



**North
Northamptonshire
Council**



**West
Northamptonshire
Council**

Meeting: Shared Services Joint Committee

Date: Wednesday 8th June 2022

Time: 2.00 pm

Venue: Council Chamber, Swanspool House, Doddington Road, Wellingborough, NN8 1BP

To members of the Shared Services Joint Committee

Councillors Lloyd Bunday, Helen Harrison and Jason Smithers (North)
Councillors Adam Brown, Malcolm Longley and Jonathan Nunn (West)

Agenda			
Item	Subject	Presenting Officer	Page no.
01	Apologies for Absence		
02	Declarations of Interest 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.		
05	Minutes To confirm the Minutes of the meeting of the Committee held on 27 April 2022.		5 - 10
04	Chair's Announcements To receive communications from the Chair.		
05	Hosted/Lead - Change Requests a) Library Support Services b) DTI		11 - 26
06	Hosted/Lead - Disaggregation a) Public Health Management Commissioning and Admin Variation Notice b) Public Health Wellbeing Services Variation Notice		27 - 44
07	Inter Authority Agreements Amendments: a) S106 Place Development Management (Schedule 2) b) Performance Report for Q4 2021/2022		45 - 74

	<ul style="list-style-type: none"> - Libraries - Minerals and Waste Planning - AMPHS 		
08	<p>Any Other Business</p> <p>The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.</p>		
09	<p>Exclusion of Press and Public</p> <p>In respect of the following items the Chair may move the resolution set out below, on the grounds that if the press and public were present it would be likely that the exempt information (information regarded as private for the purposes of the Government Act 1972) would be disclosed to them: The Committee is requested to resolve: "That under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that, if the press and public were present, it would be likely that exempt information under Part 3 of Schedule 12A to the Act of the descriptions against each item would be disclosed to them."</p> <p>None identified</p>		

Catherine Whitehead
Proper Officer
27 May 2022

Information about this Agenda

Apologies for Absence

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

Declarations of Interest

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

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

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

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If you have any queries about this agenda please contact Maisie McInnes, Democratic Services via the following:

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Minutes of a meeting of the Shared Services Joint Committee

At 2.00 pm on Wednesday 27th April, 2022 in the Council Chamber, Municipal Offices, Bowling Green Road, Kettering, NN15 7QX

Present:-

Members

Councillor Jason Smithers
Councillor Helen Harrison
Councillor Adam Brown (WNC)

Councillor Malcolm Longley
Councillor Jonathan Nunn
Councillor Lloyd Bunday (NNC)

Officers

Emma Conway (WNC)
Alison Golding (WNC)
Janice Gotts (NNC)
Rob Harbour (NNC)
Jim Newton (WNC)

Lisa Hyde (NNC)
Rochelle Mathieson (NNC)
Gabriella Macuri (NNC)
Hayley Sims (NNC)

Also in attendance – Councillor Graham Lawman

80 Apologies for non-attendance

Apologies for absence were received from Rob Bridge (Chief Executive, NNC), Martin Henry (Executive Director of Finance, WNC), Marie Devlin-Hogg (Assistant Director of Human Resources, NNC). Adele Wylie (Monitoring Officer, NNC), and Cath Whitehead (Monitoring Officer, NNC).

81 Members' Declarations of Interest

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

No declarations were made.

82 Notification of Requests to Address the Meeting

The Chair reported that no notifications from the public to address the meeting had been made.

83 Minutes of the meeting held on 23 March 2022

The minutes of the meeting held on 23 March 2022 were approved as a correct record, subject to it being noted that Councillor Graham Lawman had been present not as a committee member, but as an observer.

84 Actions from Previous Meetings

The Chair noted that there were no previous actions to note at this time.

85 Learning and Development Change Request

The Joint Committee received a report of the Assistant Directors for Human Resources (NNC and WNC) which sought approval of a change request to re-profile the disaggregation timeline for the Learning and Development functions noted in 3.1 of the report, ensuring the safe and legal disaggregation of training provision and minimal disruption to service delivery across North Northamptonshire Council (NNC), West Northamptonshire Council (WNC) and Northamptonshire Children's Trust (NCT).

A copy of the report was attached to the agenda, marked Item 6a.

During discussion, it was confirmed that in disaggregating the Learning and Development functions, whilst West Northamptonshire Council was not currently a registered provider it would be able to commission services in the future.

RESOLVED:-

- a) That the recommendation to re-profile the disaggregation timeline for the Learning and Development functions listed below, to commence in October 2022 (re-profiled from April 2022) be approved:
 - i) iLearn (Learning Management System, LMS).
 - ii) The Business Support function.
 - iii) The Apprenticeship Training Provider function.
 - iv) Apprenticeship Employer Digital Account Service.

- b) That the recommendation to re-profile the disaggregation timeline for the L&D Children's function that delivers services to the Northamptonshire Children's Trust (NCT) be approved, in line with the Service Level Agreement timelines for 2022/23. This is currently due to expire on 30 September 2022, pending ongoing discussions with NCT.

Reasons for decisions:

- Ensures that NNC, WNC and Northamptonshire Children's Trust continue to operate in a safe and legal way, maintaining the ability for all three organisations to access statutory and mandatory training as required.
- Ensures that our current apprenticeship learners across NNC, WNC and NCT continue to receive a consistent, in-house apprenticeship training service whilst completing their learning journey and the apprenticeship levy monies are managed and allocated in accordance with Education & Skills Funding Agency rules and regulations.
- Ensures the fulfilment of our contractual and service level agreement obligations to the Children's Trust.

Alternative Options Considered:

- Continuing with a hosted service arrangement beyond March 2023 is not an option, as it fails to align to the Blueprint and the agreement to separate L&D services for WNC and NNC in the 2022/2023 financial year.

86 Section 106 Team Change Request (hosted)

The Joint Committee received a report of the Assistant Directors for Growth and Regeneration (NNC and WNC) which requested approval to reprofile the North Northants hosted Place and Economy service, Economic Growth and Regeneration – Section 106 (S106) disaggregation. This was to enable sufficient time to disaggregate the service in a safe and legal manner due to limited capacity in the current offer and risk to resilience.

The Democratic and Electoral Services Manager apologised for the late circulation of the report, which was now published on the website, marked as ‘Item 6b’.

During discussion, concern was expressed at delaying disaggregation until 1st April 2023, it being considered that the original blueprint date for disaggregation by September 2022 should be maintained.

Accordingly, members of the Joint Committee requested regular additional reporting of progress be made by officers to ensure progress against disaggregation timelines were maintained.

RESOLVED:-

That the reprofiling of the timeline to disaggregate the Section 106 function to be concluded by 1st April 2023 not be approved.

Reason for Decision:

To not delay the reprofiling of the timeline to disaggregate the Section 106 function beyond the agreed blueprint.

Alternative Options Considered:

To delay the reprofiling in accordance with the recommendations of the report.

87 IAA Variation Notice - Learning and Development Disaggregation

The Joint Committee received a report of the Assistant Directors of Human Resources (NNC and WNC) which sought approval to disaggregate the Learning and Development functions listed below, by 30 September 2022:

- Adults, Communities & Wellbeing.
- Children’s (the Education provision).
- Leadership and Digital.

A copy of the report was attached to the agenda, marked Item 7a.

RESOLVED:-

- a) The disaggregation of the L&D functions listed below, by 30 September 2022, be approved:
 - Adults, Communities & Wellbeing.
 - Children's (the Education provision).
 - Leadership and Digital.
- b) Delegated authority be granted to the Monitoring Officers for North and West Northamptonshire Councils to put into place a deed of variation to the Inter Authority Agreement (IAA) for the service to exit the IAA;
- c) That both WNC and NNC be approved to act in accordance with Service Plans, Exit Plans, and any Collaborative Working Agreements agreed by both WNC and NNC service leads and approved by Monitoring Officers until such time as a formal Deed of variation has been completed.

Reasons for Decision:

- Ensure the safe and legal disaggregation of Learning and Development functions, in line with the Local Government Reform Blueprint.
- Enable each authority to tailor their learning and development provision to their organisational/corporate priorities and service delivery model.
- To ensure that any changes to the Inter Authority Agreement arising from disaggregation are correctly enacted with proper authority.

Alternative Options Considered:

The option to remain as a hosted service was considered but it is recognised that this option does not align to the Disaggregation Blueprints agreed by the Shadow Executives in September 2020.

88 Inter Authority Agreement Service Plan - final delivery update.

The Joint Committee received a report of the Head of Programme Management and Strategic Partnerships (WNC) and the Head of Transformation – Partnerships and Design (NNC) which provided a progress update in relation to the development of Service Plans for lead and hosted shared services between the two Councils following handover to business as usual on 1 April 2022.

The report also proposed amendments to the Inter Authority Agreement and sought approval of performance measures and finance information, as well as providing an update on the performance reporting timeline for 2022/23.

A copy of the report was attached to the agenda, marked Item 7a.

RESOLVED:-

- a) That the proposed amendments to the IAA Schedule 2 be approved;
 - i) Appendix A - Household Waste Recycling Centres (HWRC)
- b) That the proposed IAA Schedule 3 Service Plans be approved;
 - i) Appendix B - School Swim Service

c) That the 2022/23 performance reporting timeline be noted, for information.

Reason for Decisions:

- To ensure information held within the IAA schedules accurately reflects service functions and completed service plans and reporting mechanism are agreed and in place for all approved IAA Service plans.

Alternative Options Considered:

- Not to approve the Service Plans and Schedule 2 amendments - this could result in inaccuracy of the IAA schedule content and create a delay to reporting and monitoring.

89 Inter Authority Agreement Variation Notice

The Joint Committee received a report of the Monitoring Officers (NNC and WNC) which requested variation to the Inter Authority Agreement (IAA) to ensure that the governance and approval processes were aligned to the agreement requirements, and that all service plans, change requests and approvals to disaggregate services that have been previously approved by Shared Services (Joint Committee) from 1st April 2021 up to and including 27 April 2022 were duly incorporated.

A copy of the report was attached to the agenda, marked Item 8b.

RESOLVED:-

- a) That approval be given to varying the IAA to incorporate all Schedule 3 Service Plans, amendments, and deletions to schedule 1 and amendments and deletions to Schedule 2 Specified Functions authorised up to and including 27 April 2022 for lead and hosted shared services, as set out in 2.3 of the report.
- b) That approval be given to vary the IAA to incorporate the Schedule 3 Overarching Principles for Service Plans, as set out in Appendix A.
- c) That it be noted that both WNC and NNC will act in accordance with Service Plans, Exit Plans, amendments to both the IAA and its schedules and any Collaborative Working Agreements agreed by both WNC and NCC service leads and approved by Monitoring Officers and where necessary by the Joint Committee until such time as a formal Deed of variation has been completed.

Reasons for Decisions:

To ensure that the IAA agreement and all schedules are up to date and present an accurate reflection of the lead and host arrangements and governance arrangements are in place and are streamlined, and all authorised changes to the IAA agreement and schedules therein are duly incorporated and legally enforceable.

Alternative Options Considered:

If the Committee had not approved the required changes; each IAA variation notice would be required to be served in writing and delivered to both Chief executives prior to circulation of JOB papers which would contain the same requests, causing potential further delay to the governance process.

If the Committee had not approved the required changes: All authorised IAA schedule 3 and schedule 2 change requests and made to date would be unenforceable legally and key information could be missed, without incorporation by deed of variation.

90 Urgent Business

The Chair reported that there was no urgent business to be transacted.

91 Close of Meeting

There being no further items of business, the Chair closed the meeting and thanked members and officers for their attendance.

Chair

Date

The meeting closed at 2.20 pm



Shared Service Joint Committee

Wednesday 8th June 2022

Report Title	Library Support Services - Change Request Variation Notice
Report Author	Kerry Purnell, Assistant Director NNC Joanne Barrett, Assistant Director WNC
Executive Member	Cllr Adam Brown, Cabinet Member for Housing, Culture & Leisure, WNC Cllr Helen Howell, Executive Member for Sport, Leisure, Culture & Tourism, NNC

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

Contributors/Checkers/Approvers

Approver	Officer Name	Date Officer Approved Report
North MO West MO	Adele Wylie Catherine Whitehead	4 May 2022
North S151 West S151	Janice Gotts Martin Henry	4 May 2022
Other Director/SME	Kerry Purnell Joanne Barrett	4 May 2022

1. Purpose of Report

- 1.1. To seek Member approval for the recommendation to re-profile the hosted Library Support Service disaggregation timeline from 30th September 2022. This is to enable sufficient time to disaggregate the service in a safe and legal manner, whilst ensuring that there is minimum disruption to the service and customers.

2. Executive Summary

- 2.1. The front-line library service and associated staff have been disaggregated and have been operating as separate North and West Northamptonshire services since April 2021.
- 2.2. This report specifically focuses on the Library Support Service which is currently hosted by West Northamptonshire Council. There are 15.7 FTE non-frontline posts that provide management, development and support to the front-facing disaggregated Library Service.
- 2.3. Disaggregation activity is underway to understand and analyse the service, risks and implications surrounding IT, information governance and statutory service requirements. A detailed Impact Assessment will be brought to Committee later this year.
- 2.4. The Impact Assessment will define the deliverable timescale and it is forecasted disaggregation will be completed by April 2023. Having said this, and due to the complexities of service delivery in terms of shared systems and assets, accurate timescales for completing disaggregation can only be determined once the Impact Assessment has been completed and approved. Therefore, it is for members to note disaggregation timescales and/or any required phasing will be recommended as part of the Impact Assessment presented to Shared Services Joint Committee report in due course.
- 2.5. The additional time sought by reprofiling disaggregation is required to undertake a thorough impact assessment to ensure we create a resilient and seamless service for our service users and ensure the required statutory library service offer is being delivered effectively.

3. Recommendations

That the Shared Services Joint Committee:

- 3.1. Approve the recommendation to reprofile the timeline of disaggregation resulting in the Library Support Service not disaggregating in September 2022 and;
- 3.2. Endorse the development of an Impact Assessment, the result of which will bring forward a further recommendation regarding a timeline revision for the disaggregation to the Committee in due course.

3.3. Reason for Recommendations –

- A wider review of how the support services are managed, will be considered as a whole rather than it being managed in silos.
- Consideration will be given to the impact on service users ensuring the customer experience is not negatively impacted.
- Consideration will be given to disaggregating the countywide book stock.
- Consideration will be given to the requirement for an additional warehouse / depot facility from which library deliveries are co-ordinated and back-office staff are based.
- Consideration will be given to how traded services will be operated.
- Consideration around disaggregation of the Library Management System databases of library borrowers and library stock.
- Consideration is given to renegotiation of the various SLA's and contracts

3.4. Alternative Options Considered – Disaggregate in line with Blueprint

- The impact on the customer experience would be a critical issue and could result in reputational damage to the councils should we continue with the timeline within the Blueprint.
- This timescale is not achievable to fully disaggregate the service.

4. Report Background

4.1 During 2018/19 the library service undertook extensive consultation and needs analysis which determined which libraries were to be maintained to deliver our statutory duty. The outcome of this was to retain 15 libraries across Northamptonshire to deliver our statutory service. The opportunity to run the remaining libraries was offered to local community groups, providing they could afford the cost of premises and staff.

4.2 The library service still provides the systems and stock to enable them to be part of the service. The frontline library service and staffing were disaggregated on 1st April 2021.

4.3 A report of the Transformation Task and Finish Group considered by North Northamptonshire Council Executive and West Northamptonshire Council Cabinet in June 2021 noted that “Libraries Support (included traded services): Library services have undergone significant change recently and disaggregation of service may be quite complicated so look to disaggregate this service later to lower change demand on these staff” (see background papers in section 8)

4.4 Northamptonshire Libraries and Information Service (NLIS) provides management, co-ordination, and support services across Northamptonshire. This is currently hosted by West Northamptonshire Council (WNC) and delivers the statutory duty of running the public library service for WNC and North Northants Council (NNC).

4.5 There are 15.7 FTE staff providing support to all 34 libraries and traded services across the county. This includes one service manager, two strategic managers and various posts that maintain the IT systems and provide business support, professional services, coordination and support to the community managed libraries.

4.6 Service Functions

An outline of the service functions currently undertaken are:

- Strategic Leadership of the Library Service
- Provision, support, and maintenance of key systems including the Library Management System, self-service machines, public computers and tablets and public wi-fi.
- Provision of stock including managing suppliers, procurement, processing, delivery of all physical book stock.
- Provision and maintenance of all electronic resources delivered by third parties including e-book and e-audiobook platforms.
- Provision of the Business & IP Centre Northamptonshire.
- Provision of support to all Community Managed Libraries.
- Management and provision of the income-generating traded services including Strong Start, Wood Hill Prison Library, and the School's Library Service.

NLIS also provides a number of traded services which are full cost-recovery and generate a surplus income which supports the costs of the public library service.

4.7 Libraries have traditionally had to generate a significant portion of their costs which is achieved through income such as fines, fees, room hire and printing, and income generated from traded services.

4.8 Traded services include:

Learning Resources for Education (Schools Library Service) - This is a service that offers book stock, project collections and artefact collections to schools as part of a subscription-based service. It also provides consultation and advisory services to schools and school librarians. The service is not statutory but does provide a valuable service to around 80 local schools and academies and also generates income which goes back into the library service as part of its income generation strategy.

HMP Wood Hill Prison Library - The service is contracted by the Ministry of Justice to deliver a library service to the prisoners at Wood Hill Prison (Bucks). This includes employing and managing a library manager and an assistant to run the prison, the Library Management System (LMS) and provision of the book stock for the prison. This service brings in a surplus which goes back into the library service as part of its required income generation strategy.

The Strong Start Team (Public Health Grant Funded) - The Library service is commissioned to deliver Universal Children's Services across the county. This is grant funded by Public Health and delivers universal support services to families with children pre-birth to 5 years old. A strategic manager within libraries manages this commission and we get a management fee and other income for running this service.

5. Issues and Choices

5.1. Resource

Currently the main warehouse is located at Booth Meadow House in Northampton. This is a busy facility with all deliveries coming into and out of this dept. All stock and resources are permanently housed here in addition to resources held by Learning Resources for Education and Bookstart resources as well as transient stock, equipment and furniture moving between libraries. Currently all support services are based at Booth Meadow House in a shared building with the School's Library Service. There will be a requirement for an additional warehouse / depot facility from which library deliveries are co-ordinated and back-office staff are based.

5.2. Statutory Requirements and Timelines

Each council has a statutory responsibility to deliver "A comprehensive and efficient library service" in accordance with the 1964 Public Libraries and Museums Act. The DCMS exercises the superintendency role and will carry out Judicial Review if these duties are not being met.

5.3. Dependent Services

- Registration services are co-located in library buildings.
- All Community managed libraries are dependent on support from the central team, and this is delivered within an SLA (currently with WNC but this would need to transfer)
- The Business & IP Centre Northamptonshire is currently run countywide with staff from this team. This service operates within an MOU with the British Library.

5.4. Partner Agencies

There are currently Service Level Agreements in place with:

- Community Organisations running Community Managed Libraries
- A Memorandum of Understanding with the British Library
- Woodhill Prison/Ministry of Justice
- Public Health – Strong Start Team
- Customer Service Centre Team (Council – they handle calls for the library)
- Highways (Bus pass & Blue badges)
- Schools
- BookTrust

5.5. IT/Systems

The Library Management System (LMS) is required for running the service and this is currently managed by the hosted team. This system manages all data for customers, borrowing and circulation of the stock across the county. Following a successful procurement exercise, we will be moving to a new contract imminently. The contract includes a condition in the framework that the winning provider could disaggregate the system if and when necessary, however this will incur an additional cost. The contract is currently with WNC

and it may not be possible to split the contract until the first break clause in July 2024.

Electronic resources – the library pays third party providers for subscriptions which customers can use. Each of these subscriptions have different agreements and contracts in place and prices are either based on the population of the local authority or individual authority subscriptions. For the e-books there is a price for the platform, and another for the stock.

5.6. Customer Impact

The stock collection (both physical and digital) belongs to the county rather than individual libraries and therefore customers are able to access the entire collection available within the county. Customers are able to access any library across the county, take items from one to another and to request items from another library.

5.7. Choices

It could be agreed to continue with the current disaggregation timeframe, however it is for the Committee to note the significant risks to service delivery as noted in Section 7.4 below.

6. Next Steps

6.1. A report providing a detailed Impact Assessment and outlining options for disaggregation of the service will be brought to a future meeting of this Committee.

7. Implications (including financial implications)

7.1. Resources and Financial

7.1.1. Additional resources will be required from the enabler services to support the disaggregation process. There are a number of large service areas disaggregating by September 2022, therefore additional capacity may be needed to deliver Library Support Service if the change request is not approved.

7.1.2. The financial implications are limited as the service is being delivered and all KPIs are being met within the current financial envelope.

7.1.3. Additional work will need to be done to identify additional costs where roles and resources need to be duplicated into both authorities.

7.2. Legal and Governance

7.2.1. The service is currently operating in accordance with the Inter Authority Agreement that exists between North Northamptonshire Council and West

Northamptonshire Council. If the recommendation proposed within the report is agreed, then the Councils will approve any further amendments under the Inter Authority Agreement to ensure that adequate contract management and governance is in place between the authorities. A Schedule 2 & 3 service plan has been developed to set out performance and financial measurements for monitoring and review via the Shared Services Joint Committee. All accumulative quarterly performance is being reported as green.

- 7.2.2. As outlined within the report in section 5, additional work is required in relation to contractual matters and work will be undertaken to ensure that the disaggregation of the services will not compromise legal compliance. If members were minded not to reprofile disaggregation, then there is a significant risk that legal requirements would not be met as highlighted in 7.4.4 and 7.4.5 below.
- 7.2.3. The DCMS have the superintendency role over public libraries to ensure that they are meeting their statutory duty under the 1964 Act. Following the recent judicial review, the current head of service is required to meet regularly with DCMS representatives to discuss any significant changes to the service. Therefore, they will need to be consulted around full disaggregation.

7.3. Relevant Policies and Plans

- 7.3.1. The delivery of Library Services is a key factor in the successful delivery of both the West Northamptonshire Corporate Plan and the North Northamptonshire Corporate Plan (including the Corporate Plan - Covid-19 Recovery Plan)
- 7.3.2. The Public Libraries and Museums Act 1964 places the statutory duty for the council to provide “a comprehensive and efficient” library service.

7.4. Risk

- 7.4.1. The Library Support Service are essential to delivering a seamless service to our customers. The impact assessment will enable sound strategic decisions to be made to maximise the benefits of disaggregation on customer experience in line with both WNC and NNC corporate strategies.
- 7.4.2. Delivery of Library services was impacted by COVID. The Impact Assessment work needs to reflect upon the changed demands and implications to the service and how such issues are best addressed through the disaggregation process.
- 7.4.3. The IT system would not be capable of being fully split until July 2024. Some splitting of the databases could take place prior, but this will be dependent on cost and provider availability to carry out the necessary work. To disaggregate the service without the database would make it impossible to deliver the statutory function. This would be further explored as part of the Impact Assessment. Hence sufficient time to undertake a through Impact Assessment is essential.

7.4.4. Disaggregation within the current timeline creates significant risk to the customer experience as there will be disruption to resources, services and functions until new staff, resources and systems are fully in place. There may not be sufficient time to put these in place within the current disaggregation timeline.

7.4.5. Similarly contracts for subscription resources are currently with WNC and these may become unavailable overnight to NNC customers if the terms change and there isn't sufficient time to renegotiate. There are also SLA's with dependent services and partner agencies as listed under 5.3, 5.4 and 5.5.

7.4.6. Therefore, time is needed to ensure that the transfer is seamless for the customer or the council's risk reputational damage.

7.5. Consultation

7.5.1. This report does not meet the parameters required for public consultation.

7.6. Consideration by Scrutiny

7.6.1. None arising from this report.

7.7. Equality Implications

7.7.1. No negative impacts or implications arising directly from this report. However, DCMS Guidance on Libraries as a Statutory Service specifically notes that "In drawing up and delivering their library strategies and plans, councils should consider a number of legal obligations, including under the Equality Act 2010 including the Public Sector Equality Duty". An Equality Impact Assessment will be undertaken as part of the Disaggregation process.

7.8. Climate Impact

7.8.1. No negative impacts arising from this report.

7.9. Community Impact

7.9.1. If the disaggregation is rushed to complete by September 2021 then there is a possibility that the front-line Libraries services that has already been disaggregated may not get the required support due to the risks discussed earlier. This in turn could impinge the service provided to the Community.

7.10. Crime and Disorder Impact

7.10.1. No negative impacts arising from this report.

8. Background Papers

8.1. **WNC Cabinet 8 June 2021**

8.2. **NNC Executive 21 June 2021**

Shared Services Joint Committee

8th June 2022

Report Title	DTI Change Request (Lead)
Report Author	Chris Wales, Chief Information officer (WNC) Nana Barfi-Sarpong, Chief Information Officer (NNC)
Executive Member	Cllr Lloyd Bunday, Executive Member for Finance and Transformation NNC Cllr Mike Hallam, Cabinet Member for HR and Corporate Services WNC

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

Contributors/Checkers/Approvers

Approver	Officer Name	Date Officer Approved Report
North MO West MO	Adele Wylie Catherine Whitehead	4 th May 2022
North S151 West S151	Janice Gotts Martin Henry	4 th May 2022
Other Director/SME	Lisa Hyde Sarah Reed	N/A

List of Appendices

None

1. Purpose of Report

- 1.1 To approve the recommendation to change the treatment of three functions within the shared Digital, Technology & Innovation (DTI) service.
- 1.2 To approve the recommendation for the creation of a project team, alongside an independent consultancy, to investigate in detail the approach to disaggregation and to form a plan for delivery of the disaggregation of IT services from West Northamptonshire Council.

2. Executive Summary

- 2.1 A joint change request is proposed by WNC/NNC to seek approval to support the recommendations to change the treatment of several DTI service functions as detailed in section 3.
- 2.2 This change request seeks to make immediate changes to disaggregate part of the DTI service, ahead of a longer programme of work to look at the more complex and harder-to-separate service functions.
- 2.3 The proposal is to further put together a programme team reporting to both CIO's, alongside an independent agency /consultancy for a six-month period, to work through the detail of the more complex areas in the blueprint and to provide members with a detailed plan and options for disaggregation to consider.
- 2.4 The proposals were agreed in principle by members of the Shared Services Joint Committee at a workshop on 15th March 2022.

3. Recommendations

- 3.1 It is recommended that:
 - The request to amend the treatment of **Strategy & Architecture** from a Hosted model to a Disaggregated model is endorsed and submitted to the Shared Services Joint Committee for consideration to approve, and the blueprint is amended to reflect these changes.
 - **Business Systems** is removed from the IAA.
 - The request to amend the treatment of **Digital** from a Lead model to a disaggregated model is endorsed and submitted to the Shared Services Joint Committee for consideration to approve, and the blueprint is amended to reflect these changes.
 - Officers commission a programme team (internal and consultancy) to deliver a report and proposed options for disaggregation of the remaining areas of the blueprint. The team should be in place within six weeks of this decision.

- In order to ensure progression on the proposals outlined in this paper a progress report will be presented to the Shared Services Joint Committee on a quarterly basis.
- 3.2 The recommendations are made to support the request from NNC to disaggregate ICT services, whilst reflecting both the reality of the service as experienced during its first year, and what functions can and should be changed at this stage to support this.
- 3.3 The recommendations reflect the discussions at an ICT disaggregation workshop of Shared Services Joint Committee members on 15th March 2022.

4. Report Background

- 4.1 The present shared ICT service was formed in WNC on 1st April 2021 as part of local government re-organisation in Northamptonshire. It provides a hosted ICT service to NNC as well as providing services to WNC, the Northamptonshire Children’s Trust (“NCT”), and to former LGSS partners (e.g., Cambridgeshire County Council and Milton Keynes Council) as part of both NNC and WNC’s participation in the inherited shared services from LGSS.
- 4.2 The original Future Northants blueprint specified six services:
- Business Systems – ERP (lead)
 - Operations and Infrastructure – Former NCC systems (lead)
 - Service Delivery – Former NCC systems (lead)
 - Programme Team – Former NCC systems (hosted)
 - Strategy and Architecture (hosted)
 - Digital (lead)
- 4.3 At the request of NNC members, a paper¹ was brought to the Shared Services Joint Committee on 8th September, 2021. It proposed that the Chief Information Officers for WNC and NNC did a scoping exercise to determine what a discovery phase of work would cost to do, and how best to approach it.
- 4.4 Initial findings were discussed at a meeting of officers from both authorities on 12th January 2022. It was agreed that given the complexity of the service and the various considerations, members of the joint committee should participate in a workshop to explore fully options and complexities inherent to progressing

1

<https://northnorthants.moderngov.co.uk/documents/s2353/20210824%20ICT%20Disaggregation%20Discovery%20proposal%20-%20public%20v1.0.pdf>

the discovery phase of work, and to look at what changes could be made shorter term to progress disaggregation. This took place on 15th March 2022.

4.5 Members at the workshop agreed in principle to the recommendations of this paper, pending its formal approval.

5. Issues and Choices

5.1 The following options were considered.

Function	Option 1	Option 2	Option 3	Conclusion
Business Systems	Remove from the blueprint	Retain on the blueprint	-	Business systems falls under the monitoring and governance of the Lead Authority Board, to which NNC is separately a party. It does not therefore constitute a service that WNC directly supply NNC and should be removed accordingly.
Service Delivery	Further investigation	Disaggregate	Retain on the blueprint	The sheer complexity and size of these two services poses significant risk to the running of both organisations and requires resourcing which cannot be found within the existing authorities. Costs and timelines are hard to determine. Both parties have agreed to commission an independent plan to investigate and propose options in further detail.
Operations & Infrastructure	Further investigation	Disaggregate	Retain on the blueprint	
Digital	Disaggregate	Retain on the blueprint	-	Option 1 allows each authority the autonomy to invest in and deliver its own services, and the service is sufficiently straightforward to permit a disaggregation with no further assistance.
Strategy & Architecture	Disaggregate	Retain on the blueprint	-	This function contains no shared staffing or budget and exists in name only. It is therefore best to reflect this as not an aggregated function.

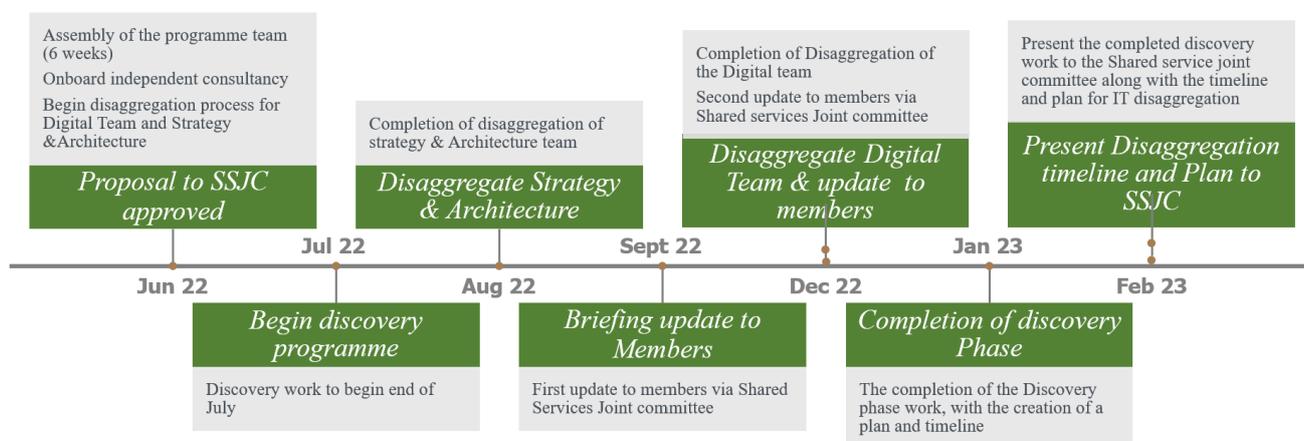
6. Next Steps

6.1 As endorsed by Joint Officer Board, the next steps would be to present the change request at the Shared Services Joint Committee on 8th June 2022 to seek approval for the blueprint changes.

7. Timeline and engagement

7.1 Once approved by the Shared Services Joint Committee, the programme of work around discovery will undertake the following timeline in order to reach the objectives set out in paper above;

IT Disaggregation Discovery Timeline



7.2 The programme will also present a briefing every 3 months, to the Shared Services Joint Committee to update members on the progress of the proposals outlined.

8. Implications (including financial implications)

8.1 Resources and Financial

- Digital:
 - Limited resources will be required from the enabler services to support the disaggregation process for the Digital function.
 - TUPE transfer of staff will be required for the disaggregation of the Digital function.
 - The 2021-22 budget, as inherited from NCC, was:
 - WNC: £272,008 of which £76,162 pays for NCT services.
 - NNC: £272,008 of which £59,842 pays for NCT services.
 - This would therefore result in a reduced charge to NNC of £212,166 for Digital, subject to adjustment for actual costs (e.g., changes in staff pay).
 - A review will also be required to determine and split any existing contract costs relating to the digital service, should there be any.
- Strategy & Architecture:
 - There will be no resource or financial implications arising from the proposals to remove Business Systems and Strategy & Architecture from the IAA.

8.2 Legal and Governance

- The Digital function is currently operating in accordance with the Inter Authority Agreement that exists between North Northamptonshire Council and West Northamptonshire Council. If the recommendation proposed within the

report is agreed, then the Councils will approve the removal of this service from the IAA.

- The Business Systems function is currently operating in accordance with the Inter Authority Agreement that exists between North Northamptonshire Council and West Northamptonshire Council. If the recommendation proposed within the report is agreed, then the Councils will approve the removal of this service from the IAA agreement.

8.3 *Relevant Policies and Plans*

- This work supports NNC's plans to deliver effective ICT services to its residents.
- This work supports the Corporate and transformation plans for the organisation.
- This work will allow NNC to build the service required to respond to the council's ambitions.

8.4 *Risk*

- The process for separating Digital is likely to involve the duplication of several needed skillsets where these exist in a single individual, or where the team benefits from an economy of scale. There is therefore a high risk that the cost of the Digital function will increase for both authorities.
- If an agreement with staff over their choice of employer is not reached, the process may well be delayed by appeals and union activity, and a protracted process is likely to damage staff morale, reducing productivity and increasing the risk of expenditure to replace departing staff.
- Failure to proceed at pace would inhibit NNC's ability to determine a sovereign IT strategy, based on the vision of the organisation. A delay to the disaggregation process will impact NNC's ability to deliver on its transformation journey.
- Failure to proceed would impact wellbeing of staff in NNC, due to not being able to formalise structures and delay to investment in the service in NNC due to unconfirmed impact of disaggregation.

8.5 *Consultation*

- Should the decision be made to disaggregate any teams within DTI then it will be necessary to undertake the required consultation staff process in line with TUPE and the approved HR disaggregation principles.

8.6 *Consideration by Scrutiny*

- None arising from this report.

8.7 *Equality Implications*

- No negative impacts or implications arising from this report.

8.8 *Climate Impact*

- No negative impacts arising from this report.

8.9 *Community Impact*

- No negative impacts arising from this report.

8.10 *Crime and Disorder Impact*

- No negative impacts arising from this report.

9. Background Papers

9.1 None.

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Shared Services Joint Committee Wednesday 8th June 2022

Report Title	Variation Notice: Public Health Management, Commissioning and Admin
Report Author	John Ashton, NNC Interim Director of Public Health, john.ashton@northnorthants.gov.uk Sally Burns, WNC Interim Director of Public Health, sally.burns@westnorthants.gov.uk
Executive Member	Councillor Helen Harrison, Executive Member for Adults, Health and Wellbeing, NNC
Cabinet Member	Councillor Matt Golby, Portfolio Holder for Adult Care, Wellbeing and Health Integration, WNC

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

Contributors/Checkers/Approvers

Approver	Officer Name	Date Officer Approved Report
North MO	Adele Wylie	4 th May 2022
West MO	Catherine Whitehead	4 th May 2022
North S151	Janice Gotts	4 th May 2022
West S151	Martin Henry	4 th May 2022
Other Director/SME	David Watts	N/A
Other Director/SME	Stuart Lackenby	N/A

List of Appendices

None

1. Purpose of Report

- 1.1. To seek approval to proceed with the disaggregation of Public Health Management, Commissioning and Admin, which is currently hosted by North Northamptonshire Council (NNC) and provided to West Northamptonshire Council (WNC).

2. Executive Summary

- 2.1. There is a requirement to disaggregate the teams within Public Health Management, Commissioning and Admin, formally employed by Northamptonshire County Council (NCC) and now hosted by North Northamptonshire Council (NNC) on behalf of West Northamptonshire Council (WNC) – the requirement to disaggregate by September 2022 was agreed in the Local Government Reform (LGR) Blueprint and set out in the Transformation Task and Finish Group Priority Disaggregation timeline¹.
- 2.2. The hosting and intended disaggregation are in line with the LGR blueprint previously agreed through the LGR transformation programme. Below is an overview of the functions of the team:
- Health Improvement – developing strategies, commissioning services and influencing wider stakeholders to improve health outcomes and reduce inequalities in areas including healthy ageing, weight management, physical activity, workplace health, children and young people, healthy schools, substance misuses (drugs and alcohol), mental health and suicide prevention, and oral health.
 - Health Protection – protecting individuals, groups, and populations from the impact of infectious diseases, environmental, radiological, and chemical threats. Over the last 2 years, most of this work has focused on leading the response to the Covid-19 pandemic.
 - Healthcare Public Health – providing specialist support to the NHS to develop and improve evidence-based healthcare through the careful assessment and planning of health need, prevention, quality, efficiency, value, and equity in healthcare pathways. Public Health input into Individual Funding Requests is an example of this.
- 2.3. The proposed disaggregation date for the in-scope service is the end of September 2022, when employees will either transfer to WNC under the Transfer of Undertakings (Protection of Employment) (TUPE) regulations or will remain in their current roles employed by NNC.
- 2.4. Both authorities want to disaggregate this service area, which has 57 posts of which 12 are vacant, to allow them to tailor services to the strategic vision and priorities of the individual authorities.

¹ Please see Section 8.1 – Background Papers for further information

3. Recommendations

3.1. It is recommended that the Shared Services Joint Committee:

- a) Approve the disaggregation of Public Health Management, Commissioning and Admin by 30th September 2022.
- b) Grant delegated authority to the Monitoring Officers for North and West Northamptonshire Councils to put into place a deed of variation to the Inter Authority Agreement (IAA) for the service to exit the IAA schedule 2C3.
- c) Approve that both WNC and NNC will act in accordance with service Plans and any Collaborative Working Agreements agreed by both WNC and NNC service leads and approved by Monitoring Officers until such time as a formal Deed of Variation has been completed.

3.2. Reason for Recommendations

- a) The proposed option to disaggregate Public Health Management, Commissioning and Admin most closely aligns with the agreed requirement to disaggregate the service by September 2022, as set out in the Local Government Reform (LGR) Blueprint and in the Transformation Task and Finish Group Priority Disaggregation timeline.
- b) This option adopts the LGR Blueprint, whereby a service has been hosted for a period before it can safely and legally disaggregate.
- c) Ensures the Councils and customers receive the most benefit from the delivery of the Public Health service, by enabling the organisations to tailor the service, to the local demographics and address the needs and priorities of the individual authorities.

3.3. Alternative Options Considered

- a) Public Health Management, Commissioning and Admin is currently being delivered as a hosted service, with NNC providing the service on behalf of WNC. This hosted arrangement could continue for a longer period before disaggregation.
- b) The current service provision could be made a long-term lead arrangement.

3.4. See sections 5.1.2. and 5.1.3. for further detail on options 2 and 3 respectively, below).

4. Report Background

- 4.1. Public Health Management, Commissioning and Admin works to support the health of the local population by preventing diseases, prolonging and improving the quality of life.
- 4.2. It is funded by the Department of Health and receives a grant ring-fenced for Public Health activity both statutory and non-statutory.
- 4.3. The activity is monitored by the Office for Health Improvement and Disparities (OHID) and they have provided the following conditions on how the grant can be spent:
- Statutory:
 1. sexual health services – STI testing and treatment
 2. sexual health services – Contraception
 3. NHS Health Check programme
 4. local authority role in health protection
 5. public health advice to NHS Commissioners
 6. national child measurement programme
 7. prescribed children's 0 to 5 services
 - Non-statutory
 1. sexual health services – advice, prevention and promotion
 2. obesity – adults
 3. obesity – children
 4. physical activity – adults
 5. physical activity – children
 6. treatment for drug misuse in adults
 7. treatment for alcohol misuse in adults
 8. preventing and reducing harm from drug misuse in adults
 9. preventing and reducing harm from alcohol misuse in adults
 10. specialist drugs and alcohol misuse services for children and young people
 11. stop smoking services and interventions
 12. wider tobacco control
 13. children 5 to 19 public health programmes
 14. other children's 0 to 5 services non-prescribed
 15. health at work
 16. public mental health
 17. miscellaneous, can include, but is not exclusive to:
 - nutrition initiatives
 - accidents prevention
 - general prevention
 - community safety, violence prevention and social exclusion
 - dental public health
 - fluoridation
 - infectious disease surveillance and control
 - environmental hazards protection
 - seasonal death reduction initiatives

- birth defect preventions
- 18. test, track and trace and outbreak planning
- 19. other public health spend relating to COVID-19

4.4. Since the launch of the two new unitary authorities in April 2021, Public Health Management and Admin has been hosted by NNC and currently NNC delivers the service for both NNC and WNC.

4.5. The service has 57 posts, 41 staff and 34.8FTE

4.6. An Impact Assessment was completed, detailing options and recommendations around the future service and impact that this would have on customers. The outcomes of which allows each authority, should they desire, the option to take a different preferred approach towards the delivery of the service following disaggregation.

4.7. With new Directors of Public Health being recruited in the organisations, it is recommended to disaggregate the existing service 'as is' and allow each authority to determine their future delivery models after disaggregation, which will be reported to each individual council for approval according to its corporate governance.

5. Issues and Choices

5.1. The following options have been considered:

- Option 1 - Approval of disaggregation by 30th September 2022
- Option 2 - Delay disaggregation
- Option 3 - Put in place on-going lead authority arrangements whereby the team and services remain as one team provided to one authority by the other.

5.1.1. Option 1 (recommended option) – Approval of disaggregation by 30th September 2022.

This option would see Public Health Management, Commissioning and Admin disaggregate between April 2022 and 30th September 2022 as per the original Blueprint timeline. By October 2022 the service will be disaggregated into two separate teams, one providing services to WNC and one to NNC.

- This option is recommended as it fulfils the strategic vision to disaggregate the service as per the agreed timescales set out in the LGR blueprint.
- Disaggregation simplifies current processes related to governance and delegated authority for operational decisions.
- Allows the ability to tailor services to the strategic vision and priorities of the individual authorities.
- It would allow staff to focus on building relationships within their unitary authority.
- Provides certainty for affected staff who have already been working in doubt about their positions for nearly 2 years now.

5.1.2. Option 2 (not recommended) – Delay disaggregation.

This option would see Public Health Management, Commissioning and Admin disaggregation delayed until after the agreed timeline set out in the blueprint. The service would continue as it is currently provided, under a host arrangement with NNC as the lead and WNC as the receiver.

- This option is not recommended as it goes against the agreed timescale as set out in the LGR blueprint.
- Extended period of uncertainty for staff who have been working in doubt about their positions for nearly 2 years now.
- There have already been several leavers and there are concerns that this number may increase should disaggregation be delayed.
- Impact on recruitment as feedback from candidates indicates that uncertainty around transition is a major factor in declining positions offered.

5.1.3. Option 3 (not recommended) - Put in place on-going lead authority arrangements whereby the team and services remain as one team provided to one authority by the other.

This option would see Public Health Management, Commissioning and Admin continue as it is currently provided but under a lead arrangement with one of the authorities acting as the lead and the other the receiver.

- This option is not recommended as it goes against the agreed treatment as set out in the LGR blueprint.
- It would not deliver the strategic decision by both authorities to establish their own Public Health service.
- This option would not allow the service the ability to tailor services to the local population and the strategic vision and priorities of the individual authorities

6. Next Steps

6.1. An exit plan would be developed in accordance with the requirements of the Inter Authority Agreement (IAA) for the hosted provision of functions and services between NNC and WNC.

6.2. Staff consultation will be undertaken, and final staffing structures will be proposed by the Director of People (WNC) and the Executive Director Adults, Communities and Wellbeing (NNC) and agreed by both authority's leadership teams.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1. Resources will be required from the enabler services in both authorities to support the disaggregation and TUPE of staff.
- 7.1.2. The service is primarily funded by the Public Health grant which was split between NNC and WNC at the point of unitary creation in April 2021 by Public Health England (now OHID).
- 7.1.3. Employees will undergo a consultation period where the outcome of employee allocation will be determined, and some employees will transfer across to West Northamptonshire Council under TUPE rules, and against the disaggregation principles agreed with the Trade Unions.
- 7.1.4. Both authorities wish to review Public Health against the priorities and demographic needs of each organisation post-disaggregation. The current staff will be split equally according to service need but following disaggregation there may be a need to restructure the service based upon the outcome of the review. This may require further investment to ensure the service can deliver the priorities and objectives of each authority.
- 7.1.5. It is anticipated that any additional costs during the transformation process can be met within existing budgets.

7.2. Legal and Governance

- 7.2.1. Changes to the relevant elements of the existing IAA Schedule 2 will need to be made through an agreed Exit Plan.
- 7.2.2. Provisions may be made for Collaborative Working Agreements between the North and the West Northamptonshire Authorities to ensure that service delivery to either authority is not jeopardised by any residual matters that cannot be resolved after the full disaggregation of the service has been completed.
- 7.2.3. Any Data Protection Impact Assessments (DPIAs) and Data Sharing Agreements that are required because of disaggregation will be completed as part of the disaggregation process. Information Governance Officers will be engaged with to ensure full compliance with relevant Data Protection legislation.
- 7.2.4. There are currently 28 live contracts within the service. The proposal is for Collaborative Working Agreements (CWA) to be drawn up for each contract, with the anticipation that the end date of each CWA to fall in line with the contract end date. To assess where the contract will be allocated, in NNC or WNC, parameters such as staff allocation and enabler service availability will be explored and agreed by their respective corporate and executive

leadership teams. Further discussions will also need to take place after disaggregation between both organisations to discuss and agree the future commissioning plan of each contract.

7.3. Relevant Policies and Plans

- 7.3.1. The proposal will assist delivery of the North Northamptonshire Corporate Plan 2021-2025 “Safe and thriving places” priority.
- 7.3.2. The proposal will assist delivery of the West Northamptonshire Council Plan 2021-2025 by enabling greater “connected communities”.

7.4. Risk

- 7.4.1. The split of the structures and staff would need to ensure a balance of skills, knowledge, and experience, if this is not achieved there is a risk of disruption to the service.
- 7.4.2. Key risks have been identified in the Impact Assessment.
- 7.4.3. A full risk log is maintained by the project team and reviewed regularly. Risks will be monitored and escalated as per current project governance routes.

7.5. Consultation

- 7.5.1. Consultation with affected employees, supported by Trade Unions, will be undertaken and the team members will be involved in the process via 1:1s and team meetings, with the opportunity to raise questions and concerns.
- 7.5.2. There is no statutory requirement for public consultation.

7.6. Consideration by Executive Advisory Panel

- 7.6.1. No considerations arising from this report.

7.7. Consideration by Scrutiny

- 7.7.1. No considerations arising from this report.

7.8. Equality Implications

- 7.8.1. At this point in the process, it is not possible to fully assess the actual impact on all protected characteristic groups. An initial Equalities Screening Assessment will be undertaken during the disaggregation process and discussed with the Equalities Officer. The situation will be reviewed during staff consultation and for any equality implications that are identified, appropriate mitigating actions will be taken (where possible).

7.9. Climate Impact

7.9.1. No implications arising from the proposed recommendation.

7.10. Community Impact

7.10.1. Webpages, customer journeys and referral pathways will be reviewed to establish separate information and processes. Stakeholders will be communicated with to ensure there is clarity over how to access the services.

7.11. Crime and Disorder Impact

7.11.1. No implications arising from the proposed recommendation.

8. Background Papers

8.1. [Transformation Task and Finish Group Priority Disaggregation Timeline](#)

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Shared Services Joint Committee Wednesday 8th June 2022

Report Title	Variation Notice: Public Health Wellbeing Services
Report Author	John Ashton, NNC Interim Director of Public Health, john.ashton@northnorthants.gov.uk Sally Burns, WNC Interim Director of Public Health, sally.burns@westnorthants.gov.uk
Executive Member	Councillor Helen Harrison, Executive Member for Adults, Health and Wellbeing, NNC
Cabinet Member	Councillor Matt Golby, Portfolio Holder for Adult Care, Wellbeing and Health Integration, WNC

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

Contributors/Checkers/Approvers

Approver	Officer Name	Date Officer Approved Report
North MO	Adele Wylie	4 th May 2022
West MO	Catherine Whitehead	4 th May 2022
North S151	Janice Gotts	4 th May 2022
West S151	Martin Henry	4 th May 2022
Other Director/SME	David Watts	N/A
Other Director/SME	Stuart Lackenby	N/A

List of Appendices

None

1. Purpose of Report

- 1.1. To seek approval to proceed with the disaggregation of the Public Health Wellbeing service that is currently hosted by North Northamptonshire Council (NNC) and provided to West Northamptonshire Council (WNC).

2. Executive Summary

- 2.1. There is a requirement to disaggregate the teams within the Public Health Wellbeing service formally employed by Northamptonshire County Council (NCC) and now hosted by North Northamptonshire Council (NNC) on behalf of West Northamptonshire Council (WNC) – the requirement to disaggregate by September 2022 was agreed in the Local Government Reform (LGR) Blueprint and set out in the Transformation Task and Finish Group Priority Disaggregation timeline¹.
- 2.2. The teams (59 posts including 18 vacancies) currently provide a service to WNC through a hosting arrangement.
- 2.3. The hosting and intended disaggregation are in line with the LGR blueprint previously agreed through the LGR transformation programme. The services provided by the team are non-statutory. Services provided are summarised as follows:
- Stop Smoking Service
 - Falls Management Service
 - Supporting Independence Programme (SIP)
- 2.4. The proposed disaggregation date for the in-scope service is the end of September 2022, when employees will either transfer to WNC under the Transfer of Undertakings (Protection of Employment) (TUPE) regulations or will remain in their current roles employed by NNC.
- 2.5. Both authorities want to disaggregate the service to allow them to tailor services to the strategic vision and priorities of the individual authorities.

¹ Please see Section 8.1 – Background Papers for further information

3. Recommendations

3.1. It is recommended that the Shared Services Joint Committee:

- a) Approve the disaggregation of Wellbeing services by 30th September 2022.
- b) Grant delegated authority to the Monitoring Officers for North and West Northamptonshire Councils to put into place a deed of variation to the Inter Authority Agreement (IAA) for the service to exit the IAA schedule 2C4.
- c) Approve that both WNC and NNC will act in accordance with service Plans, Exit Plans and any Collaborative Working Agreements agreed by both WNC and NNC service leads and approved by Monitoring Officers until such time as a formal Deed of Variation has been completed.

3.2. Reason for Recommendations

- a) The proposed option to disaggregate the Wellbeing service most closely aligns with the agreed requirement to disaggregate the service by September 2022, as set out in the Local Government Reform (LGR) Blueprint and in the Transformation Task and Finish Group Priority Disaggregation timeline.
- b) This option adopts the LGR Blueprint, whereby a service has been hosted for a period of time before it can safely and legally disaggregate.
- c) Ensures the Councils and customers receive the most benefit from the delivery of Wellbeing Services by enabling the organisations to tailor the service to the demographics, needs and priorities of the individual authorities.

3.3. Alternative Options Considered

- a) The Wellbeing Service is currently being delivered as a hosted service, with NNC providing the service on behalf of WNC. This hosted arrangement could continue for a longer period before disaggregation.
- b) The current service provision could be made a long-term lead arrangement.

3.4. See sections 5.1.2. and 5.1.3. for further detail on options 2 and 3 respectively below).

4. Report Background

4.1. The Wellbeing Service provides support services directly to customers, these include:

- Supporting Independence Programme (SIP) - SIP is a frailty prevention service that provides a package of support to those living in Northamptonshire who are categorised as mild to moderately frail. The aim is to support independence and reduce or sustain the individual's frailty level. In turn this alleviates the risk of future falls, emergency hospital admission and the need for subsequent adult social care input.
 - Stop Smoking Service - provides behavioural support remotely to local smokers that would like help to stop smoking. Customer access this support for a period of 12 weeks, and benefit from bi-weekly telephone consultation with a Stop Smoking Advisor and a course of nicotine replacement therapy and/or e-cigarette starter kit and e-liquid.
 - Falls Management Services - provides an individual multifactorial falls risk assessment in the clients' own home, to work with the client to identify their potential falls risk factors. Falls Service team members, with the support of qualified therapists, create an individual action plan with the aim of reducing the identified falls risks.
- 4.2. Since the launch of the two new unitary authorities in April 2021, the Wellbeing service has been hosted by NNC and currently NNC delivers the service for both NNC and WNC.
- 4.3. The Wellbeing Services, as is the wider Public Health function, are primarily funded by the Public Health grant. The ringfenced grant determination is made by the Department of Health and Social Care (DHSC) and as of April 2021 NNC and WNC have separate allocations of funding.
- 4.4. The service has 59 posts, 41 staff and 39.69FTE.
- 4.5. With new Directors of Public Health being recruited in the organisations, it is recommended to disaggregate the existing service 'as is' and allow each authority to determine their future delivery models after disaggregation, which will be reported to each individual council for approval according to its corporate governance.

5. Issues and Choices

5.1. The following options have been considered:

Option 1 - Approval of disaggregation by 30th September 2022

Option 2 - Delay disaggregation

Option 3 - Put in place on-going lead authority arrangements whereby the team and services remain as one team provided to one authority by the other.

5.1.1. Option 1 (recommended option) – Approval of disaggregation by 30th September 2022

- This option would see the Wellbeing Services disaggregate between April 2022 and 30th September 2022 as per the original blueprint timeline. By October 2022 the service will be disaggregated into two separate teams, one providing services to WNC and one to NNC.
 - This option is recommended as it fulfils the strategic vision to disaggregate the service as per the agreed timescales set out in the LGR blueprint.
 - Disaggregation simplifies current processes related to governance and delegated authority for operational decisions.
 - Allows the ability to tailor services to the strategic vision and priorities of the individual authorities.
 - It would allow staff to focus on building relationships within their unitary authority.
 - Provides certainty for affected staff who have already been working in doubt about their positions for nearly 2 years now.

5.1.2. Option 2 (not recommended) – Delay disaggregation

- This option would see the Wellbeing Services disaggregation delayed until after the agreed timeline set out in the blueprint. The service would continue as it is currently provided, under a host arrangement with NNC as the lead and WNC as the receiver.
 - This option is not recommended as it goes against the agreed timescale as set out in the LGR blueprint.
 - Extended period of uncertainty for staff who have been working in doubt about their positions for nearly 2 years now.
 - There have already been several leavers and there are concerns that this number may increase should disaggregation be delayed.
 - Impact on recruitment as feedback from candidates indicates that uncertainty around transition is a major factor in declining positions offered.

5.1.3. Option 3 (not recommended) - Put in place on-going lead authority arrangements whereby the team and services remain as one team provided to one authority by the other.

- This option would see the Wellbeing Services continue as it is currently provided but under a lead arrangement with one of the authorities acting as the lead and the other the receiver.
 - This option is not recommended as it goes against the agreed treatment as set out in the LGR blueprint.
 - It would not deliver the strategic decision by both authorities to establish their own Public Health service.

- This option would not allow the service the ability to tailor services to the local population and the strategic vision and priorities of the individual authorities

6. Next Steps

- 6.1. An exit plan would be developed in accordance with the requirements of the Inter Authority Agreement (IAA) for the hosted provision of functions and services between NNC and WNC.
- 6.2. Staff consultation will be undertaken, and final staffing structures will be proposed by the Director of People (WNC) and the Executive Director Adults, Communities and Wellbeing (NNC) and agreed by both authorities leadership teams.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1. Resources will be required from the enabler services in both authorities to support the disaggregation and TUPE of staff.
- 7.1.2. The service is primarily funded by the Public Health grant which was split between NNC and WNC at the point of unitary creation in April 2021 by Public Health England (now OHID).
- 7.1.3. Employees will undergo a consultation period where the outcome of employee allocation will be determined, and some employees will transfer across to West Northamptonshire Council under TUPE rules, and against the disaggregation principles agreed with the Trades Unions.
- 7.1.4. Both authorities wish to review the Public Health Services against the priorities and demographic needs of each organisation post-disaggregation. The current staff will be split equally according to service need but following disaggregation there may be a need to restructure the service based upon the outcome of the review. This may require further investment to ensure the service can deliver the priorities and objectives of each authority.
- 7.1.5. An additional licence is required for the IT system QuitManager which is utilised by the Stop Smoking Service. This may incur an additional cost of approximately £9,000 as a result of the disaggregation. It is anticipated that this cost can be met from within existing budgets.

7.2. Legal and Governance

- 7.2.1. Changes to the relevant elements of the existing IAA Schedule 2 will need to be made through an agreed Exit Plan.
- 7.2.2. Provisions may be made for Collaborative Working Agreements between the North and the West Northamptonshire Authorities to ensure that service

delivery to either authority is not jeopardised by any residual matters that cannot be resolved after the full disaggregation of the service has been completed.

- 7.2.3. Any Data Protection Impact Assessments (DPIAs) and Data sharing Agreements that are required as a result of disaggregation will be completed as part of the disaggregation process. Information Governance Officers will be engaged with to ensure full compliance with relevant Data Protection legislation.
- 7.2.4. There are currently 5 live contracts within the service. The proposal is for Collaborative Working Agreements (CWA) to be drawn up for each contract, with the anticipation that the end date of each CWA to fall in line with the contract end date. To assess where the contract will be allocated, in NNC or WNC, parameters such as staff allocation and enabler service availability will be explored and agreed by their respective corporate and executive leadership teams. Further discussions will also need to take place after disaggregation between both organisations to discuss and agree the future commissioning plan of each contract.

7.3. Relevant Policies and Plans

- 7.3.1. The proposal will assist delivery of the North Northamptonshire Corporate Plan 2021-2025 “Safe and thriving places” priority.
- 7.3.2. The proposal will assist delivery of the West Northamptonshire Council Plan 2021-2025 by enabling greater “connected communities”.

7.4. Risk

- 7.4.1. The split of the structures, staff and contracts would need to ensure a balance of skills, knowledge, and experience, if this is not achieved there is a risk of disruption to the service.
- 7.4.2. Key risks have been identified in the Impact Assessment.
- 7.4.3. A full risk log is maintained by the project team and reviewed regularly. Risks will be monitored and escalated as per current project governance routes.

7.5. Consultation

- 7.5.1. Consultation with affected employees, supported by the Trade Unions, will be undertaken and the team members will be involved in the process via 1:1s and team meetings, with the opportunity to raise questions and concerns.
- 7.5.2. There is no statutory requirement for public consultation.

7.6. Consideration by Executive Advisory Panel

7.6.1. No considerations arising from this report.

7.7. Consideration by Scrutiny

7.7.1. No considerations arising from this report.

7.8. Equality Implications

7.8.1. At this point in the process, it is not possible to fully assess the actual impact on all protected characteristic groups. An initial Equalities Screening Assessment will be undertaken during the disaggregation process and discussed with the Equalities Officer. The situation will be reviewed during staff consultation and for any equality implications that are identified, appropriate mitigating actions will be taken (where possible).

7.9. Climate Impact

7.9.1. No implications arising from the proposed recommendation.

7.10. Community Impact

7.10.1. Webpages, customer journeys and referral pathways will be reviewed to establish separate information and processes. Stakeholders will be communicated with to ensure there is clarity over how to access the services.

7.11. Crime and Disorder Impact

7.11.1. No implications arising from the proposed recommendation.

8. Background Papers

8.1. [Transformation Task and Finish Group Priority Disaggregation Timeline](#)

SCHEDULE 2
SPECIFIED FUNCTIONS AND SERVICES

SERVICE AREA	Place and Economy
FUNCTION / SERVICE	Section 106 Development Management (covering Education, Libraries, and Digital Infrastructure)
SERVICE TREATMENT	Host
LEAD AUTHORITY	North Northamptonshire Council (“NNC”)
RECEIVING AUTHORITY	West Northamptonshire Council (“WNC”)

1. FUNCTION AND SCOPE OF SERVICE

1.1. Service Description

- 1.1.1** The Section 106 Development Management Service (‘the Service’) is a non-statutory service which facilitates regulatory compliance across a number of service areas and functions specifically in relation to the negotiation, delivery & management of S106 developer contributions across Education and Libraries services, and Community Infrastructure Levy (CIL) funding where appropriate. The service also provides comments on Digital Infrastructure provision. The approach is set out in the Creating Sustainable Communities Planning Obligations Framework document adopted by Northamptonshire County Council (NCC) in January 2015 with technical revisions agreed by North Northamptonshire Council (NNC) in August 2021.
- 1.1.2** The Service works with the Highways and Transport teams across North and West Northamptonshire Councils to monitor and collect secured S106 funding that becomes due, providing a central point for a range of Council services and for external developers.
- 1.1.3** The Service also facilitates collection and transfer of S106 developer contributions on behalf of the Northamptonshire Fire & Rescue Service to support delivery of key infrastructure, in accordance with the terms of individual S106 agreements.
- 1.1.4** Activities include:
- Responding to all consultations on major residential planning applications (ten homes or more), assessing their impact on infrastructure and responding on behalf of Education, Libraries and Digital Infrastructure services.
 - Negotiating with developers, landowners and services to secure developer contributions (S106/CIL) towards Education and Library infrastructure, and to advise on use of planning conditions relating to Digital Infrastructure
 - Providing instruction to Legal on drafting of new S106 agreements as well as Deeds of Variation or Supplemental Agreements where appropriate.
 - Ensuring robust monitoring of S106 agreements to ensure obligations for relevant services are met, including triggers, compliance, receipt of payments, and appropriate milestones achieved
 - Invoicing for S106 income from development when due for relevant Service areas
 - Supporting Service areas on infrastructure funding, project development and compliance in relation to S106 / CIL as necessary

- Undertaking financial reconciliation, monitoring & reporting on S106 / CIL across Service areas
- Facilitate delivery of annual monitoring report / infrastructure funding statement relating to Service areas
- Providing policy response to consultations as necessary, in relation to developer contributions for Education, Library and Digital Infrastructure Service areas as appropriate
- Commissioning studies, surveys and reports to provide robust evidence base to assess, inform and review S106 / CIL policy as necessary in relation to Service areas.

1.1.5 Third Party Contract Management

The Service manages and provides services to Northamptonshire Fire & Rescue Service (NFRS) in relation to current and historic S106 agreements which secure S106 funding and/or obligations towards provision of fire and rescue infrastructure (including hydrants).

This includes collecting secured contributions from development where appropriate, and passporting contributions to NFRS for delivery of projects as required under the terms of individual agreements. The Service also monitors and reports on Fire S106 contributions as part of its annual monitoring report / Infrastructure Funding Statement obligations.

The Service also works closely with the Highways and Transport team across West and North Northamptonshire to ensure any S106 financial obligations secured by the Highways team are monitored and collected as appropriate.

2. OUTSOURCING

2.1 External Providers

2.1.1 The Service instructs Legal to provide advice on the negotiation, preparation and completion of new / amended S106 agreements and related planning / S106 / Developer contribution related matters, on behalf of Education and Libraries Service areas. This may also include advice in respect of ad hoc queries relating to historic agreements and obligations (including compliance) as well as providing legal opinion on matters relating to S106 / CIL as necessary, including advice from Counsel where necessary.

2.1.2 Ad hoc procurement of consultancy services where necessary to carry out surveys, assessments and /or reports to inform S106 policy and evidence base requirements

2.2 Any other service delivery arrangements

2.2.1 A Memorandum of Understanding with NFRS relating to the transfer of historic S106 agreements & ongoing obligations in respect of secured S106 contributions.

2.2.2 There are various agreements in place with other authorities or external bodies relating to specific S106 obligations (e.g. use of funding). This includes:

- Community Managed Library Funding Agreements
- Agreements between Councils where NCC was not signatory to a specific agreement

- Funding Agreements relating to use of S106 at specific School projects, for example where a new school is delivered by the Education Skills and Funding Agency (Department for Education), utilising S106 contributions secured by the Service.

3. STAFFING

3.1 Total Staff for Service Provision

3.1.1 FTE staff – 2FT permanent Staff employed by North Northamptonshire Council;

- Senior Project Manager - Developer Contributions
- Principal Project Officer - Developer Funding.

3.1.2 Staff will work across both Councils to deliver the Service.

3.1.3 If the Service disaggregates, the two FTE posts are proposed to be retained by NNC; additional staff/capacity will therefore be required by WNC in advance of disaggregation to ensure continuation of Service delivery and consideration will also need to be given to future arrangements with Highways & Transport.

3.2 Staff location/base: home and office (currently One Angel Square, Northampton) as agreed by Service Managers

4 ASSETS / PREMISES

4.1 Locations of Premises from which the Services will be Provided

4.1.1 The Service will be delivered from existing premises (currently One Angel Square, Northampton) as required and home working will be subject to the Manager's discretion.

4.1.2 There are no assets / premises that will remain in the (receiver) Council

5 REPORTING, MONITORING AND REGULATORY COMPLIANCE

5.1 Service Reporting and Monitoring Requirements

5.1.1 Nation/Local reporting requirements or data returns: Yes - Annual Infrastructure Funding Statement / Annual Report

5.1.2 The service was up to date in meeting the reporting requirements and returns described at 01 April 2021.

5.2 Regulatory Compliance

Regulatory approvals needed: None

Outstanding approvals/inspections: None

Inspections due in 2021: None

6. IT & INFORMATION GOVERNANCE

6.1 The Service uses the following IT Systems; MS Office (inc Outlook, Word, Excel etc). Sharepoint and Windows including historic files.

6.2 IT supplier(s) and the Service will require notice before the services are transitioned in the future

6.4 NNC will process personal data on behalf of the WNC for the duration of the host arrangement in accordance with the Data Processor Agreement below.

6.5 Fees

6.5.1 A Management fee is currently charged in income received, as set out in the adopted Planning Obligations Framework document (Jan 2015). Future income depends on S106 strategy and management fee agreed.

7. Additional Information:

7.1 National/Legislative changes

7.1.1 The Government White Paper on planning reform may impact on service delivery requirements; timescales unknown at 01 April 2021.

7.2 Non-Standard support services

7.2.1 Legal / Counsel advice is provided on S106 / developer contribution matters as required.

7.3 Additional risks or issues to note

7.3.1 S106 income is essential to the delivery of additional school and library infrastructure and capacity as delivered through the Council’s capital programme. This often involves complex and lengthy negotiations with developers, landowners and various other parties and the need for robust supporting evidence base and analysis of viability and development impact. It also requires understanding of Council priorities across multiple service areas and statutory requirements as well as planning policy, regulations and legislative frameworks.

7.3.2 The Service operates within budget and generates an income through management fee as a percentage of s106 secured and paid.

8. DATA CONTROLLER, DATA PROCESSOR ARRANGEMENTS

The following table details the data processor arrangements pursuant to the UK GDPR Article 28

S106 Development Management (Host) NNC	
Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the North Northamptonshire Council is the Controller and the Contractor (West Northamptonshire Council) is the Processor.
Subject matter of the processing	Names and addresses (including contact email addresses, phone numbers and signatures) of individuals in connection with entering into and monitoring of S106 agreements.
Duration of the processing	During the term of this Agreement

S106 Development Management (Host) NNC	
Description	Details
Nature and purposes of the processing	<p>Personal data is processed in order to effectively respond to planning application consultations and to monitor S106 agreements to ensure compliance with legal obligations and perform public tasks. This data includes information on land ownership and may include individuals, site promoters, developers and other parties involved in the development and delivery of S106 agreements.</p> <p>No personal data is published by the Service, however some data may be shared with other Council Services or statutory consultees for their advice on infrastructure related matters.</p>
Type of Personal Data being Processed (e.g., Name, dob, address)	Name, Address (including email), Telephone Number, Email address
Categories of Data Individual (e.g., staff, client)	
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under union or member state law to preserve that type of data</p>	<p>The Data Processor will process the data for the duration of the contract and no data will be retained beyond this date. Personal Data shall be returned to the data controller in a secure, and accessible format and any residual personal data shall be permanently destroyed using formal procedures that comply to relevant industry standards.</p> <p>On receipt of the returned personal data to the Data Controller shall retain it in line with the Council's retention schedule.</p>
Lawful basis	UK GDPR Art 6,1 (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

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**West
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**Shared Services Joint Committee
Wednesday, 8th June 2022**

Report Title	Inter Authority Agreement – 2021 / 2022 Quarter 4 Performance Report
Report Author	<p>Sarah Reed – Executive Director – Corporate, West Northamptonshire Council</p> <p>Guy Holloway – Assistant Chief Executive, North Northamptonshire Council</p> <p>Report author: Andrew Maddison – WNC Performance and Governance Manager <i>(on behalf of West Northamptonshire and North Northamptonshire Councils)</i></p>

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

List of Appendices

Appendix A – Draft IAA Quarterly Performance Report – Quarter 4 2021/22

1. Purpose of Report

- 1.1. To provide the Joint Officer Board with the draft quarter four performance report for services delivered via the Inter-Authority Agreement (IAA) arrangements between North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC) (see section 8. Background Papers).

2. Executive Summary

- 2.1. On 15th December 2021 the Shared Service Joint Committee were provided with the quarter 1 and quarter 2 performance outturns for associated services delivered via the Inter-Authority Agreement (see section 5.2 Background Papers), and on 23rd March 2022 the Shared Service Joint Committee were provided with the quarter 3 performance outturns (see section 5.3 Background Papers).
- 2.2. This report provides Members an overview of performance for those services delivered via the Inter-Authority Agreement in place between North Northamptonshire Council and West Northamptonshire Council. The report covers the period between January and March 2022 inclusive (quarter 4).

3. Recommendations

- 3.1. It is recommended that the Board:
 - a) Note the quarter 4 performance report shown in Appendix A.

4. Report Background

- 4.1. Performance indicators included in the report have been approved by the Shared Services Joint Committee as part of the development of IAA schedule 3 service plans.
- 4.2. Each agreed schedule 3 service plan includes a suite of performance indicators that will be used to measure the service delivered to the receiving authority by the providing authority.
- 4.3. On a quarterly basis a performance report will be produced to provide Members with assurance that services are being delivered in line with the previously agreed target measures. Where performance has not met agreed targets an overview of the reasons why, along with any mitigating actions taken, will be presented by a senior officer from the associated service.
- 4.4. Table 1, below, details the services which are included within the quarter 4 performance report, split by providing authority.
- 4.5. Some performance data was marked 'to follow' when it was presented to Joint Officer Board and at the Joint Member Briefing prior to this committee. This was due to the reporting timetable for this report occurring before some key performance indicator outturn reports could be produced. In addition, the

quarter 4 reporting period represents the first time where a number of services have been required to report on data and as such this impacted on collation.

- 4.6. This data is now available and has been included in this report to be presented to the Shared Services Joint Committee. The services are all reporting as green.

Table 1: Services reported within the Q4 IAA Performance Report

Services provided by NNC to WNC:
<ul style="list-style-type: none">➤ Approved Mental Health Providers➤ Countywide Traveller Unit➤ Digital Infrastructure➤ Household Waste Recycling Centres➤ Information, Advice and Support Services for SEND➤ Learning and Development➤ Minerals and Waste Planning➤ Northamptonshire Archaeological Resource Centre➤ The Virtual School
Services provided by WNC to NNC:
<ul style="list-style-type: none">➤ Archives and Heritage, including Historic Environment Records and Portable Antiquities Scheme➤ Library Support Services

5. Issues and Choices

- 5.1. There are no issues or choices to consider.

6. Next Steps

- 6.1. Following review at the Joint Officer Board the performance report will be presented to the following Board/Committee meetings:

- 6.1.1 Joint Member Briefing – 18th May 2022.
- 6.1.2 Shared Services Joint Committee – 8th June 2022.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1 Performance and Service area resources are required to produce the associated quarterly performance reporting, set out within this report. This is being delivered within existing resource across both West and North Northamptonshire Councils and there are no resources or financial implications arising from the proposals.

7.2. Legal and Governance

7.2.1 The Shared Service Joint Committee are responsible for “Reviewing the performance of the services and initiating additional/remedial action where appropriate”.

7.3. Relevant Policies and Plans

7.3.1. The Administrative Agreement between West Northamptonshire Council and North Northamptonshire Council for the Hosted / Lead Provision of Functions and Services between the two authorities dated 30 March 2021. A link to this document can be found in section 8.1 of this report.

7.4. Risk

7.4.1 There are no risks arising from the recommendations within this report.

7.5. Consultation

7.5.1 No consultation activity is required because of this report/activity.

7.6. Consideration by Executive Advisory Panel

7.6.1. No consideration by EAPs has been requested.

7.7. Consideration by Scrutiny

7.7.1. No consideration by scrutiny has been requested.

7.8. Equality Implications

7.8.1. There are no equality implications associated with this report.

7.9. Climate Impact

7.9.1. There is no anticipated climate impact because of this report.

7.10. Community Impact

7.10.1 There is no anticipated community impact because of this report.

7.11. Crime and Disorder Impact

7.11.1. There is no anticipated crime and disorder impact because of this report.

8. Background Papers

- 8.1. **Administrative Agreement -**
<https://northnorthants.moderngov.co.uk/documents/s1068/7.%20Appx%20B%20-%20IAA%20and%20Schedules.pdf>
- 8.2. **Shared Services Joint Committee - Wednesday 15th December, 2021 2.00 pm – Item 8 (Appendix C) -**
<https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=152&MId=498&Ver=4>
- 8.3. **Shared Services Joint Committee - Wednesday 23rd March, 2022 2.00 pm – Item 7b (Appendix A) -**
<https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=152&MId=501&Ver=4>
- 8.4. **Shared Service Joint Committee, List of Meetings -**
<https://northnorthants.moderngov.co.uk/ieListMeetings.aspx?CommitteId=152>

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**Inter-Authority Agreements
Quarterly Performance Report
Quarter 4 2021/22 (January to March 2022)**

Introduction

This report provides an overview of performance for services delivered via Inter-Authority Agreements (IAA). This report covers the quarter 4 reporting period for 2021/22 (January to March 2022).

The report is split into two key sections:

Section 1: Performance information for services provided by North Northamptonshire Council to West Northamptonshire Council.

Section 2: Performance information for services provided by West Northamptonshire Council to North Northamptonshire Council.

The tables below outline the services for which Q4 performance information has been, or is due to be, reported:

Section 1: Services provided by North Northamptonshire Council to West Northamptonshire Council
Approved Mental Health Providers
Countywide Traveller Unit
Digital Infrastructure
Household Waste Recycling Centres
Information, Advice and Support Service for SEND
Learning and Development
Minerals and Waste Planning
Northamptonshire Archaeological Resource Centre
The Virtual School

Section 2: Services provided by West Northamptonshire Council to North Northamptonshire Council
Archives and Heritage (including Historic Environment Records and Portable Antiquities Service)
Library Support Services



Section 1: Services provided by NNC to WNC



Q4 KPI overview - services provided by North Northamptonshire Council to West Northamptonshire Council

The table below provides an overview of the KPI outturns across nine NNC service areas who deliver services to WNC via an Inter-Authority Agreement. Of the 27 measures reported to date for Q4, 24 have met or exceeded target, with three missing target (two amber outturn and one red outturn). In addition there were a further nine measures that recorded no activity or were not due to be reported during quarter 4.

Of the three measures did not meet or exceed their target - two relate to the Approved Mental Health Provider service and one for Minerals and Waste Planning. Further details for these measures can be found by viewing the service specific page within the report.

NNC Service Area	Outturn			No activity
	G	A	R	
Approved Mental Health Providers	1	1	1	2
Countywide Traveller Unit	3	0	0	0
Digital Infrastructure	1	0	0	0
Household Waste Recycling Centres	3	0	0	2
Information, Advice and Support Service for SEND	3	0	0	0
Learning and Development	4	0	0	2
Minerals and Waste Planning	2	1	0	0
Northamptonshire Archaeological Resource Centre	3	0	0	3
The Virtual School	4	0	0	0
Total:	24	2	1	9

Approved Mental Health Professionals (AMHPs)

[Return to summary](#)

					2021/22 Performance Outturn				
KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	Apr to Sept 2021		Oct 2021 to Mar 2022		YTD
KPI01	Completion of return to advise on the number of people subject to Section 7 guardianship	National/ Statutory	Biennial	Return Submitted within timescale	N/A	N/A	N/A	N/A	N/A
AMHP1	Respond to referrals within 3 hours of receipt (and agree action plan with referrer)	Local	Quarterly	95%	N/A	N/A	N/A	N/A	N/A
AMHP2	Provision of resource to fully staff the AMHP rota and ensure appropriate shift cover on a weekly basis	Local	Quarterly	23 Shifts Per Week	24.3	22.00	24.53	22.53	N/A
AMHP3	Numbers of new AMHPs trained and warranted per year.	Local	Annual	4	N/A	N/A	N/A	0	N/A
AMHP4	AMHP quarterly service review meeting to take place.	Local	Quarterly	Service Review Meeting Held	N/A	N/A	N/A	Service Review Meeting Held	N/A

Supporting commentary

KPI01: This is a biennial return and not required in 2022.

AMHP1: The changes required to the Eclipse database in order to record this have only been implemented at the end of March 2022 so we are unable to report on performance for 2021/22 but will be able to report for 2022/23.

AMHP2: Without the use of locum and casual AMHP resource, and due to AMHPs being off work the shift cover level would have been 19.92 shifts per week.

AMHP3: A total of 5 workers have passed the course in 2021/22. There are 2 who are waiting to be authorised; 1 of whom was due to be authorised in March 2022 but was then off for a period (West). Both will be authorised by end of April (2nd person from NHFT). A further person (NHFT) is planned to be authorised in May (not available for AMHP in March due to need to cover Covid absences in own service, and on A/L in April). One more (West, the 4th person out of 5) is due June/July 2022, due to delayed finish time and the 5th person is on long term sick (North). Stage 2 AMHPs - there are two people who will start in April.

AMHP4: This indicator was only identified in Q4 so meetings were not held prior to this, although the PSW for Adults in West meets informally with the AMHP TM on a regular basis.

Countywide Traveller Unit

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn		
					Apr to Sept 2021	Oct 2021 to Mar 2022	YTD
NTU01	% of new encampments to be visited within one working day of notification; unless operational difficulties prevent this	Local	Six-monthly	95%	100%	100%	100%
NTU02	% of enquiries dealt with a contact within 3 working days	Local	Six-monthly	90%	100%	100%	100%
NTU03	Advise partner agencies of current encampment status on a weekly basis	Local	Six-monthly	95%	100%	100%	100%

Supporting commentary:

All measures met their targets for the period October 2021 to March 2022.

Digital Infrastructure

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Outturn				
					Q1	Q2	Q3	Q4	YTD
DI1	Overall Superfast Northamptonshire project (RAG) status as at end of quarter	Local	Quarterly	Green status	Green	Green	Green	Green	N/A
DI2	A project update report on all Digital Infrastructure projects and activity (excluding Superfast Northamptonshire project) is provided to WNC within 20 working days from end of quarter	Local	Quarterly	Report provided	Report provided to WNC	Report provided to WNC	Report provided to WNC	To follow	N/A

Supporting commentary

DI1: Excellent progress continues to be made against countywide speed and coverage targets. At the end of Q4, full fibre coverage had reached 41.8%, an increase of 6% over the last quarter. This has also taken up beyond our target to see at least 40% Full Fibre broadband coverage by end of 2023. Full fibre coverage continues to grow with Openreach, CityFibre and Gigaclear in particular extending their commercial investment in the county. Gigabit capable broadband coverage had reached 76.9% of premises at the end of Q4 (March 2022), having exceeded the 75% target at the end of Q3 2021/22. Sights are now set on the end of 2028 targets to see at least 80% and 90% of premises countywide able to access full fibre and gigabit capable broadband respectively.

An Open Market Review was completed by BDUK in Q4 for Lot 12 of Project Gigabit. This is a consultation with telecoms suppliers on their existing and planned gigabit coverage. Lot 12 covers most of West Northants and the western edge of North Northants, A Public Review, which maps for State Aid purposes the outcome of the OMR and the treatment of suppliers data, opened in March and closes at the end of April 2022. The Superfast Northamptonshire Team is working with BDUK to sense check the data. Lot 5 which covers the rural eastern part of North Northants completed similar processes in 2021. A Spring progress update on Project Gigabit is expected from BDUK. Previous updates can be found here <https://www.superfastnorthamptonshire.net/how-we-are-delivering/Pages/building-digital-uk-project-gigabit.aspx>.

DI2: E-scooter trial now extended to end of November 2022, confirmation received from DfT. Over 1.6m rides to date with 69k registered users. Starship robot deliveries over 94k to end Q4 with 100 robots operating in Northampton.

Household Waste Recycling Centres

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
HWRC1	% of payments made to Urbaser Ltd within agreed contractual timescales for services received	Local	Quarterly	100.00%	100.0%	100.0%	100.0%	100.0%	100.0%
HWRC2	Number of monthly contract monitoring meetings attended by relevant NNC representatives	Local	Annually	10	N/A	N/A	N/A	N/A	12
HWRC3	Provision of the following key contractual information monthly: • Audit information (if required) • Monthly revenue financial forecasts • Contractual performance data.	Local	Monthly	Yes	Yes	Yes	Yes	Yes	N/A
HWRC4	Provision of annual tonnage figures for the previous year by August to enable WNC to calculate the annual growth forecast figures by September of each year.	Local	Half Yearly	Forecast provided	N/A	Forecast Provided	N/A	N/A	N/A
HWRC5	Provide any required data for WNC Corporate performance dashboards by agreed dates	Local	Quarterly	Data provided within deadline	N/A	N/A			

Supporting commentary

HWRC1: The invoices for January and February were received and paid in line with Contract. The service is currently awaiting the March Data/Invoice but expected to be paid within Contractual Terms as per previous 11 months.

HWRC2: There were 12 HWRC contractor meetings held in 2021-22 as well as 6 maintenance/site ops meetings with NNC Representatives.

HWRC3: All Contracts were managed by NNC on behalf of WNC for 2021/22. No Audit requests received. P10, 11 and 12 data was submitted within WNC finance system monthly deadlines and year-end accruals completed within deadline. Performance Data was provided to NNC monthly by contractors and performance checked. Relevant information was shared with WNC AD Highways & Waste as required.

HWRC4: Work was carried out within NNC on behalf of WNC for 2021/22 - data was provided to WNC finance in line with their MTFP deadlines. This was technically Q3 as work was done Sept - Dec in line with MTFP

HWRC5: Q4 is not Complete - there has been no request for data - but will be available once Q4 data is finalised at end of April 2022

Information, Advice and Support Service for SEND

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
IASS1	A joint agreement for the provision of IASS is in place between all partners in accordance with the CFA 2014	National	Annual	Formal agreement in place	N/A	N/A	N/A	Formal agreement in place	N/A
IASS2	% of referrals and enquiries responded to within 3 working days	Local	Quarterly	90%	N/A	N/A	N/A	100.0%	100.0%
IASS3	A quarterly progress report is provided to the North and West Directors for Children's Services (DCS) providing an overview of the IASS service delivery	Local	Quarterly	Quarterly report produced and provided	N/A	N/A	N/A	Quarterly report produced and provided	N/A

Supporting commentary

All measures met their targets for the period October 2021 to March 2022.

Learning and Development

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
LD1	Completion and submission of Individualised Learner Record (ILR) return for WNC	National	Quarterly	ILR submitted	ILR submitted	ILR submitted	ILR submitted	ILR submitted	N/A
LD2	Apprenticeship Public Sector Target	National	Annual (Q4)	2.3%	N/A	N/A	N/A	N/A	N/A
LD3	Annual Apprenticeships self-assessment report and quality improvement plan produced and submitted to Ofsted	National	Annual	Report and Plan submitted	N/A	N/A	Report and Plan produced	Report submitted	N/A
LD4	Quarterly L&D management information dashboard produced and provided to WNC	Local	Quarterly	Dashboard provided	Dashboard provided	Dashboard provided	Dashboard provided	Dashboard provided	N/A
LD5	% of WNC apprentices that start qualification who go onto successfully complete	Local	Quarterly	75%	N/A	N/A	N/A	N/A	N/A
LD6	% of WNC delegates rating that the learning intervention was of a 'direct value to my work' was recorded as a 3 or above	Local	Quarterly	80%	96.5%	99.0%	96.9%	97.0%	N/A

Supporting commentary

LD2: The first annual report for this measure is not required to be submitted until 30th September 2022. Data is taken from month of April. We are now starting to prepare the report and hope to share this in June for agreement prior to any further reporting that may be required within the council prior to upload on the DSA portal. Apprenticeship dashboards have also been produced and shared

LD3: The Self Assessment Report to Ofsted has been written and an official 5 day Ofsted inspection has also been concluded. The service was officially rated as Good (Grade 2). Inspectors indicated there were elements of outstanding but deemed these not established enough at this current time to be awarded Grade 1. It is expected that another inspection will be undertaken within 4-5 years at which point, if still in current format, we should be able to achieve an outstanding rating without concern.

LD5: There are 82 learners on Apprenticeship programmes: 77 are progressing with their learning as planned, 8 have left the programme and 3 are currently on breaks-in-learning but are expected to resume training in time. We are expecting 13 learners to reach Gateway in readiness for End Point Assessment soon; we expect those figures to start showing on the next quarterly report.

Minerals and Waste Planning

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
MWP1	% of County Matter planning decisions made within required timescales	Local	Quarterly	95%	100%	100%	100%	100%	100%
MWP2	% of responses made in relation to Duty to Co-operate matters with other minerals and waste planning authorities within time period requested	Local	Quarterly	95%	100%	100%	100%	100%	100%
MWP3	% of responses to planning archaeology consultations from the area planning offices of NNC/WNC within timescales	Local	Quarterly	95%	95.4%	91.8%	96.8%	93.7%	95.1%

Supporting commentary:

MWP3: During Q4 a total of 189 responses to archaeology consultations were submitted. Of these 177 were completed within the target timescales. Performance for January saw a 100% outturn with all 45 responses submitted within agreed timescales. However, during February 4 of the 66 responses were submitted outside of timeframe, and in March 8 of the 78 responses were outside of timeframe. The delayed submissions that occurred during February and March was due to staff leave which impacted on the ability to make timely responses for all consultations. It should be noted that the performance for 2021/22 was slightly above target at 95.1%, with 639 of the 672 consultation responses submitted during the year completed within agreed timescales.

Northamptonshire Archaeological Resource Centre (ARC)

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
ARC1	Standards associated with ACE Museum Accreditation Scheme (applicable from the date of joining the Scheme)	Local	Quarterly	ACE standards met	<i>ARC as CHE has not yet applied for ACE Museum Accreditation. Likely will be in 2023. However, ARC is following ACE standards for loans/accessions/storage.</i>				N/A
ARC2	Provision of a report to WNC detailing the number of visits to the ARC split by: 1. Academic visits, and 2. Other visits	Local	Quarterly	Report provided to WNC	N/A	N/A	N/A	Report provided to WNC	N/A
ARC3	Provision of a report to WNC on the number of new accessions	Local	Quarterly	Report provided to WNC	N/A	N/A	N/A	Report provided to WNC	N/A
ARC4	Provision of a report to WNC indicating the number of total archive boxes in the ARC identified by origin	Local	Quarterly	Report provided to WNC	N/A	N/A	N/A	Report provided to WNC	N/A
ARC5	An annual survey to capture user net satisfaction with service (5-point scale)	Local	Annual	TBD	<i>Initial survey to be conducted in 2022/23 as benchmark. The satisfaction scale to be used will range from very satisfied to very dissatisfied.</i>				N/A
ARC6	An annual survey to capture user perception of VfM of service (5-point scale)	Local	Annual	TBD	<i>Initial survey to be conducted in 2022/23 as benchmark. The satisfaction scale to be used will range from very satisfied to very dissatisfied.</i>				N/A

Supporting commentary:

ARC1: The Northamptonshire Archaeological Resource Centre (ARC) has not yet applied for Arts Council England (ACE) Museum Accreditation. The application to seek accreditation is likely to be submitted in 2023. However, it should be noted that the ARC is following ACE standards for loans, accessions and storage.

ARC 5 and ARC 6: Surveys to be conducted during 2022/23 in order to establish a benchmark.

The Virtual School

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
VS1	Number of Learning, Skills and Education performance scorecards produced and presented to the Director of Children's Services and their Senior Leadership Team on a monthly basis	Local	Quarterly	3 per quarter	3	3	3	3	12
VS2	Provision of relevant information to NCT to facilitate the completion of the Corporate parenting performance scorecard which is produced and presented to the Corporate Parenting Board on a bi-monthly basis	Local	Quarterly	Bi monthly CPB performance report produced and	Presented to Corporate Parenting Board	N/A			
VS3	A Virtual School Head Annual Report is produced and presented at WNC Senior Leadership Team and the joint Corporate Parenting Board and published on the Virtual School website within agreed timescales.	Local	Annual (February)	Annual report produced and published	N/A	N/A	N/A	Annual report produced and published	N/A
VS4	Performance updates are presented to the Virtual School Advisory Panel (VSAP) on a termly basis and made available to the Corporate Parenting Board.	Local	Termly	Performance updates presented	Performance updates presented to VSAP	N/A			

Supporting commentary:

All measures met targets for quarter 4.



Section 2: Services provided by WNC to NNC



Q4 KPI overview - services provided by West Northamptonshire Council to North Northamptonshire Council

The table below provides an overview of the KPI outturns across four WNC service areas who deliver services to NNC via an Inter-Authority Agreement. Further details for these measures can be found by viewing the service specific page within the report. Of the 12 measures reported for Q4, 11 have met or exceeded target, with just one missing target (an amber measure reported for Libraries Support Service). In addition there were a further three measures that recorded no activity or were not due to be reported during quarter 4.

Service	Outturn			No activity
	G	A	R	
Archives and Heritage (including PAS and HER)	7	0	0	2
Libraries Support Services	4	1	0	1
Total:	11	1	0	3

Archives and Heritage (including Historic Environment Records and Portable Antiquities Service)

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
AH1	Accredited status with The National Archives	National	To be reported in 2023	Accredited	<i>To be reported in 2023 following application to The National Archives</i>				N/A
AH2	Provision of a report to NNC detailing quarterly activity, including: 1. Number of visits to County Archive 2. Number of enquiries responded to 3. Number of website hits 4. Number of outstanding TNA/HE recommendations	Local	Quarterly	Report provided to NNC	N/A	N/A	N/A	Report provided to NNC	N/A
AH3	An annual survey to capture user net satisfaction with service (5-point scale)	Local	Annual	Survey completed	N/A	N/A	N/A	Survey completed	N/A
AH4	An annual survey to capture user perception of VfM of service (5-point scale)	Local	Annual	Survey completed	N/A	N/A	N/A	Survey completed	N/A
PAS1	Compliance with PAS MOU with the British Museum	Local	Annual (Q4)	Full compliance	N/A	N/A	N/A	Full compliance	N/A
PAS2	Number of Finds 'Surgeries' and outreach events held across the year (Countywide).	Local	Annual (Q4)	10 per annum	N/A	N/A	N/A	26	26
HER1	Historic England audit status	National	Quarterly	Satisfactory audit status	N/A	N/A	N/A	N/A	N/A
HER2	Percentage of commercial and non commercial enquiries processed promptly (within 10 working days)	Local	Quarterly	95%	N/A	N/A	N/A	100.0%	100.0%
HER3	To ensure all grey literature is included on the HER database promptly (within three months)	Local	Quarterly	95%	N/A	N/A	N/A	100.0%	100.0%

Supporting commentary

AH3: User Satisfaction was 100% satisfied, with 92% of respondents very satisfied.

AH4: Value for Money was 65% satisfaction with Value for money (on basis of a very small sample size).

HER1: There has been no requirement to report on the HER audit during 2021/22.

Library Support Services

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2021/22 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
LIB01	Annual CIPFA return completed and submitted for North Northamptonshire Local Authority area within required timescale (31st July)	National	Annual (Q2)	Return submitted	N/A	Returned submitted	N/A	N/A	Returned submitted
LIB02	% of book stock deliveries completed against planned schedule	Local	Quarterly	95%	96.3%	96.8%	100%	85.7%	97.9%
LIB03	Number of Northamptonshire BIPC interventions supported	Local	Annual (Q4)	170	0	108	31	42	181
LIB04	Number of new businesses started with support from the BICP Northamptonshire	Local	Annual (Q4)	25	12	7	5	7	31
LIB05	Number of sessions/activities/ workshops accessible in the North Northamptonshire area	Local	Annual (Q4)	60	0	56	19	13	88
LIB06	% of annual SLA Reviews completed for each Community Managed Library (within NNC area)	Local	Quarterly	100%	100%	100%	100%	100%	100%

Supporting commentary

LIB02: 18 of 21 (85.7%) deliveries were completed as planned. Due to a combination of sickness and leave the service was down to one driver for much of the quarter but deliveries were rearranged and re-scheduled where required to ensure none were missed. Q4 sees the lowest amount of stock published so there is less stock to deliver at this time of year. Although this measure missed target for Q4, the year-end outturn of 97.9% exceeded the 95% target.

Measures **LIB03**, **LIB04** and **LIB05**, all reported annually, exceeded their targets for 21/22. It should be noted that the target for LIB03 was exceeded despite the inaccessibility of Kettering Library during the Cornerstone refurbishment.

Report collated on behalf of North Northamptonshire Council and West Northamptonshire Council by the WNC Performance and Governance team.

