



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

27th October 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 2th November 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

85/23. To receive apologies for absence

86/23. To receive and approve the minutes of the meeting held on 5th October 2023
(APPENDIX A)

87/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed*)

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

88/23. Public Participation Session (*Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

89/23. To receive any information update on Section 106 / Community Infrastructure Levy

90/23. Councillor Reports – Information Only

- To receive any informational reports from Councillors.

91/23. Bank Reconciliations

- To approve bank reconciliations for September 2023 (APPENDIX B)

92/23. Payment of Invoices

- To note invoice payments for September 2023 (APPENDIX C)

93/23. Co-option to Fill One Casual Vacancies for Old Duston Ward

- a) Each candidate invited to address the meeting for no more than 5 minutes each.
- b) Voting (*The first candidate to receive an absolute majority of those present and voting is declared co-opted. Should no single candidate receive an absolute majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority).*

94/23. Committee Updates

- a) To receive a report in the form of the minutes of the Planning Committee (APPENDIX D)
- b) To receive a report in the form of the minutes of the Environment Committee (APPENDIX E)
- c) To receive a report in the form of the minutes of the Resources and General Purposes Committee (APPENDIX F)

95/23. Digital Agenda and Reports Preference Declaration

- To receive the Digital Agenda and Reports Preference Declaration Form (APPENDIX G)

96/23. Recommendations from the Environment Committee

- a) That the Council purchases Junior goal posts that are to be installed at Errington Park. To be funded by Community Infrastructure Levy Monies.
- b) That the Council does not participate in No Mow May during the forthcoming year (2024).

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97/23. Review of the Four Year Plan

- To review the Four Year Plan to identify and propose projects for budgetary consideration for the municipal year of 2024/25 (APPENDIX H)

98/23. Grievance and Disciplinary Policy

- To adopt a new Grievance Policy (APPENDIX I)
- To adopt a new Disciplinary Policy (APPENDIX J)

99/23. To discuss Robberies and Shoplifting in Duston

- a) Discuss the ongoing problem of shoplifting and robberies in local Duston shops.
- b) To discuss purpose and potential uses for adopting a crime recording document. Agree how such information could be collected. (APPENDIX K)

Proposed by Cllr P Enright-King

100/23. Unity Bank Update

- a) To receive a verbal update from the Clerk regarding the transfer over to Unity Bank from Barclays.
- b) To discuss and confirm current councillor bank signatories.

101/23. Councillor Motion Template

- To receive and discuss the notion of a Councillor Motion Template (APPENDIX L)

Proposed by Cllr P Enright-King

102/23. Duston Parish Council Health & Wellbeing Strategy

- To receive a report from Cllr Golby upon the creation of a Health & Wellbeing Strategy for Duston Parish Council (APPENDIX M)

Proposed by Cllr M Golby



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FULL COUNCIL MINUTES
THURSDAY 5th OCTOBER 2023

Chair: Cllr S Maitland

Councillors Present:

Barnes, Ennis-Clark, Golby, Ingram, Liddon, Mumford, Roper, Littlewood, Dickinson

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

71/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

72/23. To receive and approve the minutes of the meeting held on 7th September 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday 7th September were approved as a true record and signed by the chair (APPENDIX A)

73/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

74/23. Public Participation Session

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- There were no members of the public present.

75/23. To receive any information update on Section 106 / Community Infrastructure Levy

- The Clerk received a Section 106 report from West Northamptonshire Council regarding Section 106 funds that are allocated in Duston. On the 28th of October 2023 the Planning Committee received, discussed and noted the report, making a recommendation to the Council (See item 81/23.) to apply for Section 106 funding for various projects.
- **RESOLVED:** That the update on Section 106 / Community Infrastructure Levy was received and noted.

76/23. Bank Reconciliations

- **RESOLVED:**
 - a) That the bank reconciliations for July 2023 were received, noted and approved (APPENDIX B)
 - b) That the bank reconciliations for August 2023 were received, noted and approved (APPENDIX C)

77/23. Payment of Invoices

- **RESOLVED:**
 - a) That the invoice payments for July 2023 were received and noted (APPENDIX D)
 - b) That the invoice payments for August 2023 were received and noted (APPENDIX E)

78/23. Committee Updates

- **RESOLVED:**
 - a) That the report in the form of the minutes of the Planning Committee was received and noted (APPENDIX F).
 - b) That the report in the form of the minutes of the Environment Committee was received and noted (APPENDIX G).

79/23. Councillor IT requirements

- Councillors are keen on reducing Duston Parish Council's environmental impact. The amount of paper and printing that is used to facilitate Duston Parish Council meetings can be reduced through various methods.
- **RESOLVED:**
 - a) That the IT report outlining various suggestions on how to support paperless meetings was received, discussed and noted (APPENDIX H)
 - b) That following adjustments are adopted to reduce the amount of paper and printing required for Council meetings:
 - That meeting will have TV / projector that displays the meeting's agenda.
 - That Councillors be encouraged to bring their own smart devices to digitally access the meeting's agenda and reports.
 - Councillors who wish to only receive digital copies of the agenda sign a statement declaring that they do not want to have paper copies printed for them.
 - From hence forth, Adobe Acrobat will be used to create more navigable PDFs.

80/23. Budget 2024/25

- **RESOLVED:** That the item be deferred until the next ordinary Full Council meeting (Thursday 2nd November 2023) to be done in conjunction with reviewing the Four Year Plan.

81/23. Recommendation from Planning Committee

- **RESOLVED:** That recommendation from the Planning Committee to apply for Section 106 funding for the proposed projects (New play equipment items for 8-12 year olds at Mendip Park / St Luke's Field & a possibly a path around the perimeter of Errington Park) was approved.

82/23. Whistleblowing Policy

- **RESOLVED:** That the whistleblowing Policy was approved for readoption (APPENDIX J).

83/23. To amend Standing Orders to have a regular standing item “Councillor Reports – Information Only” at Council meetings

- **RESOLVED:**
 - a) That the Standing Orders be amended to include a standing item for “Councillor Reports – Information Only”
 - b) That the Clerk make the necessary change to standing orders.

84/23. Youth Provision

- **RESOLVED:**
 - a) That the proposal for Free2Talk to provide a 2 hours weekly Youth Group, at a room provided by the Council at Duston Community Centre, for up to 15 Young People for 48 weeks costing £14,182 was discussed and approved (APPENDIX K).
 - b) To delegate to the Clerk to implement this option with Free2Talk.
 - c) There is a review / evaluation of the service after six months following commencement.

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
01/09/2023	123752		1ST REACTION	1ST001	125.00	25.00	150.00	4225	101	125.00	1st React alarm repair
18/09/2023	123862		1ST REACTION	1ST001	270.00	54.00	324.00	4225	102	270.00	1st React replace expander
30/09/2023	E2017708160		ALLSTAR	ALL001	54.55	10.91	65.46	4145	212	54.55	Allstar - fuel
21/09/2023	32283		AMBER SCREEN	AMBS001	1,634.00	326.80	1,960.80	4220	211	1,634.00	Amber Gate - Timken/field CILS
				332				332		-1,634.00	Amber Gate - Timken/field CILS
22/09/2023	32291		AMBER SCREEN	AMBS001	470.00	94.00	564.00	4220	211	1,634.00	Amber Gate - Timken/field CILS
06/09/2023	12510886		ANGLIAN WATER	ANGL01	1,184.20	0.00	1,184.20	4207	101	470.00	Amber fence board and post CIL
30/09/2023	AVIVASEP23		AVIVA	AVIVA001	494.77	0.00	494.77	4000	101	-470.00	Amber fence board and post CIL
19/09/2023	CHGSEP23		BARCLAYS	B0001	12.00	0.00	12.00	4125	201	470.00	Amber fence board and post CIL
25/09/2023	10186		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	1,184.20	Wave DCC 6.6.23-5.9.23
25/09/2023	10187		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	210	220.35	Aviva pensions Sept 23
13/09/2023	BCARDSEP23		BARCLAYCARD	BCARD	1,753.50	318.70	2,072.20	4227	101	62.36	Aviva pensions Sept 23
								4000	211	165.29	Aviva pensions Sept 23
								4006	101	46.77	Aviva pensions Sept 23
								4006	211	46.77	Aviva pensions Sept 23
								4125	201	12.00	CHGSEP23/Barclays
								4226	211	140.00	Barnet maint Duston Gardens
								4226	210	60.00	Barnett - Timken
								4227	101	198.97	BCard misc repairs
								4225	101	208.82	BCard misc repairs
								4019	201	39.81	BCard law book
								4151	101	32.47	BCard cleaning
								4115	201	85.58	BCard stationery
								4101	201	1,111.39	BCard microsoft
								4101	201	32.18	BCard Mailchimp/adobe
								4101	201	44.28	BCard microsoft
01/09/2023	INV-9618		BDP PUBLICATIONS	BDF001	460.00	0.00	460.00	4110	204	460.00	B&D In and Around Duston
04/09/2023	0465702		BOOKERS	BOOKERS01	154.76	5.14	159.90	4129	101	129.07	Booker - cleaning/ consumables
								4151	101	25.69	Booker - cleaning/ consumables

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
28/09/2023	0549569		BOOKERS	BOOKERS01	42.93	8.59	51.52	4129	101	42.93	Bookers water etc
05/09/2023	976763624		BRITISH GAS	BRIT01	1,843.57	368.71	2,212.28	4206	101	1,843.57	B Gas - Electricity DCC
18/09/2023	0000309985		BROXAP	BRO001	734.00	146.80	880.80	4249	211	734.00	Broxap - Roslin bench CIL
								332		-734.00	Broxap - Roslin bench CIL
14/09/2023	VI/1528564/9		CATHEDRAL	CATH01	539.49	107.90	647.39	4226	201	39.49	Cathedral Hygiene services
								4226	101	250.00	Cathedral Hygiene services
								4226	102	250.00	Cathedral Hygiene services
29/09/2023	8836		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maintenance Sept
29/09/2023	S108694		DATS PRINT SERVICES	DATS001	92.00	18.40	110.40	4128	215	92.00	Dats event labels
01/09/2023	230900131430		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB - St Lukes CCTV
01/09/2023	230900131510		DBFB	DBFB	362.93	72.59	435.52	4120	201	362.93	DBFB - telephone and broadband
29/09/2023	DVH GRANT		DUSTON VILLAGE HALL	DUSTVILL01	1,000.00	0.00	1,000.00	4081	203	1,000.00	Village Hall grant
19/09/2023	7086651		ESPO	ESPO01	264.00	52.80	316.80	4151	101	264.00	ESPO consumables
27/09/2023	F1250986		F1 LINING	F1001	5,775.00	1,155.00	6,930.00	4227	103	5,775.00	F1 Lining Lines Sport Centre
								328		-5,775.00	F1 Lining Lines Sport Centre
30/09/2023	6580		NATALIE GREEN & CO.	GREE001	3,970.00	794.00	4,764.00	4050	201	3,590.00	F1 Lining Lines Sport Centre
								4102	201	380.00	N Green accounts (Jul/Aug)
30/09/2023	HMRCSEP23		HMRC	HMRC01	5,093.58	0.00	5,093.58	4000	201	1,066.18	N Green IT queries/file restor
								4000	101	1,092.08	HMRCSEP23/HMRC PAYE & NI
								4000	102	737.85	HMRCSEP23/HMRC PAYE & NI
								4000	211	396.12	HMRCSEP23/HMRC PAYE & NI
								4005	201	563.32	HMRCSEP23/HMRC PAYE & NI
								4005	101	629.27	HMRCSEP23/HMRC PAYE & NI
								4005	102	426.46	HMRCSEP23/HMRC PAYE & NI
								4005	211	182.30	HMRCSEP23/HMRC PAYE & NI
30/09/2023	LGSSSEP23		NCC - PENSION	LPGS	3,101.84	0.00	3,101.84	4000	201	310.05	LGSS pension Sept 23
								4000	101	118.05	LGSS pension Sept 23

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
12/05/2023	KIMD013		NIPTONSHIRE ACRE	NA001	35.00	7.00	42.00	4006	102	213.00	LGSS pension Sept 23
29/09/2023	INV-3293		NCALC	NCALC01	201.00	40.20	241.20	4006	201	1,002.16	LGSS pension Sept 23
08/09/2023	6645/23		PB COMPUTER SERVICES	PB001	2,128.00	425.60	2,553.60	4006	101	876.78	LGSS pension Sept 23
								4006	102	581.80	LGSS pension Sept 23
								4060	201	35.00	Acre membership
								4019	201	201.00	Ncalc training
								4227	102	485.00	PB Elec St L repairs
								4227	101	1,068.00	PB Elec DCC repairs
								4220	102	575.00	PB Elec St L meters office
29/09/2023	PCE		PB COMPUTER SERVICES	PB001	-2,553.60	0.00	-2,553.60	103	0	-2,553.60	PBE misposted to PBC
08/09/2023	6645/23		P B ELECTRICAL SER.	PBE001	2,553.60	0.00	2,553.60	103	0	2,553.60	PB Electrical misposted to PBC
25/09/2023	PHIPPS25/9		PHIPPS STU	PHIPPS	175.00	0.00	175.00	4102	201	175.00	Stu Phipps IT support
01/09/2023	PHIPPSAUG23		PHIPPS STU	PHIPPS	20.00	0.00	20.00	4102	201	20.00	Stu Phipps IT support
01/09/2023	283376		PATHFINDER LEGAL	PLS	161.40	32.28	193.68	4055	102	161.40	Pathf St L off 2 lease
01/09/2023	283377		PATHFINDER LEGAL	PLS	200.80	39.56	240.36	4055	201	200.80	Pathfinder Lease Sports C
01/09/2023	283378		PATHFINDER LEGAL	PLS	161.40	32.28	193.68	4055	102	161.40	Pathfind St L Off 5 lease
01/09/2023	283379		PATHFINDER LEGAL	PLS	592.80	118.56	711.36	4055	201	592.80	Pathf Aquitaine Open Space
								330		-592.80	Pathf Aquitaine Open Space
01/09/2023	283380		PATHFINDER LEGAL	PLS	528.20	105.64	633.84	4055	201	528.20	Pathf Aquitaine Open Space
01/09/2023	283381		PATHFINDER LEGAL	PLS	429.40	85.88	515.28	4055	201	429.40	Pathf Branchall Open space
								330		-528.20	Pathf Branchall Open space
01/09/2023	283382		PATHFINDER LEGAL	PLS	440.80	88.16	528.96	4055	201	429.40	Pathf Brockwood open space
								330		-429.40	Pathf Brockwood open space
01/09/2023	283383		PATHFINDER LEGAL	PLS	440.80	88.16	528.96	4055	201	440.80	Pathf Brockwood open space
								330		-440.80	Pathf Clipston open space
01/09/2023	283383		PATHFINDER LEGAL	PLS	228.00	45.60	273.60	4055	201	228.00	Pathf Clipston open space

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description
								A/C	Centre	
20/09/2023	285331		PATHFINDER LEGAL	PLS	612.40	115.44	727.84	330	201	Pathf Newton Rd open space
03/09/2023	34UF003-0003		PARISH ON LINE	POL01	540.00	108.00	648.00	4110	201	Pathf Newton Rd open space
30/09/2023	SALARIESSEP23		SALARIES	SALARIES01	15,990.23	0.00	15,990.23	4000	201	Pathf Bants Lane allotments
								4000	201	Pathf Bants Lane allotments
								4000	201	Pathf Bants Lane allotments
								4000	201	Pathf Bants Lane allotments
								4000	201	Parish Online Digital mapping
								4000	201	SALARIESSEP23/STAFF SALARIES
								4000	101	SALARIESSEP23/STAFF SALARIES
								4000	102	SALARIESSEP23/STAFF SALARIES
								4000	211	SALARIESSEP23/STAFF SALARIES
05/09/2023	012226		SUPER COOL CENTRAL	SCC01	640.00	128.00	768.00	4226	101	Supercool aircon maint
31/08/2023	191900996/0010		SOUTHERN ELECTRIC	SSE01	126.99	6.34	133.33	4205	102	SSE Gas St L 1.8.23-31.8.23
07/09/2023	10008		SSSLTD	SSS01	140.00	28.00	168.00	4102	101	SSS CCTV software on new pc
27/09/2023	10060		SSSLTD	SSS01	550.00	110.00	660.00	4225	102	SSS - CCTV cables tidy/roof
21/09/2023	103189		TRANTRER	TRAN01	497.00	99.40	596.40	4226	102	Tranter Fire maint 1/9-31/8/4
25/09/2023	103226		TRANTRER	TRAN01	86.00	17.20	103.20	4227	102	Tranter - replace batteries
01/09/2023	TVSEPT23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	TVSEPT23/TV Licensing
01/09/2023	00000007884		URBASER LTD	URB001	49.17	9.83	59.00	4155	211	Urbaser Waste disposal
30/09/2023	NMP1217010		VEOLIA	V0002	550.58	110.12	660.70	4155	101	Veolia - waste removal
22/09/2023	B4-617967670		VODAFONE	VODA01	122.44	18.27	140.71	4121	101	Veolia - waste removal
14/09/2023	3360		WINGS EVENTS	WINGS01	598.75	119.75	718.50	103	0	Vodafone - mobile phones
30/09/2023	275642410		WORLDPAY	WORLD001	33.24	5.10	38.34	4137	201	Vodafone - mobile phones
04/09/2023	VOI0033589		ZENOFFICE	Z002	111.40	22.28	133.68	4107	201	Wings Marquee DFD deposit 6/24
										Worldpay credit card chgs
										Zen photocopier charges

TOTAL INVOICES 57,212.51 5,841.26 63,053.77

57,212.51



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Planning Committee Minutes **Thursday 28th September**

Chair: Cllr M Ingram

Councillors Present: Barnes, Liddon, Mumford

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Cllr Andrew Dickinson

PC033/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

PC034/23. To receive and approve for signature the minutes of the meeting held on Thursday 28th September 2023

- That the minutes of the meeting held on Thursday 28th of September 2023 were approved as a true record and signed by the Char.

PC035/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

PC036/23. Public Participation Session

- There were no members of the public present.

PC037/23. To Discuss Planning Applications Received from the Planning Authority

- **RESOLVED:**

- a) WNN/2022/1237 - 23 Weggs Farm Road, Northampton, NN5 6HD - Enlarging entrance porch, demolition of garage and construction of two storey side extension
 - No observations or comments.
- b) 2023/7126/FULL - 15 Kerrfield Estate Northampton NN5 6JY - Proposed single storey rear extension and side porch
 - No observations or comments.
- c) WNN/2022/1391 - Dallington Grange, Mill Lane, Kingsthorpe, Northampton, NN5 7PZ - Approval of Reserved Matters pursuant to Outline Planning Permission N/2014/1429 for 273 no dwellings on Phase 1B (part of) Dallington Grange and approval of conditions 11, 12, 14, 19, 20, 24, 29, 30, 39, 40 and 41 of N/2014/1429
 - No observations or comments.
- d) 2023/7148/FULL - 5 Hopping Hill Gardens Northampton NN5 6PF - Installation of air source heat pump at rear of the house
 - No observations or comments.
- e) 2023/7227/TPO - 18 Duston Wildes Northampton NN5 6ND - Works to Sycamore tree subject to Tree Preservation Order no:191
 - Duston Parish Council has no objections or comments in relation to the application itself. However, it would be useful if the description of work, that is required to be filled out on the Application for Tree Works Form was included on the consultee letter. I.E 'Reduction in height of 40% and clear of dead wood in outer branches maintaining shape of tree.'

PC038/23. West Northamptonshire Accessible Parking Restrictions (Yellow Line) Request Form

- **RESOLVED:** That the Accessible Parking Restrictions (Yellow Line) Request Form was received and noted (APPENDIX B).

PC039/23. Sandy Lane 40mph Proposed Speed Limit Plan

- **RESOLVED:** To recommend that the Council supports the proposed plan to change Sandy Lane from 60mhp to 40mph (APPENDIX C)

PC040/23. S106 / CIL Update

- **RESOLVED:** That the verbal update from the Clerk surrounding S106 / CIL monies was received and noted.

PC041/23. Duston Neighbourhood Plan

- **RESOLVED:**
 - a) That the report that identifies key next steps to take in relation to the Duston Neighbourhood Plan was received and noted (APPENDIX D).
 - b) That the next ordinary meeting of the Planning Committee be, in principle, dedicated to identifying which aspects of the NP can and should be amended and enhanced.



DUSTON PARISH COUNCIL

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Environment Committee Minutes **Thursday 19th October 2023**

Chair: Cllr P Enright-King

Councillors Present: Liddon, Ingram

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Cllr Andrew Dickinson

EC41/23. To receive apologies for absence

- Apologies for absence was received from Cllr Ennis-Clerk

EC42/23. To receive and approve for signature the minutes of the meeting held on Thursday 21th September 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday 21th September 2023 were approved as a true record and signed by the Chair (APPENDIX A).

EC43/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

EC44/23. Public Participation Session

- There was one member of the public who came to speak upon item EC48/23, they also raised concerns over the location of the gate, suggesting that there may be a risk to the users of the gate if the ground is wet in conjunction with it being a slope and that there are potential trip hazards. They suggested that locating the gate closer to the play equipment would be a more suitable location.

EC45/23. Goal Posts at Errington Park

- Goal posts at Errington Park have been removed not put back up with season. The Clerk said the goals post have not been put back up by WNC contractor as nobody was booking and paying for the pitches.
- **RESOLVED:** To recommend to Full Council the purchase of junior goal posts for Errington Park using CIL and that the clerk contacts Idverde and Trilogy Active to implement this decision.

EC46/23. Air Pollution Monitors Report

- **RESOLVED:**
 - a) That the report on Air Pollution Monitors was received and discussed (APPENDIX B).
 - b) That the Clerk contacts the West Northamptonshire Ward Councillors to request that the current traffic air quality monitoring project be extended to Duston.

EC47/23. Re-wilding Project Update

- Councillors were reminded that the Operations Officer had written a report on the current state of the Re-Wilding Project and ideas on how to best expand the project, was received and noted during the previous Environment Committee Meeting. The Clerk provided a verbal update stating that no substantive work can carried out in relation to the Re-Wilding Project.
- **RESOLVED:** That the verbal update from the Clerk was received.

EC48/23. The Creation of a Formal Pathway between Sam Harrison Way and Mendip Park

- The Clerk said signs have been put on the fence warning of uneven surface. It is understood that the land still belongs to the developer but under contract to the estate management company. The issue of ongoing liability costs of creating path need to be

considered and a formal written agreement with the estate management company would need to be in place to deal with this.

- **RESOLVED:**

- a) That the Clerk contacts contractors to acquire an estimated plan and costing for the installation of an accessible pathway. This would be funded by S106.
- b) The Clerk contacts Meedfleet and displays the plans, seeking permission to action the work on the land that they are responsible for.

EC49/23. Memorial Benches

- **RESOLVED:** That request for personal memorial benches will be assessed on a case by case basis and that the full cost incurred be funded by the requestee.

EC50/23. Trees at Pond Farm Close

- There is an ongoing issue of a resident complaint with the large trees at Digby Close blocking out light on Pond Farm Close. It is understood that the trees are not causing any structural damage to property and are in a healthy condition. These trees are not the responsibility of Duston Parish Council.
- **RESOLVED:** That a resident issue surrounding trees from Pond Farm Close blocking light to a residential property was received, noted and discussed. No action from Duston Parish Council should be taken.

EC51/23. No Mow May

- **RESOLVED:** That the recommendation to Council is that Duston Parish Council should not participate in No Mow May in 2024.

EC52/23. Environmental Schedule of Works

- **RESOLVED:** That the report and update from Resources & General Purposes Committee on Environmental Strategy for Insourcing and Outsourcing was received and noted (APPENDIX C). The Environment Committee supports the new strategy.

EC53/23. Clerk Update

- The following updates were received from the Clerk.

- New Bench in Mendip Park – Contractors have been engaged with and work shall commence imminently.
- Anti dog fouling signs – The Covid-19 Play Safe signage is in the process of being replaced by Anti dog fouling signs, the Operations officer is preparing the new signs to be installed.
- Planters for outside Co-op – The planters have been ordered, and are set to be delivered on Friday 20th October 2023.
- Planters for outside Duston Community Centre - The planters have been ordered, and are set to be delivered on the week commencing on Monday 30th October 2023
- Planters for Limehurst Square – Due to manufacturing issues, there has been a delay in receiving the Planters For Limehurst Square, however, we have received an E-Mail stating that they should be delivered on Monday 23rd of October 2023
- Concrete base for two benches adjacent to Errington Play Area – Contractors have been engaged with and work shall commence imminently.
- Relocation of Covid Remembrance bench in Cemetery – The bench has been removed from its original position due to a large amount of bird fouling and the old concrete base has been crushed up and filled up. The new location has been designated and Contractors shall be installing it imminently.
- **RESOLVED:** That the update from the Clerk on outstanding Environment Projects was received and noted.

The meeting closed at 8:34pm



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Resources and General Purposes Committee **Minutes 12th October 2023**

Chair: Cllr J Ennis-Clark

Councillors Present: Enright-King, Ingram

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

George Nemteanu – Facilities and Operations Manager

RGPC20/23. To receive apologies for absence

- Apologies were received from Cllr Barnes

RGPC21/23. To receive and approve the minutes for signature of the meeting held on 2nd August 2023

- **RESOLVED:** That the minutes of the meeting held on the 2nd of August 2023 were approved as a true record and signed by the Chair (APPENDIX A).

RGPC22/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interest declared.

RGPC23/23. Public Participation Session

- There were no members of the public present.

RGPC24/23. Budget Monitoring

- **RESOLVED:** That the budget monitoring report titled '3 months to June 2023 v. budget 2023/24' was received, discussed and noted (APPENDIX B)

RGPC25/23. St Luke's Churchyard

- **RESOLVED:**
 - a) That the quote for maintaining St Luke's churchyard (£3000+VAT per annum for 5 cuts a year) was received.
 - b) That it should be cut 4 times a year in the growing seasons. This to be included in the draft budget for 2023/24.

RGPC26/22. Bowling Green Steps

- **RESOLVED:**
 - a) That the request to create steps between the bowling green and the coffee box at Duston Sports Centre from the Trilogy Active and the Bowls Club was received, discussed and noted (APPENDIX D).
 - b) That the Clerk responds to the request by informing the Bowls Club and Trilogy Active to apply for a grant to support the construction.

RGPC27/23. Asset Transfers to Duston Parish Council

- The Clerk gave a brief verbal update regarding where the ongoing asset transfers. There has been a last minute hold up with Telstar Way POS which should soon be resolved. Rose villa Road should be resurfaced soon by David Wilson homes as per previously agreed. Rose Villa Road is a public right of way that everybody in Duston can use. The "Private Road" signs are open to misinterpretation and this will need to be rectified once transfer is complete.
- **RESOLVED:**
 - a) That the verbal update regarding the transfer of Parks, Public Open Space & Allotments from West Northamptonshire Council was received and noted.
 - b) That the verbal update regarding the transfer of Telstar Way POS (known as "Duston Gardens") was received and noted.

- c) That the verbal Update regarding the transfer of Alfred Knight Footpath, 3 streetlights and Rosevilla Road Access Way was received and noted.

RGPC28/23. Environmental Strategy Insourcing and Outsourcing

- **RESOLVED:**
 - a) That the Environmental Strategy for Insourcing and Outsourcing was discussed and noted the report (APPENDIX E).
 - b) The Committee agreed the Environment Strategy in the report and that it should be implemented.

RGPC29/23. Annual Facilities Review

- The Facilities and Operations Manager gave a presentation on the running of both Duston Community Centre and St Luke's Centre and answered questions from the Committee.
- **RESOLVED:** The Annual Facilities Review (APPENDIX F) was discussed and noted.

RGPC30/23. Room Hire Prices at Duston Community Centre & St Luke's Centre

- The Clerk and Facilities & Operations Manager put forward proposal to increase some room hire prices due to increasing utility and staffing costs.
- **RESOLVED:** The Committee agreed to increase the room hire prices as set out in APPENDIX F.

RGPC31/23. Artificial Intelligence in Local Councils

- The Assistant Clerk sits on the NCALC working party on how AI will impact on the future workings of Clerks and Parish Councils. The Assistant Clerk gave his thoughts on how AI could be used in future.
- **RESOLVED:** That report from the Assistant Clerk was discussed and noted (APPENDIX G).

RGPC32/23. Duston Parish Council Staff Structure

- **RESOLVED:** That the current staffing structure was noted and agreed (APPENDIX H).

RGPC33/23. Budget Priorities for 2024-25

- Various budget proposals were discussed such as grass cutting at St Luke's Churchyard, a path around Errington Park and a bin at Telstar Way. The Four Year Plan should be on the next Council agenda to consider other ideas.

RGPC34/23. Energy Usage at café in Duston Community Centre

- The Facilities and Operations Manager informed the Committee how much energy is being consumed according to the recently installed smart metre and the unit price.

RGPC35/21. Exclusion of Press and Public

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

RGPC36/23. Rent Review

- To proceed with a rent review for the tenant after taking external advice.



DUSTON PARISH COUNCIL

Duston Parish Council
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Digital Agenda and Reports Preference Declaration

I, Councillor _____, hereby declare my preference to receive digital versions of agendas and reports rather than printed copies for all Council, Committee and Sub-Committee meetings for the municipal year of 2023/2024.

I request to receive all future agendas and reports exclusively in digital format. This includes, but is not limited to, emails, downloadable files from websites, or other electronic means of communication. I understand that by making this declaration, I will no longer receive printed versions of agendas and reports at any meetings.

I, Councillor _____, will provide my own means of accessing digital versions of documents at all Council, Committee and Sub-Committee meetings for the municipal year of 2023/2024. If I am unable to provide my own means of accessing digital version of documents, I shall inform the Clerk 24 hours before the meeting commences.

Name _____

Signature _____

Date _____

DELIVERING FOR DUSTON

FOUR YEAR ACTION PLAN

1st April 2022 – 31st March 2026

Introduction

This year marked the 30 year anniversary of Duston Parish Council (DPC). Over this time the Parish Council has gradually taken on more of a role in making Duston a better place to live and work. There are notable things that happened in that first decade or so that are still here benefitting residents today. In 2001 the Parish Council installed Triumph Gardens play area and the path linking it to Aquitaine Close. In 1998 DPC installed the commemorative bench on Bants Lane to mark the passing of Princess Diana funeral cortege. The work continued in the next decade as well such as putting in a path around the perimeter of the Quarry Park and then installing the MUGA (Multi Use Games Area) at Errington Park.

The Parish Council has also played a role in more difficult times. Following the closure of the British Timken site the Parish Council, despite being a relatively small organisation at the time, worked hard with the developers to try and get the best deal for residents. It secured the future of the Sports Club and Field and ensured this much valued asset stayed in local control and could be safeguarded for future generations.

In the first half of 2000s Northamptonshire County Council took the decision to restructure schools in Northampton and bring it in line with the rest of the county and most of the country. Northampton went from Lower, Middle and Upper Schools to Primary and Secondary. This meant a surplus of school sites and many, such as the Ryeland Middle School, were sold for housing. A strong campaign helped secure the future of St Lukes Lower School and Field as a community facility which DPC now proudly maintains for local residents.

Duston Parish Council has now for some time put on an annual community festival. Not always in the same location or with the same name. Presently it is held at St Luke's Field with the name "Duston Fun Day". This annual community event has become a key event in the local calendar. In recent years there has been a change in the nature of local government across the country.

Both Northampton Borough Council and Northamptonshire County Council began to focus more on their core statutory services. This has meant DPC has taken on yet more of a role in the community to fill a void. Most notably it has taken on the freehold and running of the Community Centre at Pendle Road and installed more play and gym equipment. These are the kind of things that principal authorities once did.

Duston has always had a strong sense of community and identity. After the demise of the previous Duston Parish Council in 1965 when the village was incorporated into the Borough of Northampton the community picked up the pieces. The previous Duston Parish Council (1895 – 1965) had an Old Peoples Welfare Committee and after 1965 this became Duston Old Peoples Welfare Association (DOPWA). DOPWA have carried forward the work in helping the older residents. Duston Community Association (DCA) coordinated a huge range of volunteer activities over many years such as running Duston Community Centre and teaching young children to swim at the local swimming pool.

Where we are

Duston Parish Council now finds itself amongst change. The village has gone from being one out of ten parishes in Northampton to one out of 165 parishes in West Northamptonshire. West Northamptonshire Council (WNC) is one of the larger local authorities in England. Many principle authorities will be focusing on issues like social services, infrastructure projects, schools places and strategic housing growth. Duston Parish Council now has a simple choice. It can either be a talking shop and just administer itself or it can choose to take on a bigger enhanced role and actually deliver for residents. Duston Parish Council can fill some of the space left by the now defunct Northampton Borough Council. We will look favourably with West Northamptonshire Council about devolving services locally to Duston Parish Council.

Our surroundings are continuing to change as well. Until very recently Duston was on the edge of Northampton surrounded by countryside to the east. Large scale housing development is now taking place in Dallington Grange, Upton Lodge and in Harlestone/Harpole. Despite this change the Parish Council is determined to keep Duston's character and identity.

The Purpose

The core purpose of Duston Parish Council will be to make the Parish a great place to live and work and the guiding overarching principles will be -

1. To protect and enhance both the history and identity of Duston. This will help preserve and enhance the sense of community pride in Duston.
2. To improve the environment and public open spaces in the Parish.
3. To provide cost effective services that meet local needs and aspirations.
4. To keep our local amenities such as shops and restaurants that help to bring the community together and provide for local employment.
5. Provide Community Leadership. The Parish Council alone can't make our locality a great place to live and work. So Duston Parish Council will work in partnership with West Northamptonshire and other stakeholders. We will work alongside all sections of community including young people.

Our Aims

To be implemented by both Councillors and Staff.

Engagement & Wellbeing	
Annual Magazine. DPC "Annual Report" Highlighting local business, community groups and events.	Dec-22
Set Up from Friends of Park Groups.	Dec-23
Quartley Councillor Surgeries	Ongoing
Suck up grass cuttings left by Veolia / Idverde	Dec-24
Engage with Limehurst Square Shops	Ongoing
Christmas Carols at Limeshurst	Ongoing
A resident survey to all domestic properties in Duston	Dec-22
A feasibility study & consultation into a band stand in Errington Park	Feb-23
Be proactive at opportunities in adopting Public Open Space so it doesn't go to management companies	Ongoing
Now Duston is no longer part of the Borough of Northampton the Parish Council will need to become the leader of local civic events.	Ongoing
Re-surface Limhurst Square but keep trees and bins. An improved design.	Dec-25
Continue to run our usual calendar of events.	Ongoing
Develop links with PPG & Mind. Both mental and physical wellbeing is vital to our residents.	Ongoing
Build up a volunteer base that is willing to help and support Parish Council initiatives.	Ongoing
Divide Parish into 12 areas for each councillor to monitor	Ongoing

Environment	
Replace the small noticeboards with double noticeboards in approx same location	By December 2022
Use non-toxic spray to help wildlife	Once Veolia contract expires
To obtain to Public Open Space from West Northants & put it in Parish Council ownership	Ongoing
To obtain ownership of both Bants Lane Allotments & Berrywood Road Allotments	Ongoing
To see how we can enhance both Duston Cemetery & St Luke's Churchyard	Ongoing
Employ an additional "Community Ranger" so DPC has two out in the Parish	By December 2022
A litter bin near Quarry Road shops	Sep-22
Install "Welcome to Duston" signs at Weggs Farm Road, Chiltern Avenue & Cotsworld Avenue	Jun-22
To install finger directional signs around parish	Feb-24
Install "a trim trail" somewhere in Duston in an appropriate location like Mendip Park or Sports Field	Dec-24
Adopt a biodiversity policy. We will look to have some rewilding to support wildlife.	Dec-22
Install more new play equipment at Melbourne Lane, the Quarry and Haydown Green aimed for the younger children.	Jun-22
Do a public consultation on putting in a gateway between Timken Estate & Mendip Park	Dec-25
Keep all four of our defibrillators for the next four years.	Ongoing
Identify Areas for Rewilding to help wildlife	Ongoing
Look to install planters & hanging baskets in each shopping area	Dec-23
Village green status for each park we own and maybe also St Luke's Field	Dec-23
Tree Planting	Ongoing

Consider funding a PCSO for Duston	Ongoing
Install a bench by Bus Stop opposite Timken Way North	Aug-22
Paving outside Duston Library	October 2022
Clerk to bring to Council a tree Policy	Feb-22
To ensure we provide an effective youth provision	Ongoing
Get an additional Vehicle Speed Sign	Dec-23
Commerative bench on verge opposite Timken Gates	Apr-23
Look to improve the entrances to DPC owned parks	Ongoing
Refurbish equipment MUGA at Errington Park, Mendip Park & Grafton Way	Ongoing

Planning	
To revise and update the Neighbourhood Plan	Complete within 2 years
To look at all unregistered land in the Parish	Ongoing
Install 2 – 3 public information boards explaining the history of the parish and its various buildings.	Complete within 2 years
Establish a working party to see how we can enhance Rosevilla Hut & Timken Gates	Dec-26
Get installed electric charging points in appropriate location	Dec-26
Establish a working party to make recommendations to council on CIL / S106 can be spent	Ongoing

Duston Together & Wellbeing

Duston is made up of various estates. Residents do not always know the groups out there that can help. Therefore Duston Parish Council will help bring this all together as we are about “connecting the community”. It should be easy to sign post what organisations are out there

that can meet particular needs of our residents. Knowing what local organisations are out there will improve community wellbeing and satisfaction.

Our Amenities

Shops, restaurants, café and pubs play both a vital economic and community function. Keeping these facilities are vital in making Duston a great place to live. Having our basic amenities nearby, in a reasonable walking distance, helps to reduce car travel and thus pollution. We will look to support each of our shopping areas in the ways that we can.

Concluding Remarks

It is a key role of Duston Parish Council to provide community leadership and take things forward. To make Duston a great place to live and work we need vibrant communities. Duston Parish Council is ambitious for the future. Our aim is for the Parish Council to be responsive and delivering for residents. *To be the best parish to live in West Northamptonshire.*

Duston Parish Council Grievance Policy

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>)

It also takes account of the ACAS guide on discipline and grievances at work.

(https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf).

It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

- employees have the right to be accompanied or represented at **the formal** grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).

- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- ~~Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of West Northamptonshire Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)~~
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee can contact the Clerk. If it directly concerns the Clerk then the employee should contact the Chairman of the Parish Council (or Vice-Chairman in their absence). ~~If the employee's complaint is about a councillor, it may be~~

~~appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.~~

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council who is a member of the Resources & General Purposes Committee.

6. The Resources & General Purposes will appoint a staffing sub-committee of three members to hear the grievance. The staffing sub-committee will appoint a Chairman from one of its members. ~~No councillor with direct involvement in the matter shall be appointed to the sub-committee.~~ The councillors on the staff sub-committee should be impartial.

Investigation

7. If the staffing sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator would normally be the Clerk when it concerns a member of staff but a panel of two councillors when it directly concerns the Clerk & RFO. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).

8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- the names of its Chairman and other members
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the staffing sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal (via the Clerk & Chairman of the Council) to the Resources & General Purposes Committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the Resources & General Purposes Committee who have not previously been involved in the case. There may be insufficient members of the Resources & General Purposes Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

16. At the appeal meeting, the Chairman will:

- introduce the panel members to the employee

- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.

20. The decision of the appeal panel is final.

Managing Staff Complaints Concerning Councillor Conduct

21. The Government body ACAS produces guidelines for Employers on a range of topics. While not legally binding, they can be used by Employment Tribunals as a benchmark of how reasonably an Employer, including Councils, have acted. ACAS Guidance on managing Grievance issues is that they should be addressed promptly and without unreasonable delay. They should also be addressed consistently, and in accordance with the Council's procedures so that, if possible, the problem can be resolved.

However for Town and Parish Councils there is an additional set of procedures to follow. If the Employee's complaint concerns the conduct of a Councillor. The Council would also need to comply with the requirements of the Localism Act 2011 s28 (7) which states that the matter has to be referred to West Northamptonshire Council's Monitoring Officer. The Council cannot deal with it.

This was confirmed in *Harvey v Ledbury Town Council* [2018] EWMC 1151 (The Ledbury ruling). The Supreme Court decided that if a Town or Parish Council conducts a grievance procedure in tandem with, or as an alternative to, the Code of Conduct Process detailed in the 2011 Act, they would be acting contrary to the intention of Parliament (para 103). The Judge did not state what level of formality the Grievance should be, so it can be concluded that it concerns both formal and informal grievance processes.

Duston Parish Council cannot run a Grievance if the complaint concerns an Elected Member. It must be referred to the Monitoring Officer.

Upon receipt of any grievance, the Clerk or (or Resources & General Purposes Committee in case of the Clerk / RFO) should conduct an informal investigatory meeting to establish if there are any issues that can be addressed by the Council, or is it solely concerned with the Code of Conduct. This should be arranged within ten calendar days of receipt of the complaint.

Duston Parish Council Disciplinary Policy

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice

(<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3. This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any **formal investigatory**, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions

- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions

- breach of health and safety rules.

Examples of gross misconduct

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

8. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9. The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

10. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's line manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11. Informal Procedures. Where minor concerns about conduct and/or work performance become apparent, it is the line manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13. If a formal disciplinary investigation is required, the Council's Resources & General Purposes committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be the Clerk in the case of a member of staff or a panel of two councillors or a Councillor in the case of the Clerk. If the Resources & General Committee considers that there is no one who is independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Resources and General Purposes Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

14. The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

15. The Resources & General Purposes Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has

reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

17. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.

19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

20. The Investigator will submit the report to the Resources & General Purposes Committee which will decide whether further action will be taken.

21. If the Committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22. If the Resources & General Purposes committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

23. ~~No councillor with direct involvement in the matter shall be appointed to the sub-committee.~~ The employee will be invited, in writing, to attend a disciplinary meeting. ~~Councillors should be impartial.~~ The sub-committee's letter will confirm the following:

- The names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting

- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
- The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
 - the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up

24. The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal

- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27. The Council will consider very carefully a decision to dismiss. In the case of the Clerk & RFO external professional advice may need to be sought before action is taken. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

28. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

29. The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy

- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

30. The appeal will be heard by a panel of three members of the Council who have not previously been directly involved in the case. This includes the Investigator. The Appeal Panel will be appointed by the Council and may include members of the Resources & General Purposes Committee who were not involved in the disciplinary meeting. The Appeal Panel will appoint a Chairman from one of its members.

31. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

32. At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

33. The employee (or companion) will be asked to explain the grounds for appeal.

34. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

35. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

36. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

37. The appeal panel's decision is final.

Duston Parish Council – Crime Intelligence

Date Occurred or Reported	Approx Date & Time of Incident	Location (What 3 Words if possible)	Type of Incident	Source	Police Aware Y/N/NK

Duston Parish Council – Crime Intelligence

Notes:

1. This is a suggested template for information regarding crimes that comes our way
2. Burglary is trespass in a dwelling accompanied by theft but Robbery is theft from a person where force or the threat of force is involved
3. Criminal damage is destroying or damaging property belonging to another without a lawful reason
4. Source: Might include word of mouth social media (Usually Facebook), telephone call, or other
5. Police aware Y/N/NK: Police can be made aware by us, or this can be completed where we believe the police have been informed by others



Belper Town Council

MEETING PAPERS POLICY

Guidance notes for producing papers for Full Council and Committees

This guidance is designed to ensure that both Full Council and Committees receive an appropriate level of information and detail, in an easy-to-follow format, to enable effective decision-making.

Agenda Items

1. Each agenda item requires a meeting paper for discussion which should be submitted in the format laid out at Appendix 1 below.
2. Agenda items are required to be filed with the Town Clerk at least 7 clear days before the Full Council or Committee meeting in order to be included on the agenda. Clear days does not include the date of the notice or the date of the meeting (Standing Order 9).
3. All papers should be comprehensive, focused, and as concise as possible, setting out only the facts that the Council or committee members need to know.
4. Papers are to be completed in plain English; therefore, no use of jargon unless this is unavoidable, and all terms are to be explained when they first occur in the text.
5. If there are several options from which to choose, outline them all, then make your recommendation. The Councillors or Committee members will always want to know what your recommendation is.
6. If your proposals have financial implications, you should detail what these are, including both the long- and short-term effects. You must also indicate whether your proposals are covered previously in agreed budgets; if this is not the case, you should outline how you intend your proposals to be funded. Please be aware that budgets are set for the year and that there is only a limited amount of contingency funding available.
7. If you are recommending changes, please provide a proposed timeline so that Full Council and Committee members can see when you expect the changes to become effective. You should also outline what transitional arrangements are to be made if these are necessary.
8. All papers should be in arial font, as this is recommended as one of the most accessible fonts for those with visual impairment. Font should be size 11 and in Microsoft Word format.
9. Do not submit papers in PDF format as it is not possible to add appendix details electronically to papers in this format.



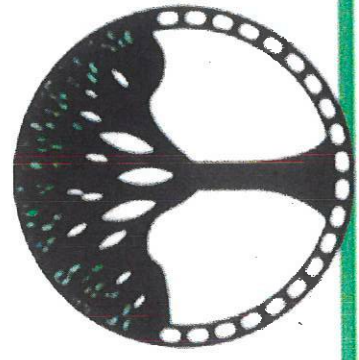
Belper Town Council

Appendix 1 to Meeting Papers Policy

Belper Town Council
(Insert Council/Cttee & date)

Item

Agenda Item: Submitted by:
1. Approval: <i>Recommendation for Approval/ Noting etc.</i>
2. Purpose of the Report:
3. Background Information:
4. Legislation:
5. Accessibility Implications:
6. Climate Emergency Implications:
7. Corporate Plan Implications:
8. Financial Implications:
9. Recommendation:
10. Reasons for recommendation(s):



DUSTON PARISH COUNCIL

Health & Wellbeing Strategy Proposal?

Northampton West (N3) Local Area Partnership

Duston East, Duston West & St Crispin and Sixfields

LYBL AMBITION
 Best Start in Life
 Opportunity to be fit, well and independent

Access to the best available education and learning

Feel safe in your home and when out and about
 Connected to family and friends

WHAT

P1 Youth Provision

The locality has the second highest proportion of children aged 0-16 amongst the LAP areas, 22.8% of the population are under 17 years of age. Of these 7.1% aged 15 yrs. are regular smokers, higher than England average (5.5%). Nearly a third (32.2%) of children are overweight or obese in year 6 and 55 children aged 5-15 provide some level of unpaid care each week. There is a higher-than-average levels of people who seek help for depression in the locality and more UC claimants from single parent households.

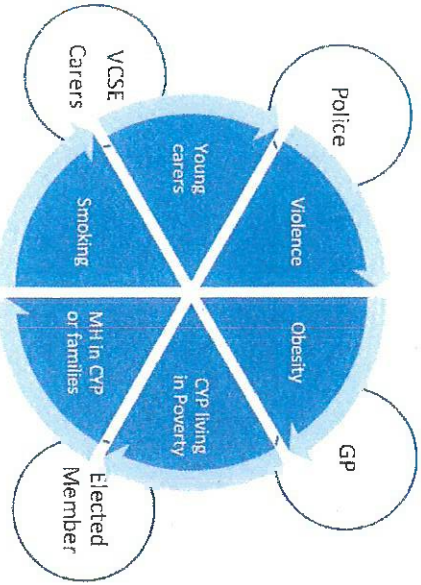
P2 Multi-Agency Education Team

The suspension rate in Northampton West is now the second highest in West Northamptonshire. The rate has increased from 2.3% (n=296) in 2020/21 to 3.8% (n=679) in 2021/22. There has been a seven-fold increase in exclusions relating to drugs and alcohol. Nearly four times more exclusions due to disruptive behaviour, nearly twice as many exclusions for use/threat of offensive weapon, for verbal assault and sexual misconduct.

P3 Digital Information (Safeguarding Referrals)

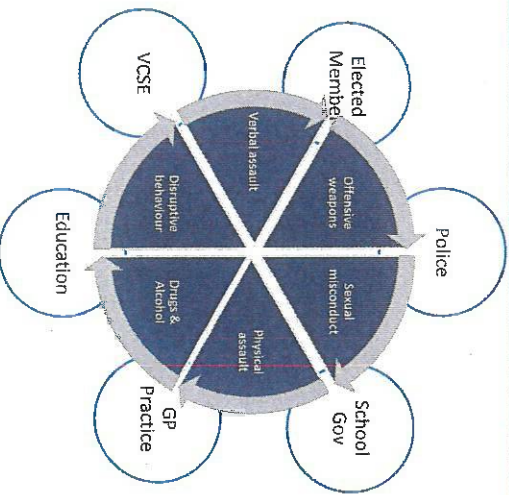
West Northamptonshire experiences high levels of (inappropriate) safeguarding referrals to the MASH. Northampton West LAP has agreed to trial a new Digital approach to referrals in the LAP area. We will work better together across social care and safeguarding teams to improve the customer experience and enhance team efficiencies.

Youth Provision Task group

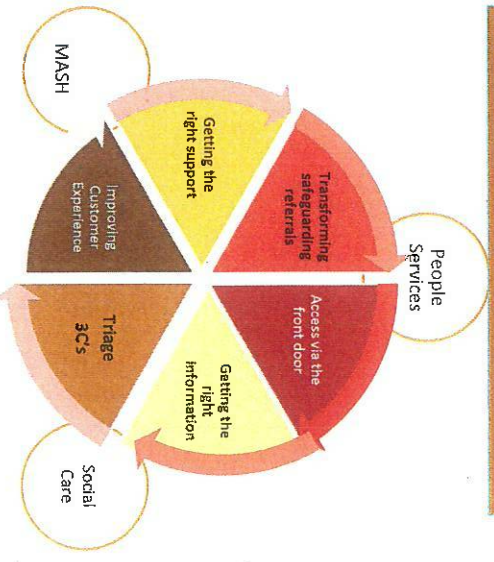


HOW

Multi-agency Education Task group



Digital Information Task Group



Northampton East (N1)

Billing & Rectory Farm,
Riverside Park and Talavera

Evidence

High levels of deprivation
High levels of crime
Poor levels of connection

Priorities

Community safety
Anti-poverty & cost of living
Youth provision

Northampton South (N2)

Delapre & Rushmere, East
Hunsbury, Nene Valley and
Shelfleys

Evidence

Deprivation and affluence
Poor levels of connection
1210 (8%) Households in the LAP
contain no one who speaks English as
their main language (WNC 6.6% England
5.0%).

Priorities

Early years
Supporting pupils and families where
English is not their first language
Active travel
CYP Mental Health

Northampton West (N3)

Duston East, Duston West
& St Crispin and Sixfields

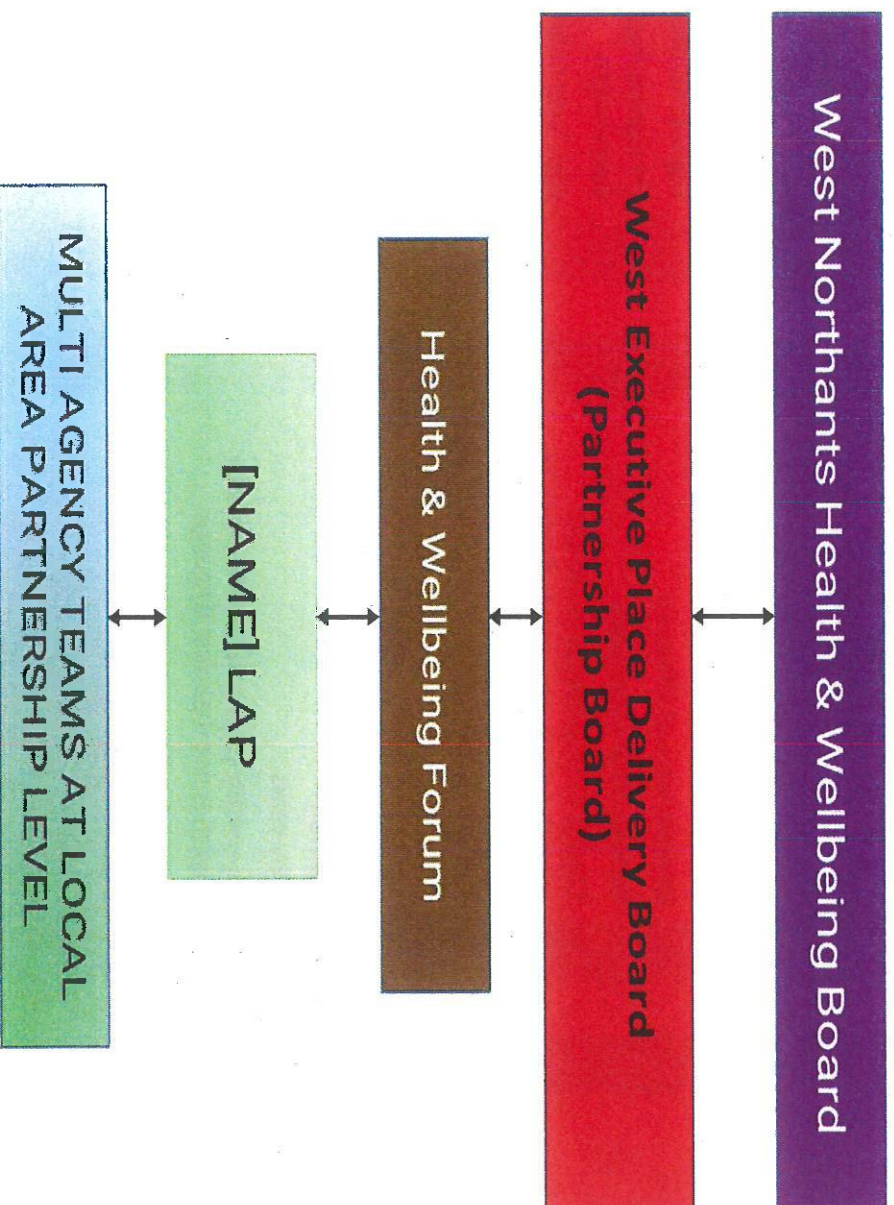
Evidence

Highest number of Children under 16
2nd highest Pupil Exclusions &
Suspensions
High level of lone parent households
Hotspots High levels of crime
Poor levels of connection

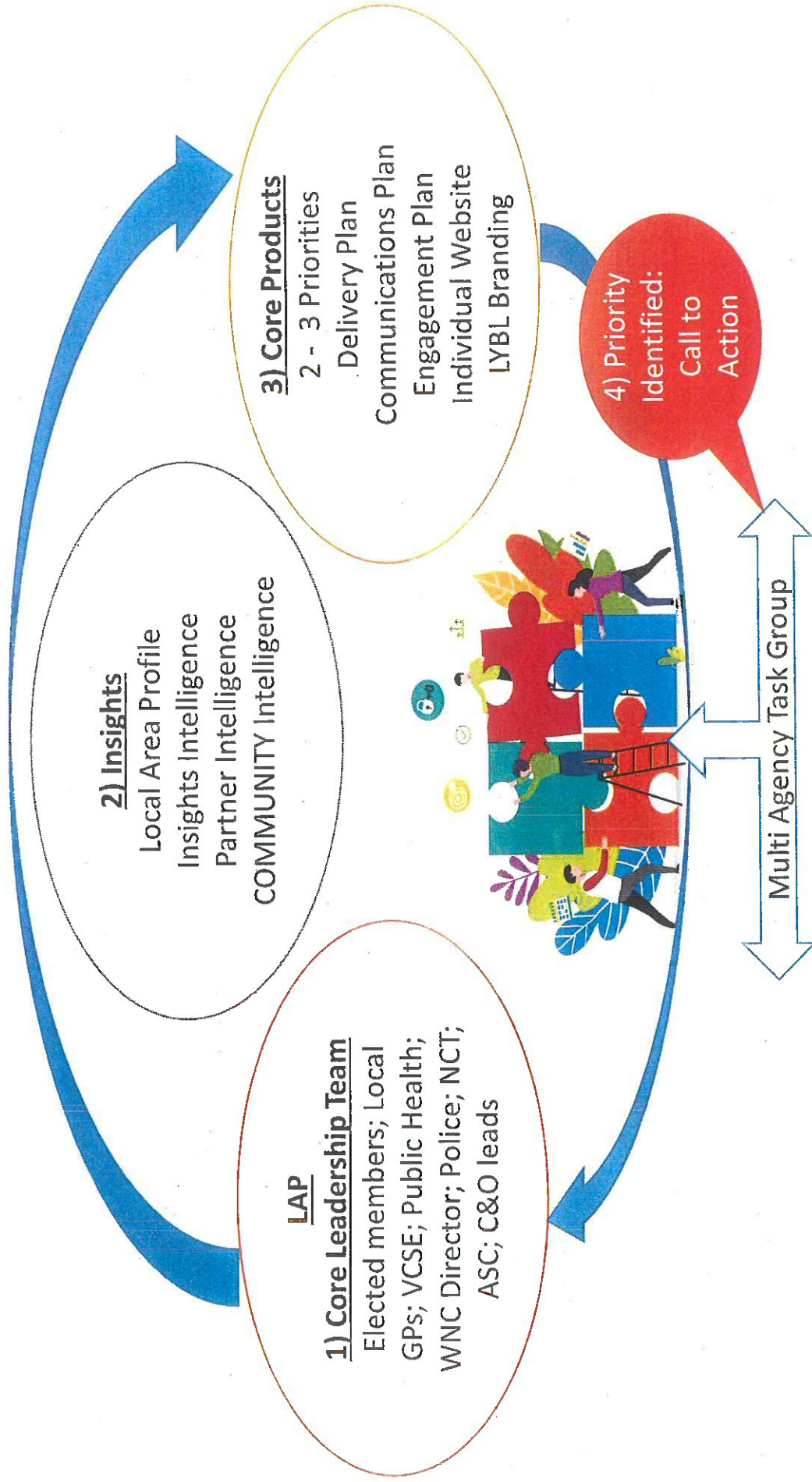
Priorities

Youth provision
Multi-agency education team
Digital information

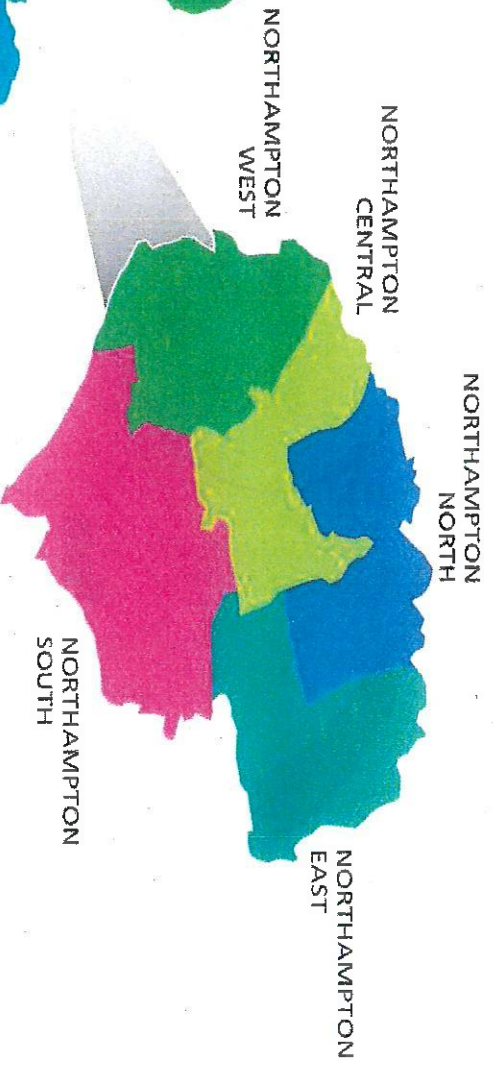
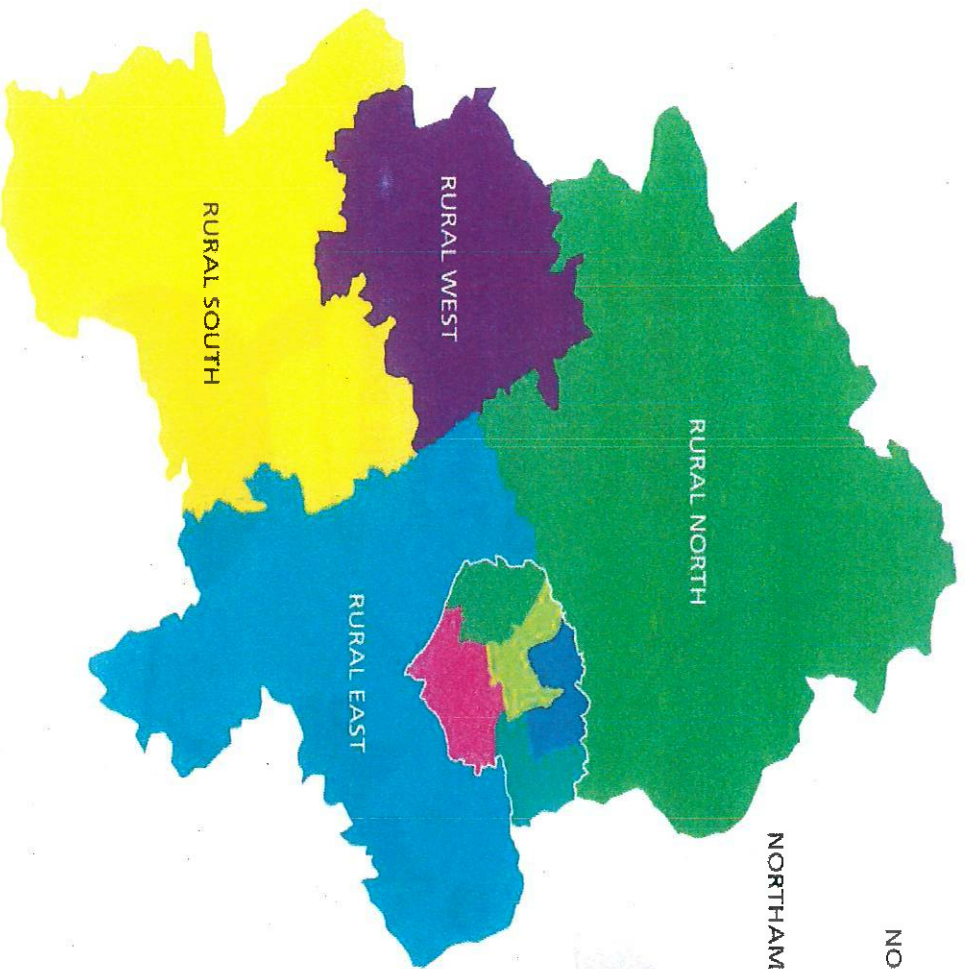
LAP Governance Structure



Function of the Local Area Partnerships



West Northants LAPs



- Emilie Vavasour
- Justine Horrocks
- Rachael Byrne
- Michelle Grimwood
- Chris Serbyn

New LAP Project Leads	
Northampton Central	Northampton Central
Rural North	Rural West
Rural South	Rural East
Northampton West	Northampton North
Northampton East	Northampton South

Proposed early development of a Health & Wellbeing Board Scorecard – example for Ambition 2

Live Your Best Life Outcome Framework

Geography: West Northamptonshire

Better than West Northants

Similar to West Northants

Worse than West Northants

Local Area Partnership data (based on persons home postcode)

Metric	Good is	Current Data		Previous Data		Comparator		Local Area Partnership data (based on persons home postcode)												
		Period	Outturn	Period	Outturn	Period	Outturn	Period	Outturn	Period	Outturn	Period	Outturn							
Average attainment 8 score of all pupils	High	2021-22	48.2	2020-21	-	2021-22	47.7	49.8												
Proportion of pupils achieving English & Maths 5+ effectively home educated	High	2021-22	45.3%	2020-21	-	2021-22	47.3%	49.8%												
Proportion of SEND children (those on EHCP) who are effectively home educated	Trend	Aug 23	1.19%	Aug 22	1.01%															
Rate of permanent exclusions (per 100 pupils)	Low	2021-22	8.86	2020-21	0.05	2021-22	0.06	0.07												
Rate of suspensions (per 100 pupils)	Low	2021-22	6.31	2020-21	3.69	2021-22	6.7	6.1												
Overall Absence - Proportion of Sessions missed	Low	2021-22	7.3%	2020-21	4.0%	2021-22	7.3%	7.3%												
Proportion of those aged 16-17 in Education, Employment or Training	High	Jun 23	95.9%	Jun 22	95.3%	2021		93.6%												

Access to best education and learning

Ambition 3 – Opportunities to be Fit, Well and Independent

We will statement	High Level Objective	Key actions and Dates	RAG Action In Progress	Indicator	System Outcome Measure	Oversight Board
<p>Through the Mental Health and Learning Disability Collaborative, and the Mental Health Prevention Action Plan, we are working together across the system to promote emotional wellbeing and mental health.</p>	<p>Deliver the Suicide Prevention Strategy and Action 2022-2025</p>			<p>Reduction in lives lost to suicide</p>		<p>Suicide Prevention Steering Group</p>
	<p>Implement the MH and SP training framework for the community, frontline staff across the system & local businesses April 2024</p>	<p>Develop and implement mental health and suicide prevention training for Primary Care staff April 2024</p>		<p>Number of People trained</p>	<p>Adolescent self-reported wellbeing (SHEU)</p>	
<p>Deliver Annual Health Checks to >80% of QOF SMI Register</p>	<p>Outreach locations agreed and checks delivered in community reaching most vulnerable April 2024</p>		<p>% people receiving SMI HCS</p>		<p>MHLDA</p>	
<p>We will enhance opportunities for active travel through the development and implementation of the Council's new Local Transport Plan, due for adoption in 2024/25. Additionally, through the development of Local Cycling and Walking Infrastructure Plans across West Northamptonshire.</p>	<p>Ensure the Local Transport Plan responds to health needs and inequalities</p>	<p>Support HIA of Local Transport Plan</p>		<p>Numbers using public transport</p>		<p>Transport Plan Board</p>
	<p>Implement LCWIPs across Northampton, Towcester and Daventry that increase active travel opportunities</p>	<p>Development of Local Cycling and Walking Infrastructure Plans across West Northamptonshire in response to need</p>		<p>Increased use of active travel methods</p>		

West Northamptonshire Joint Health & Wellbeing Strategy

- Statutory duty of the Health and Wellbeing Board
- Outlines the priority areas and how we would like to work together to improve people's health and reduce health inequalities that exist in West Northamptonshire
- Must take into account local people's needs – Joint Strategic Needs Assessment
- Extensive Engagement
- Outcomes Framework Agreed
- Aligns to Corporate Strategy and wider strategic boards etc
- Final version to be presented to Health and Wellbeing Board September 2023



Live Your Best Life Ambitions

Best Start in Life

Access to the best available education and learning

Opportunity to be fit, well and independent

Employment that keeps them and their families out of poverty

Housing that is affordable, safe, and sustainable in places which are clean and green

To feel safe in their homes and when out and about

Connected to their families and friends

The chance for a fresh start when things go wrong

Access to health and social care when they need it


To be accepted and valued simply for who they are

Our approach to promoting positive mental wellbeing


10 Keys to Happier Living




Giving
Do kind things for others



Relating
Connect with people




Exercising
Take care of your body




Awareness
Be aware of your thoughts and feelings



Trying Out
Keep learning new things



Direction
Have goals to look forward to



Resilience
Find ways to bounce back



Emotions



Acceptance
Be comfortable with who you are



Meaning
Be part of something bigger



Health & Wellbeing Strategy

Our shared vision

We want to work better together to create a place where people are active, confident and enjoy good health and wellbeing. A West Northamptonshire where people can see and feel a bright future for quality support and services when they need help.

Across the life course we are committed to



Starting Well



Living Well



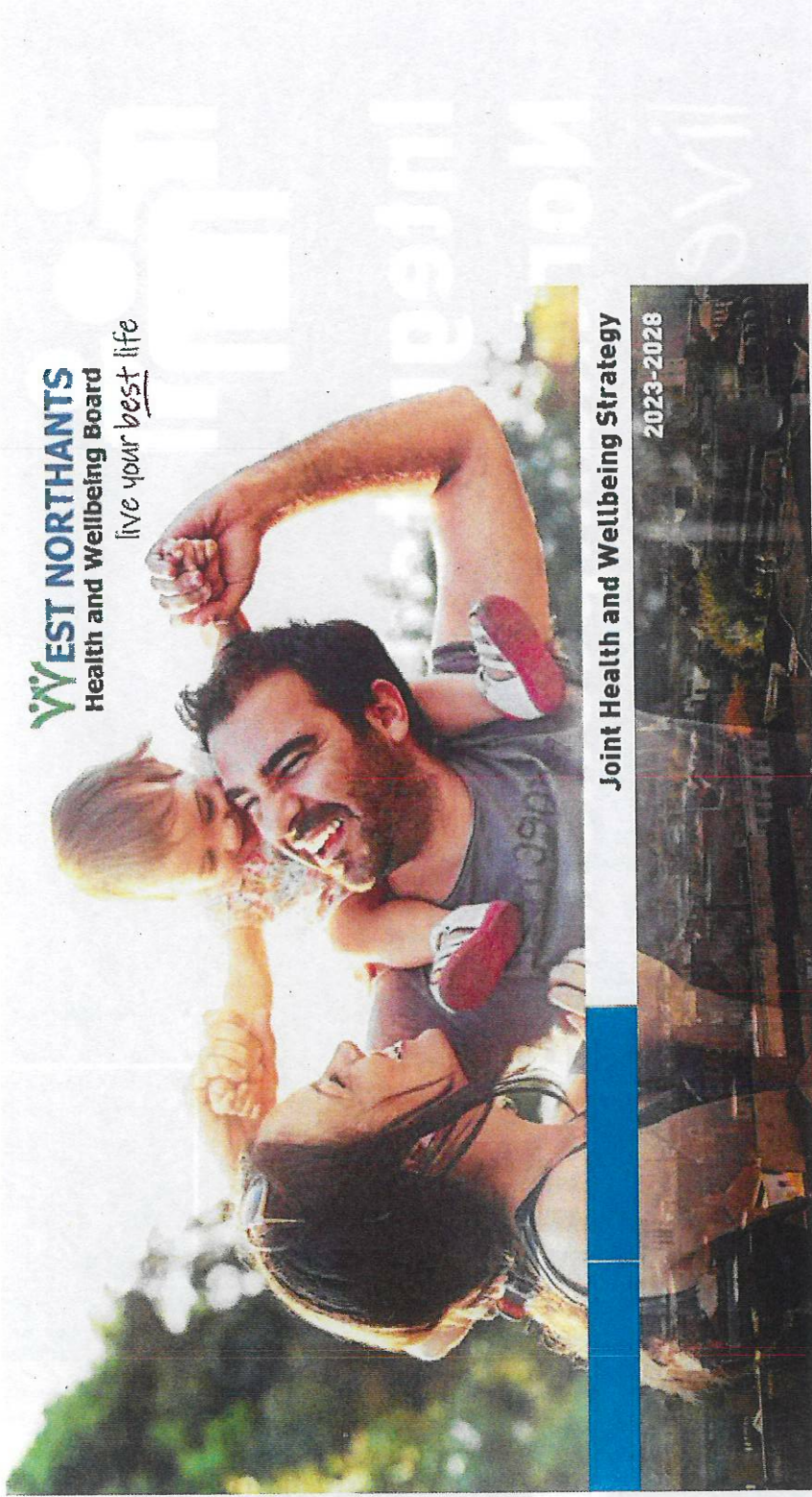
Ageing Well

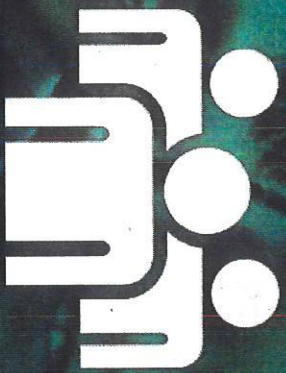
Our approach

1. Prevention as a priority
2. Tackling health and wellbeing inequalities
3. The importance of 'Place' and delivery through our Local Area Partnerships and Local Area Forums
4. An evidence-based and community insight led approach
5. Co-production



Health & Wellbeing Strategy

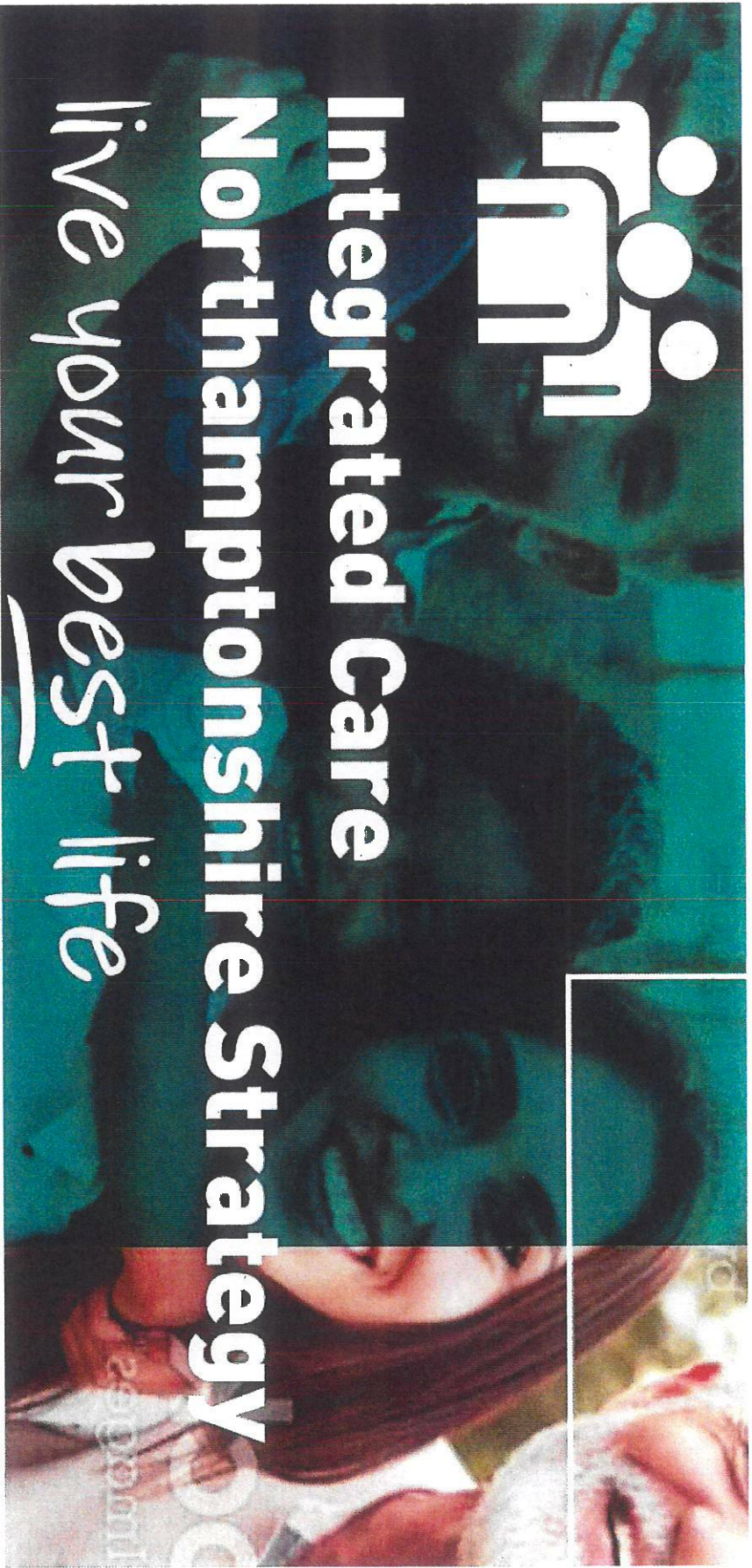




Integrated Care

Northamptonshire Strategy

live your best life






Health and Wellbeing in West Northamptonshire, August 2022

Start Well




Live Well

	4,647 babies were born in 2021.		A 2018 based projection estimated there were 170,103 households in West Northamptonshire in 2021.
	12.3% of mothers smoked at the time of birth in 2020/21. This is worse than the England average.		The average salary (persons) in 2020 was £32,467. This was an increase of 2% compared to 2019.
	The population of West Northamptonshire was 425,700 in 2021.		78% of adults were employed in 2020/21. This is similar to the England average.
	72% of children achieved a good level of development at the end of reception class in 2019.		9% of households experienced fuel poverty in 2018.
	14% of children aged under 16 lived-in low-income families in 2020/21. This is better than the England average.		There were 374 new sexually transmitted infections per 100,000 population in 2020. This is lower than the England average.
	21% of children in reception class were overweight or obese in 2019/20. This is better than the England average.*		63% of adults were physically active in 2020/21. This is worse than the England average.
	30% of children in Year 6 were overweight or obese in 2019/20. This is better than the England average.*		52% of the population aged 16+ ate their "5-a-day" in 2019/20. This is worse than the England average.
	73% of young people gained a standard pass (4) in English and Maths GCSEs in 2021.		69% of adults were overweight or obese in 2020/21. This is worse than the England average.
	The Chlamydia detection rate was 1,417 per 100,000 in 15- to 24-year-olds in 2020. This is below the national target range.		There were 467 alcohol related hospital admissions per 100,000 population in 2020/21. This is similar to the England average.
	There were 10 pregnancies in females aged under 18 per 1,000 girls aged 15 to 17, in 2020. This is lower than the England average.		15% of adults smoked in 2019. This is similar to the England average.

* Please note that figures on childhood excess weight should be interpreted with caution due to low 2019/20 NCMP participation.

	There were 297 hospital admissions for self-harm per 100,000 population in 2020/21. This is worse than the England average.		There were 3 deaths from drug misuse per 100,000 population in 2018-2020. This is lower than the England average.
	42 people were killed or seriously injured on roads per 100,000 population in the 2016-2018. This is similar to the England average.		There were 26 deaths from preventable cardiovascular diseases per 100,000 population in 2017-2019. This is similar to the England average.
	There were 20 deaths in under 75s from preventable respiratory diseases per 100,000 population in 2017-2019. This is similar to the England average.		There were 54 deaths from preventable cancers per 100,000 population in 2017-2019. This is similar to the England average.

Age Well

	There were 2,727 hospital admissions due to falls in people aged 65+ per 100,000 65+ population in 2020/21. This is worse than the England average.		The average male life expectancy was 79.8 in 2018-2020. This is better than the England average.
	The average female life expectancy was 82.8 in 2018-2020. This is worse than the England average.		



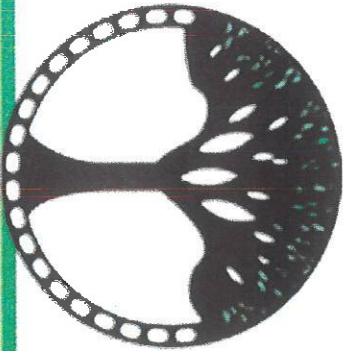
**West
Northamptonshire
Council**

West Northamptonshire Health and Wellbeing Strategy – Improving Mental Health and Wellbeing

**Sally Burns, Director of Public
Health**



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Health & Wellbeing Strategy Proposal