>	Catherine Whitehead	24/08/2022 (Jeanette McGarry, in lieu of Cath Whitehead)
<b>West S151</b>	Martin Henry	25/08/2022
<b>Other Director/SME</b>	Sarah Reed	
<b>Communications Lead/Head of Communications</b>	Becky Hutson	

## List of Appendices

**Appendix A: Record of Decision by the Leader in relation to the renewal of Microsoft 365 licences.**

### 1. Purpose of Report

- 1.1. This report seeks to notify Cabinet of the decision taken by the Leader of the Council to renew the organisation's Microsoft 365 licences.

## **2. Executive Summary**

---

- 2.1 The Local Government Act 2000 Section 9E provides that the Leader of the Council can take any executive decision alone or with his Cabinet. In West Northants the vast majority of Executive decisions, not otherwise delegated, are taken collectively by the Leader and Cabinet together but in cases of urgency the Leader of the Council can take decisions where it is necessary.

## **3. Recommendations**

---

- 3.1 That Cabinet note the decisions taken by the Leader of the Council set out at Appendix A.

## **4. Reason for Recommendations**

---

- 4.1 Where decisions that would otherwise be taken by the Leader and Cabinet have been taken by the Leader alone, in the interests of transparency, the decision is reported to the next available meeting of the Cabinet.
- 4.2 The decision taken provided the authority for the Council to renew our Microsoft 365 licences, which are critical to the functioning of council systems.
- 4.3 Full reasons for the decision taken are set out in the decision records appended to this report.

## **5. Report Background**

---

- 5.1 Microsoft 365 licences provide basic communication, information storage, email hosting and electronic office tools to all council staff. This includes popular applications such as Word, Excel, Outlook and PowerPoint, as well the videoconferencing tool Microsoft Teams, and the council's main email systems.
- 5.2 Given the size of the organisation, the appropriate licencing is always obtained through a trusted Microsoft partner who act as a reseller.
- 5.3 A failure in process to identify the renewal as a key decision meant that it was not possible to have the expenditure of a renewal approved by Cabinet before the licences would expire. Failure to renew them would consequently have caused a loss of key business systems to the entire council.
- 5.4 Mindful of the need to ensure continuity of business, the decision to authorise the expenditure of a renewal was therefore made on an urgent basis by the Leader of the Council.
- 5.5 A review on the process failures that led to the requirement of an urgency decision will be presented at the next Corporate Scrutiny Committee.

## **6. Issues and Choices**

---

- 6.1 The decision taken was necessary to ensure the continued proper running of the Council and its business.
- 6.2 The failure in process that led to the need for an urgent decision, given the predictable timing and nature of the renewal, is being fully investigated to ensure that it is corrected. This will ensure that future, renewals of services requiring approval as a key decision can be guaranteed under normal circumstances to be placed before Cabinet within good time and in the normal fashion.

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

---

### **7.1 Resources and Financial**

- 7.1.1 The Council has committed to a three-year contract for the renewal of these services, at a cost of £4.5 million over the period. This is already included within existing budgets as it is a continuation of an existing service cost.

### **7.2 Legal**

The Procurement team will be consulted to ensure all appropriate process is followed as part of the renewal.

### **7.3 Risk**

In taking the decision, the risk of council services being disrupted by a loss of access to Microsoft application has been mitigated.

## **8. Background Papers**

---

None

This page is intentionally left blank



**WEST NORTHAMPTONSHIRE COUNCIL**  
**RECORD OF DECISION**

Date Of Decision:	24/06/2022
Title:	Approval of Microsoft licence renewal (note: special urgency powers have been applied)
Is this a “Key Decision”?	Yes
Purpose:	To ensure that Microsoft services, which are critical to the Council’s daily workflow, continue to function after their current expiry on June 30 <sup>th</sup> 2022.
Cabinet Member:	Cllr Mike Hallam
Decision Maker:	Cllr Jonathan Nunn
Consultation and Scrutiny:	The contract relates to the continued use of Microsoft ‘E3’ services. As a 'business as usual' function no consultation was required, however consultation was undertaken with the Chair of the Corporate Scrutiny Committee in relation to the urgency of the decision.
Officer Recommendations:	It is recommended that the Council award a contract for the provision of Microsoft licences to Trustmarque (reseller of Microsoft products), before the existing licenses expire on June 30 <sup>th</sup> 2022. This will apply for the standard three-year period, at a cost of c. £4.5m for the duration.
Decision Taken:	That the Council award a three-year contract for the provision of Microsoft licences to Trustmarque before the existing licenses expire on June 30 <sup>th</sup> 2022 at a cost of c. £4.5m for the duration.
Reasons For Decision:	Given the absolute criticality of Microsoft’s tools – Office, Teams, SharePoint et al. – to the Council’s daily workflow: <ul style="list-style-type: none"> <li>• It is vital that we maintain continuity of service on July 1<sup>st</sup>.</li> <li>• In the Council’s investigation of procurement options, Trustmarque came out with the most favourable quote, with the option to make efficiencies over the duration of the contract.</li> </ul>
Alternative Options Considered (Including Reasons For Rejection):	<ul style="list-style-type: none"> <li>• Allow contract to lapse and go to full procurement: this would cause an unacceptable loss of council services.</li> <li>• Award to another supplier: the supplier selected has offered the best value of the options we have been able to find that are suitable.</li> </ul>
Declarations of interest:	None.

Authorised By Relevant Cabinet Member/Chief Officer/Deputy Chief Officer:

Name: .....

Date: .....

This page is intentionally left blank



# WEST NORTHAMPTONSHIRE COUNCIL CABINET

13 SEPTEMBER 2022

**CABINET MEMBER RESPONSIBLE FOR HR & CORPORATE SERVICES:  
COUNCILLOR MIKE HALLAM**

<b>Report Title</b>	<b>Cost of Living increase: How West Northamptonshire Council is supporting residents</b>
<b>Report Author</b>	<b>Luiza Morris-Warren, Assistant Director of Customer and Corporate Services, Luiza.morris-warren@westnorthants.gov.uk</b>

## Contributors/Checkers/Approvers

<b>West MO/ Head of Legal</b>	<b>Jeanette McGarry</b>	<b>24/08/2022</b>
<b>West S151</b>	<b>Martin Henry</b>	<b>22/08/2022</b>
<b>Other Director/ SME</b>	<b>Sarah Reed</b>	<b>24/08/2022</b>
<b>Communications Lead/ Head of Communications</b>	<b>Becky Hutson</b>	<b>24/08/2022</b>

## List of Appendices

None

### 1. Purpose of Report

1.1 This report provides Cabinet with an overview of the national drivers and impact of the cost-of-living increases experienced across Europe and the UK on residents of West Northamptonshire, and the actions taken by the Council to support the most vulnerable residents as well as opportunities for future actions.

### 2. Executive Summary

2.1 Increases in costs such as fuel, energy and day to day living costs are impacting on households across the country. The Council is concerned about the increased cost of living and associated financial

resilience and wellbeing of communities across West Northamptonshire. Whilst there are some measures to mitigate the impacts being implemented at a national level, the Council has been proactive in taking actions to advise and support households and communities, aligned to the work done on the Anti-Poverty Strategy.

2.2 Moving forward, the Council's response will need to be evidence led and dynamic in order to respond to the changing needs of our communities. This requires a corporate response from across a range of teams and will require engagement and links with key partners and our communities.

### **3. Recommendations**

---

3.1 It is recommended that Cabinet:

- a) Note the contents of the report
- b) Task the all-party Anti-Poverty Working Group to oversee the actions planned for the next year and support the development of other interventions that respond to local need.

### **4. Reason for Recommendations (NOTE: this section is mandatory and must be completed)**

---

4.1 West Northants Council is committed to ensuring that children, young people and adults will be supported to live their best lives through delivery of a number of aims. Some of these will be negatively impacted if no action is taken to mitigate the impact of the financial hardship:

- Children and young people are supported to get the best start in life with high aspirations promoted for everyone
- When people ask for help, we help them get back on track and regain independence
- Reduced poverty with more help for people in a crisis and greater access to education and employment
- People have access to information and support to help them stay well and make positive choices
- We support families to thrive and provide early help when they face crisis.

This is also underpinned by the Council's Anti-Poverty Strategy aims and approach.

### **5. Report Background**

---

#### **5.1 The national background**

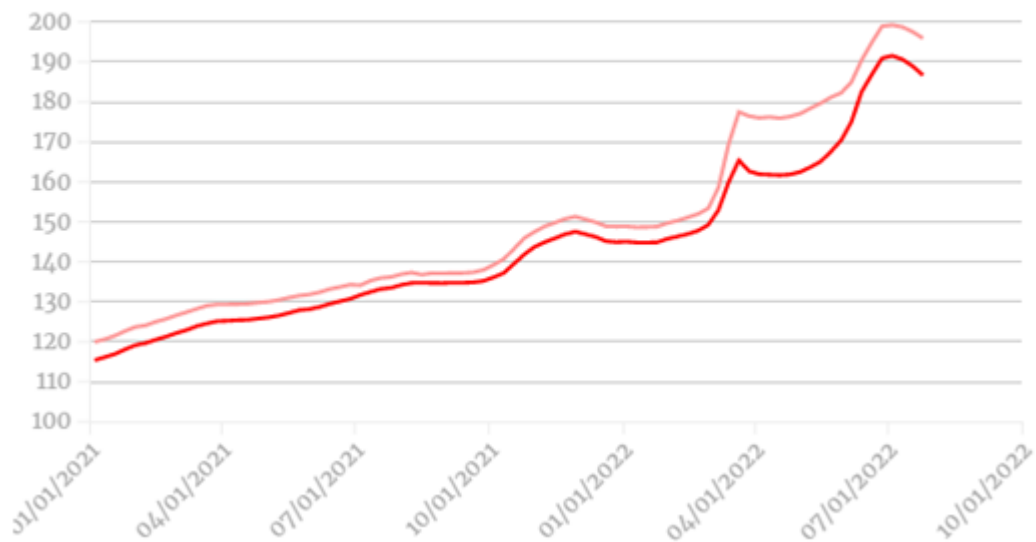
**5.1.1 The cost of living** is the price you pay to maintain a certain standard of living. This can be affected by a variety of things, including tax rises, inflation and rising energy bills.

**5.1.2 Drivers:** Currently, this is being affected by well-documented global events: the recovery from the Covid-19 pandemic, the war in Ukraine which has seen a number of European countries cease trade with Russia (with a significant impact on cost of crude oil), and trade routes from Ukraine and Russia (two of the biggest exporters of agricultural produce) disrupted or ceased.

**5.1.3 Inflation:** The rate of inflation in the UK is currently at a 40-year high, **10.1%** as of July, and expected to continue to rise this autumn. Consumer prices, as measured by the Consumer Prices Index (CPI), were **9.4%** higher in June 2022 than a year before. Increases in the costs of consumer goods, underpinned by strong demand from consumers and supply chain bottlenecks, have been one factor behind rising inflation.

**5.1.4 Fuel prices:** These have been consistently rising in the past year – please see below.

## Road fuel prices in the UK



Source: BEIS

**5.1.5 Energy prices:** The energy price cap dictates bills for more than 23 million households and provides an estimate of the bill price based on average use. It is predicted that by October this year, the price cap will rise to £3,359 for typical use (this is a 70% increase), with a further rise to £3,616 for typical use in January 2023. This will represent a 163% increase on energy costs in the winter 2021-22.

**5.1.6 Impact on households:** Poorer households are currently experiencing higher inflation – on average – than better-off households. This is because energy costs – the major driver of recent inflation – makes up a greater proportion of household budgets for low-income households. Low-income households spend a larger proportion than average on energy and food so will be more affected by price increases. Overall, recent Government support for households benefits low-income households the most.

## 5.2 The local background

**5.2.1 Population:** The area of West Northants has seen a population increase since the last Census (2011 to 2021) of 13.5%, compared to a 6.6% increase across England. This increase was 30% in over 65s since 2011.

- 5.2.2 **Deprivation:** 14.0% of the LSOAs in West Northamptonshire are considered deprived. 31 of these 32 deprived LSOAs are found in Northampton, the remaining one being in Daventry.
- 5.2.3 **Children living in low income households:** There are approximately 13,858 (2020-21 provisional) children under 19 living in low income families across West Northants - this number has decreased by 2.7% compared to five years ago, compared to an increase of 17.4% across England as a whole.
- 5.2.4 **Businesses:** 90.2% of businesses in West Northamptonshire are micro businesses (0-9 employees), a slightly higher proportion than the England average (89.8%). Micro-businesses are more susceptible to risk and also generate less tax return.
- 5.2.5 **Employment:** In the year to end December 2021, the employment rate in West Northamptonshire rose to 75.7% after two quarters below the England average for the first time since the timeseries began in 2008.

Currently, 11.0% of the resident population of West Northamptonshire aged 16-64 are believed to be self-employed. This is the highest proportion since the year ending June 2020 and back above the England average.

- 5.2.6 **Unemployment:** In West Northamptonshire, the unemployment rate increased faster during the pandemic than the England average but is now showing a sharp dip bringing it closer in line with the national figure. The rate is 4.3% for males (small sample) against an England average of 4.7% and 5.9% for females (also small sample), well above the England average of 4.4%.
- 5.2.7 **House prices:** Currently the average house price in WNC is just under £10K less (-3.3%) than the England average.
- 5.2.8 **Benefits:** 28,184 households claim Housing Benefit or are in receipt of Universal Credit and claiming assistance with housing costs (as of September 2021).

### 5.3 What residents are telling us

Below is a summary of feedback received at the front door from customers:

- Reliance on the £150 rebate, Free School Meals and the Household Support Fund vouchers
- Reliance on food banks or the food packs from the One Stop Shop (some people have run out of the 5 packs/ year they are entitled to by June)
- Lack of financial contingencies – no savings or alternative sources of income
- Risk of debt and pay day loans
- Inability to afford utilities (internet, mobile phone)
- Reduction in the ability to travel (cost of petrol, bus fares)
- Highlighting the lack of budgeting and cooking skills
- Stigma around any support which can be perceived as ‘charity’ or ‘hand outs’
- Lack of connectivity – language, digital skills, transport, social networks
- Lack of awareness of what help is available (previously had no need to seek support from the Council and services).

## 6. Issues and Choices – the response provided by West Northants Council

---

An update on activity carried out to date and underway as part of the Council's cost of living response is included below. This work is constantly under review to reflect the changing economic situation in the country. As inflation rates continue to rise, and we collate better intelligence of impact on services, we will continue to redefine our support offer.

### 6.1 Customer Services:

- The team is focusing on providing a reliable, easily accessible universal offer which focuses on prevention of issues escalating by giving residents the information they need, and signposting and referring to appropriate services;
- Identifying needs at the earliest opportunity – missed payments, enquiries about additional payments from the Council, enquiries about loans or additional support etc. – whenever possible, we will engage in a more in-depth conversation to find out how else we can support people to prevent them from falling into hardship;
- Putting people in contact with the right services, at the right time, in the right way;
- Helping people navigate the complex landscape of public services by collocating with the relevant providers and being available where people are;
- Resolving as many issues as possible at every point of contact – one contact, several transactions/tasks completed;
- Outreach work carried out between Customer Services, Libraries, Adults Social Care, Debt and Money Advice, Housing and Tenancy Support (Brackley, Weston Favell, East Hunsbury, Moulton, Dodderidge Centre with more locations to follow).

### 6.2 Communications and engagement

The Council is working to ensure all residents are kept informed and engaged on the range of both local and national support, advice and financial assistance available to them during these challenging times, and is continuing to develop and increase its communications activities across a broad range of channels, working with partners including community groups and parish councils to do so.

Some of the activities already undertaken to date include the following:

#### **Household Support Fund (HSF) publicity - ongoing**

Communications for Round One of the HSF included news releases and updates, social media and newsletter articles including the parish and members' briefings, with partners encouraged to share the information on their own channels.

Communications for Round Two are currently underway, including news updates targeted at specific groups who will benefit from the fund. Comms has supported DWP initiatives and administered Government funding via voluntary sector organisations and have planned comms tactically so that these organisations are not inundated with enquiries. The Communications and Customer Services Teams have worked together to coordinate an agreed response for enquiries received through our call centres.

#### **Cost of Living Support – web information and signposting**

A [Cost of Living Support web](#) area has been created which includes signposting information on all support available via WNC, the Government and local organisations such as Citizens

and foodbanks. Since the page went live a few weeks ago it has been viewed over 3,000 times by 1,776 unique users. The web section has been promoted via news releases and updates service area meetings, Anna's Blog, social media and Member's and Parish Briefings.

### **Social media**

With over 20,000 residents now following the Council's social media accounts, these channels are playing a valuable role in keeping residents updated. Alongside West Northants social media posts, the Council has been actively sharing Government and DWP posts around the Cost-of-Living crisis as well as signposting to local community support. With the council seeing good levels of engagement, social media and video activity will continue to be developed in line with the situation.

### **Partner communications**

Alongside information being shared in Members and Parish briefings, the service is working on developing further comms resources for Parishes and local communities as challenges continue for residents. The Communications team is exploring how to reach rural areas and 'hard to reach' communities and groups, and expanding what is available to members to then share with residents and their communities. Service areas are being regularly engaged and contacted for updates as the cost of living crisis continues.

## **6.3 Revenues and Benefits**

The Revenues and Benefits team are working with partners to help to support residents with the rising cost of living.

- The team has administered the Government's Council Tax fuel rebate scheme for all those eligible residents in bands A to D. West Northamptonshire Council received an allocation of £21,982,350 and to date £19,985,100 has been delivered to 133,234 residents. This represents 91.89% of the original funding allocation.
- The Council's discretionary fund of £700k will be launched shortly and will be targeted at the most vulnerable households who live in Council Tax Bands E to H. This will be delivered from September onwards and will support around 4,700 residents.
- Discretionary Housing Payments (DHPs) are made by the team to help those residents whose rent may not be covered by Housing Benefit or Universal Credit. We have seen an increase in the numbers of awards: as of August 2022, 379 payments totalling £182,000 compared to 357 awards in August 2021 totalling £139,000. Whilst the cost of living crisis hasn't as yet had a big impact, we are seeing applications from people who are living on the limit of their finances, and this will only get harder during the winter months.
- An exceptional hardship fund has been established by the Council to help vulnerable residents and those who are experiencing financial hardship with payments of their Council Tax. The scheme has been updated to allow more taxpayers to be supported, and to date 149 awards have been made totalling £45,000 compared to 16 awards in 2021-2022 totalling £2,229.
- The Debt and Money Advice team offer a service to some of our most vulnerable residents, including maximising income and financial gains, debt and budgeting advice and working with partners to prevent homelessness and help residents to pay their rent and Council Tax.



The source of referrals to the small in-house team is changing and the team are seeing an increase in demand influenced by many issues including the current cost of living crisis. A full review of current service delivery is underway including the in-house provision and external contracts such as Citizens Advice, with the aim of looking at the need and provision required across West Northants.

#### 6.4 **Communities and Opportunities**

- Within the Housing and Community lead departments it has been noted that there is an increase of customers dealing with difficult financial situations. These customers are being given different links to pages on our website, and others to provide them with up-to-date information.
- There is an Autumn/Winter working group currently being set up by Head of Community Safety and Engagement in Housing and Communities, in readiness for some of the challenges, on what else can be done to allow residents to allow their money to travel further. Ideas are being put forward and they will be meeting soon.

#### 6.5 **Public Health**

There is a clear link between poverty and health – poor health outcomes can be escalated and/ or driven by poverty. It's vital therefore that we try to tackle the causes of the causes of poor health such as money and debt, fuel poverty, and housing issues.

##### **'Poverty Hurts' – Pledging Winter Fuel Payments to the most vulnerable residents**

- Working in partnership with Northamptonshire Community Fund (NCF) to support their 'Poverty Hurts' campaign to enable residents who can do so, to pledge all or part of their Winter Fuel Allowance by donating it to the Poverty Hurts Fund.
- Funding raised will be distributed by NCF via grants to local VCS partners who provide support to vulnerable households.
- An ambitious target could be £1,000,000 based on donations of 2500 residents pledging £400 each – but residents will be encouraged to donate part or all of their allowance.
- The framing and communication of this action will be vital to entice residents - who are able to - to make the pledge.
- This action piggy backs into an existing campaign which has high levels of good governance and a track record of delivery, minimising risk to WNC.
- The major action and only commitment required of WNC is to partner in a communications and PR drive with NCF to encourage pledge making and showcase where the NCF are able to allocate the funding to our most vulnerable residents.
- The Poverty Hurts campaign goes live on 1 September 2022.

#### 6.6 **Household Support Fund – phase 2**

- The vouchers for schools were issued w/c 4th July, ahead of the normal distribution period
- The current redemption rate of 86% (vouchers expire 6th September) is the highest achieved to date

- For the first time, the awards have included FSM approved children who are educated at home
- The extra funding provided by Public Health has allowed the weekly allowance to be raised to £20 per week, per child (from £15 per week, per child) and set for the full 6 weeks of the school holidays
- The use of Post Office cash vouchers has been tested during HSF2 for pensioners. Other than a few instances most pensioners prefer the use of the Post Office cash voucher over the standard food vouchers.
- The redemption rate of 55% within 10 days is excellent (the vouchers were issued 9th August)
- NCF have enrolled 36 voluntary organisations across the region to distribute vouchers on a proactive basis. The distribution went live on 29th July.
- The food vouchers reached particular groups of people in hardship that we would not have identified if the distribution had been an open application process.
- The distribution rate has experienced a slow start, but we are now seeing 1,000+ vouchers being issued per week.

## **6.7 The Anti-Poverty cross-party working group**

In order to provide the right levels of governance and oversight to the work carried out by the Council and to ensure that the voice of residents and communities is taken into account when developing action plans, a cross-party working group has been set up. The various work strands emerging across the Council will be updating this group and ensuring that the impact of interventions is visible.

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

---

### **7.1 Resources and Financial**

- 7.1.1 The Council could choose not to develop a local response to the cost-of-living crisis. This is not recommended as it would not be in line with the Council's commitment to help and support its communities at a time when communities are likely to be experiencing financial pressures.
- 7.1.2 There are no financial implications arising directly from this report. However, resources and staff time will be refocussed/ reallocated to support households as required. (For example, case management team support). Where possible the actions and associated evidence base may be used to seek external funding to support our communities, for example, via the UK Shared Prosperity Fund.
- 7.1.3 The Council must also note that cost of living increases may impact on the ability of households to pay key household costs such as rent and council tax. Every effort must be made to support households who are struggling to ensure they can meet their financial obligations.

### **7.2 Legal**

- 7.2.1 There are no direct legal or governance implications arising from this report. However, any future activities will be subject to further reports to Cabinet and will be compliant with legislation and good governance.

### **7.3 Equality and Safeguarding Implications**

7.3.1 These are set out within section 5.2 of this report and the Anti-Poverty action plan has been developed with these risk factors and at-risk groups in mind.

#### **7.4 Community Safety Implications**

7.4.1 There are no community safety issues arising directly from this report.

#### **7.5 Environmental and Climate Change Implications**

7.5.1 There are no environmental and climate change implications arising directly from this report. However, the Council must remain alert to the importance of energy efficiency measures, particularly from a housing perspective, in supporting households with rising energy costs.

The Council's lead officers for climate and environment are part of the cost-of-living group and are supporting the ongoing development and delivery of the cost-of-living action plan.

#### **7.6 Other Implications**

7.6.1 **Health and Wellbeing Implications:** The cost-of-living pressures facing households are likely to impact on the health, wellbeing and resilience of our communities. The cost-of living plan seeks to address this.

7.6.2 **Human Resource Implications:** There is great appreciation and awareness that the squeeze on household budgets does impact on the Council's own workforce. The pay claim for 2022 has not been settled with consultation and discussion between unions and employers is ongoing. Communication and support are in place and ongoing to ensure colleagues are aware of and access the mental wellbeing and financial support available to them at the right time. Our colleagues provide invaluable services to the community so we will do our very best to ensure they are well supported during this period of uncertainty and financial pressure.

### **8. Background Papers**

---

None

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank