

# 2010 - 2013

Produced by:  
Northamptonshire  
County Association  
of Local Councils

# NCALC

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\*Space to insert the relevant county, district and borough logos as appropriate

## [PARISH PARTNERSHIPS]

A Charter to describe the working relationships between Local Councils and Principal Councils in Northamptonshire.

# Parish Partnerships

In this document:

**“Local Councils”** – means the parish and town councils in the county of Northamptonshire and, where appropriate, includes parish meetings (a civil parish without a constituted parish council).

**“Principal Councils”** – means Northamptonshire County Council (NCC), and the seven district and borough councils in the county of Northamptonshire, namely Corby Borough Council (CBC), Daventry District Council (DDC), East Northamptonshire Council (ENC), Kettering Borough Council (KBC), Northampton Borough Council (NBC), South Northamptonshire Council (SNC) and Wellingborough Borough Council (WBC)

**“Northamptonshire Councils”** – means Local Councils and Principal Councils together.

**“Northants CALC”** – means the Northamptonshire County Association of Local Councils.

This document is in two parts. The first part is a Charter that describes the relationship between Local Councils and Principal Councils. The second part is a list of nine workstreams that Northamptonshire Councils could work on together.

Whilst the Charter is focused on Northamptonshire Councils it should be recognised that virtually all Local Council activities involve a wide range of public bodies and other organisations, particularly the police and health service, voluntary and community sector organisations, the Society of Local Council Clerks, and the National Association of Local Councils. It is intended that for each workstream the appropriate stakeholders will be identified and included in the process.

This document is a draft for consultation with all Northamptonshire Councils. The consultation will begin on 18 January 2010 and end on 31 March 2010.

Northants CALC, as the representative body of Local Councils in Northamptonshire, has worked with all of the Principal Councils in the county to develop this draft document. Northants CALC hopes that Local Councils will welcome and endorse it and see it as the start of a new dialogue between Northamptonshire Councils.

The final document will be published at the Local Councils Conference on 16 June 2010 and it is hoped that all Principal Councils and Northants CALC (on behalf of Local Councils) will sign up to it.

Your council's comments should be returned, on the form provided at Appendix 2, no later than **Wednesday 7 April 2010** to:

Mr Danny Moody, Chief Executive, Northants CALC

[dmoody@northantscalc.gov.uk](mailto:dmoody@northantscalc.gov.uk)

6, Litchborough Business Park, Northampton Road, Litchborough, Northants, NN12 8JB

# **PART ONE**

## **NORTHAMPTONSHIRE COUNCILS' CHARTER**

# Introduction

- 1.1. This Charter describes the relationship between Local Councils and Principal Councils. It is not intended to describe the relationship between individual Principal Councils.
- 1.2. This Charter builds on existing work and aims to ensure that
  - When services are delivered in parished areas by Northamptonshire Councils they are efficient and effective.
  - The services are provided by the council best placed to deliver that service, regardless of whether they are a Local Council or Principal Council.
  - Through working together to improve services and reduce costs quality of life will be enhanced for residents in Northamptonshire.
- 1.3. The Charter builds on the fundamental premise that the councils which together form the local government of Northamptonshire will work positively in a spirit of mutual trust and respect for the benefit of those who live and work in the county.
- 1.4. It is acknowledged that some Local Councils simply want to have more effective influence over the services delivered in their areas by Principal Councils, whereas others may seek to take on the management of certain services themselves, or to group with other Local Councils to pick and mix a level of involvement that suits them.

## 2. Charter Implementation Plans

- 2.1. This Charter sets out the broad principles upon which Northamptonshire Councils will work together. Principal Councils agree to develop, with the Local Councils in their area, a Charter Implementation Plan that adds more detail about how the relationship will work locally. If required, Northants CALC will assist a Principal Council to produce its Charter Implementation Plan.
- 2.2. Principal Councils to appoint a member of their senior management team to lead on developing the Charter Implementation Plan for their area.

## 3. Working Together

### All Northamptonshire Councils will

- 3.1. Advise each other in advance about key personnel changes (for example, the Local Council Clerk or the Head of Planning Services). What constitutes “key personnel” will be set out in each Principal Council’s Charter Implementation Plan.
- 3.2. Make information available to each other, and to the public, electronically whenever possible as the method of first choice; as well as in other suitable formats.
- 3.3. Endeavour to ensure that public enquiries are dealt with “right first time” regardless of where a member of the public first accesses the services of Northamptonshire Councils.

### **Principal Councils will**

- 3.4. Seek comments from Local Councils before making decisions which affect the Local Council's residents or the parish generally. Where more than one parish is likely to be affected, all relevant parishes will be consulted.
- 3.5. Allow Local Councils a reasonable time to make comments in response to consultations; this period may be determined by statutory consultation requirements (over which the Principal Council has no control), otherwise a minimum of six weeks will be allowed.
- 3.6. Specify a named contact officer with contact details for consultations and ensure all major consultations include an executive summary.
- 3.7. Provide feedback to Local Councils on the results of consultation i.e. within ten working days of the decision being made.
- 3.8. Communicate with a Local Council in the way the Local Council wants (i.e. by e-mail, phone or post).
- 3.9. Provide Local Councils with contact details for their key personnel. What constitutes "key personnel" will be set out in the Charter Implementation Plan.
- 3.10. Organise information events, briefing sessions and, where appropriate, training for Local Councils, at local venues where possible.
- 3.11. Provide venues and specialist trainers for such training events for Local Councils, and for training events organised by Northants CALC.
- 3.12. Arrange for relevant officer(s) or senior/lead Councillor(s) to attend Local Council meetings, when requested and appropriate, at mutually convenient times and dates, subject to diary commitments. In the interest of efficiency, opportunities will be taken to maximise attendance at scheduled meetings, rather than arrange additional ad hoc meetings.
- 3.13. Treat all Local Councils on merit, regardless of their status or size.
- 3.14. Actively involve Local Councils in the Local Strategic Partnership and the development of the Sustainable Communities Strategy.
- 3.15. Consider carrying out a Community Governance Review and create Local Councils in unparished areas where the Community Governance Review indicates that a Local Council would be the appropriate vehicle of neighbourhood governance.

### **Local Councils will**

- 3.16. Adopt arrangements which enable them to respond to Principal Council consultations in a timely way. (Where, exceptionally, it is not possible to meet a particular deadline, advise the consulting organisation as soon as possible).
- 3.17. Endeavour to respond to such consultations, even if only to say there are "no comments".
- 3.18. Get involved (either in a practical or representative way) in the Local Strategic Partnership.

- 3.19. Inform the relevant Borough/District Councillors and County Councillors about Local Council events in their Ward/Division.
- 3.20. Attend training and information events organised for them by Principal Councils and/or Northants CALC.
- 3.21. Where possible, provide venues for training and information events and public meetings in the parish.
- 3.22. Provide representatives to serve on the Borough and District Councils' Standards Committees when requested to do so.
- 3.23. Invite their relevant Borough/District Councillors and County Councillors to speak at the Annual Parish/Town Meeting.
- 3.24. Hold a meeting to consider all planning applications on which they are consulted.
- 3.25. Make comments on planning applications based on material planning considerations.
- 3.26. Make planning applications available for residents to view locally.
- 3.27. Publicise Principal Councils' services and events locally and make information available for local residents through local channels.

## **4. Providing Services**

### **All Northamptonshire Councils will**

- 4.1. Engage with each other in advance about proposed changes to the operational services they provide. This includes levels of service and/or frequency of service.
- 4.2. Seek opportunities for economies of scale and value for money through consortium or clustering arrangements, where possible.

### **Principal Councils will**

- 4.3. Develop and publish criteria against which requests for the devolution of services to Local Councils will be considered (as part of the Charter Implementation Plan).
- 4.4. Formally consider and respond to requests from Local Councils for the devolution of services.
- 4.5. Respond to requests from Local Councils to “enhance” a service provided by a Principal Council through payment of a contribution (or other agreed means).
- 4.6. Put in place formal agreements to clarify the arrangements and deliver any enhanced services within the agreed terms.

### **Local Councils will**

- 4.7. Prepare an appropriate business case if seeking to manage local services provided by a Principal Council, or to exercise new powers for the first time. The business case will include evidence of the Local Council’s capacity to finance and deliver the service and set out the benefits this will offer the local community.
- 4.8. Submit formal requests to the relevant Principal Council if it wishes to contribute towards an enhanced service, with sufficient notice to enable appropriate resources to be investigated and costed.

## **5. Monitoring and Review**

- 5.1. The Charter and development of the Charter Implementation Plans will be reviewed on an annual basis by the County Committee of Northants CALC. The first review will take place in May/June 2011.
- 5.2. Progress against the nine workstreams will be constantly monitored by Northants CALC and an annual progress report will be published. The first annual report will be published in May/June 2011.
- 5.3. Northamptonshire Councils will be kept informed of progress.

## 6. Signatories

This Charter is signed by the Leaders and Chief Executives of the Principal Councils and by the Chairman and Chief Executive of the Northamptonshire County Association of Local Councils (Northants CALC) on behalf of Local Councils.

<b>Council</b>	<b>Leader</b>	<b>Chief Executive</b>
Northamptonshire County Council		
Corby Borough Council		
Daventry District Council		
East Northamptonshire Council		
Kettering Borough Council		
Northampton Borough Council		
South Northamptonshire Council		
Wellingborough Borough Council		
	<b>Chairman</b>	<b>Chief Executive</b>
Northants CALC on behalf of Local Councils in Northamptonshire		



# **PART TWO**

## **THE NINE WORKSTREAMS**

## **1. Background**

Northants CALC and Principal Councils have developed the Northamptonshire Councils Charter that defines how the three tiers of local government will work together more effectively. However, no one wants to create a meaningless document that reads well but doesn't work, so to make the Charter "real" Northants CALC, with member input, has identified nine potential workstreams that Northamptonshire Councils can work on together. There are three workstreams in each of three areas, namely:

- 1. Highways**
- 2. Community Development**
- 3. Community Safety & Policing**

The nine workstreams may not suit all Local Councils, or even all Principal Councils. The list is not intended to commit any council to a certain course of action. However, Northants CALC believes that if Northamptonshire Councils work together to achieve the desired outcomes of the workstreams it will be a very significant step forward and will improve the wellbeing and quality of life of the people in Northamptonshire.

## **2. Objectives of the Charter**

1. To write down things that councils can work on together
2. To develop new ways of working together – a new approach to old problems
3. To encourage better communication, more sharing and deeper mutual appreciation
4. To enable Local Councils to contribute effectively to the objectives contained in Northamptonshire's Local Area Agreement and Sustainable Communities Strategies
5. To improve the social, environmental and economic wellbeing of the people of Northamptonshire

## **3. Methodology**

Initial ideas for the nine workstreams were sought from the County Committee (board) of Northants CALC and a number of Local Councils. The ideas are presented below. Northamptonshire Councils now have an opportunity to comment on them so that by June 2010 a document will exist that forms the basis for Northamptonshire Councils working together between 2010 and 2013 and beyond.

## **4. Scope**

This document identifies nine workstreams that Northamptonshire Councils can work on together. However, it is not meant to be exhaustive or constraining and assumes that Local Councils will continue their basic development work in terms of governance, procedures, training, communications and community engagement.

## **5. Funding**

It should be noted that there is no new money for implementing the Charter. Rather it is about finding innovative ways to make the best use of limited resources, to reduce wastage wherever possible and to deliver services in the most cost effective way.

# The Nine Workstreams

## 1. Highways

- 1.1. Support and develop the Parish Highways Representative Scheme
- 1.2. Design a new highways Minor Works Programme
- 1.3. Establish area based Operational Services Reviews

## 2. Community Development

- 2.1. Produce and publish Local Planning Charters
- 2.2. Develop a Parish Planning Champion Scheme
- 2.3. Develop a plan for the parishing of currently non parished areas

## 3. Community Safety & Policing

- 3.1. Develop a Community Policing Scheme
- 3.2. Review and develop Parking Enforcement Scheme in parishes
- 3.3. Develop a county-wide approach to tackle dog fouling

## 1.1. Support and develop the Parish Highways Representative (PHR) Scheme

### **The Problem:**

Information does not always flow readily between Local Councils and NCC/MGWSP (the highways contractor). MGWSP needs a point of contact and someone to engage with in every parish. Local Councils need a representative who can attend area/county meetings, represent the views of the Local Council and bring back information and examples of good practice.

### **The Proposed Solution:**

To support and develop the PHR Scheme.

### **NCC to:**

Ensure that the county highways contract recognises the importance of the PHR Scheme and makes provision for management of the Scheme. MGWSP to produce a standard role description and terms of reference for PHRs for Local Councils to adopt.

### **Local Councils to:**

Appoint (at their Annual Meeting) one of their members to be the Parish Highways Representative, provide them with the support required to enable them to take an active role in the Scheme and pay for their travel expenses to attend meetings as may be arranged. Northants CALC will help promote the Scheme and provide assistance to MGWSP and Local Councils where required to improve the Scheme and make it more effective.

### **Potential Benefits:**

- Improved communications
- More intelligent resource allocation
- Better mutual understanding
- Use of local council resource - eyes and ears
- Better service

### **Risks:**

- Lack of take up by Local Councils
- Scheme not being run effectively or not being run at all

### **Desired Outcomes:**

- 75% of Local Councils appointing a PHR on an annual basis by 2013
- NCC/MGWSP recognise the importance of the Scheme and manage it efficiently and effectively.
- Reduced relevant avoidable contact.
- Increase in Local Councils fairly or very satisfied with highways services

## 1.2. Design a new highways Minor Works Programme

### **The Problem:**

Minor works not carried out at all, or carried out unsatisfactorily (timeliness, quality, temporary repairs etc.). Waste of NCC's resources when works done to a centrally determined schedule.

### **The Proposed Solution:**

A Minor Works Programme needs to be designed with Local Council input that provides a practical and pragmatic solution to this ongoing issue. The Minor Works Programme needs to build on the experiences of the Lengthsman Scheme and Parish Enhancement Gangs and make use of the knowledge and expertise of Local Councils.

### **NCC to:**

Work with Local Councils and other Principal Councils to design a scheme that is fit for purpose and that will address the issues. Resources will be needed to involve all Northamptonshire Councils in the design of the scheme so that is effective and sustainable. Northants CALC will assist where required in facilitating the discussion between Northamptonshire Councils.

### **Local Councils to:**

Work with NCC to design the scheme. Agree a minimum service level and recognise that delivery beyond the minimum will have to be paid for locally from the precept. Recognise that taking on responsibility for any service delivery will have resource implications (e.g. an increase in staff hours).

### **Potential Benefits:**

- More intelligent resource allocation – reduced wasted effort
- Better use of local council resource - local knowledge and focus
- More Local Councils and more residents satisfied with minor works

### **Risks:**

- Northamptonshire Councils unable to agree on a satisfactory design
- No resources allocated to the design of the scheme

### **Desired Outcomes:**

- A Minor Works Programme that delivers a high quality service, cost effectively and with the minimum possible waste of money and effort.

### 1.3. Establish area based Operational Services Review Programme

**The Problem:**

Despite the introduction of area working (the four MGWSP Areas) there still seems to be a communication problem with a lack of mutual understanding between Local Councils and NCC/MGWSP.

**The Proposed Solution:**

Establish an Operational Services Review (OSR) Programme for each MGWSP Area. OSR meetings would bring together, at least twice per year, representatives from NCC, MGWSP, borough/district councils and Local Councils (represented by the Parish Highways Representative). To avoid a proliferation of meetings existing structures (e.g. LSP sub groups, rural fora) could incorporate OSR meetings if doing so does not dilute the objectives of the OSR meeting. The purpose of an OSR meeting is to address area issues, review works since the last OSR meeting and share information regarding future works/needs.

**Principal Councils to:**

Provide facilities for OSR meetings led/organised by NCC. Action outcomes/proposals/suggestions, or provide a reason in writing why no action is possible within two weeks of the OSR meeting.

**Local Councils to:**

Attend OSR meetings and take an active part. It is important that Local Councils view NCC/MGWSP as an organisation to work with rather than complain to.

**Potential Benefits:**

- Improved communications through well-chaired, focused meetings
- Early identification of issues
- Jointly designed solutions
- Understanding of physical, technical and resource constraints
- More Local Councils and more residents satisfied with highways works

**Risks:**

- OSR Programmes aren't established – or only established in some areas
- OSR meetings aren't effective and become talking shops with no clear purpose

**Desired Outcomes:**

- OSR meetings are established in all four MGWSP Areas.
- Increase in Local Councils fairly or very satisfied with highways services

## 2.1. Produce and publish Local Planning Charters (LPCs).

### **The Problem:**

Local Councils sometimes feel distant from the planning process and would like to be involved in it rather than simply consulted on it. There is a need for better mutual understanding of the respective roles of the borough/district council as the Local Planning Authority (LPA) and the Local Councils in each authority's area. Local Councils would like more influence and to feel that their views are being taken into account.

### **The Proposed Solution:**

For each LPA to create a "Local Planning Charter" for its area that sets out very clearly what all parties (developer, LPA, Local Council etc) can expect from the LPA and the planning and development control process. A LPC could say, for example, how the LPA will incorporate Community-Led Plans into the Local Development Framework, or procedures for how planning applications will be dealt with when the view of planning officers differs from that of the Local Council.

### **Local Planning Authorities to:**

Commit the resources necessary to develop a Local Planning Charter in consultation with stakeholders. Examples and good practice exist locally and nationally. The LPC may simply involve collating existing documentation.

### **Local Councils to:**

Engage with the relevant LPA in the development of the LPC. Recognise that with increased involvement comes increased responsibility and that there may be issues to address in terms of training, capacity etc. Northants CALC can assist in the development of LPCs and in providing training to Local Councils to enable them to take a more active role in the planning process.

### **Potential Benefits:**

- Improved planning services performance
- Better decision making
- Better mutual understanding
- Use of local council resource - local knowledge
- Better service to applicants

### **Risks:**

- LPCs not developed at all or only developed by some LPAs
- LPAs and Local Councils unable to agree on details of LPC

### **Desired Outcomes:**

- All seven LPAs in Northamptonshire have a Local Planning Charter by 2013.
- Increase in Local Councils fairly or very satisfied with local planning process.

## 2.2. Develop a Parish Planning Champion Scheme

### **The Problem:**

Local Councils sometimes have limited knowledge of the planning system and how/when/why planning policies that affect their areas are developed. Local Councils feel distant from the Local Planning Authority (LPA) and don't feel that their views matter very much.

### **The Proposed Solution:**

To develop a Parish Planning Champion Scheme that operates in a similar way to the Parish Highways Representative Scheme so that each Local Council has an elected member with a particular focus on planning matters and each LPA has a knowledgeable point of contact at each Local Council in their area. Each LPA to hold briefing meetings at least twice per year to bring together representatives from the LPA, NCC, the Northamptonshire Development Corporations and Local Councils.

### **Local Planning Authorities to:**

Organise and host briefing meetings. Recognise the importance of the PPC Scheme and make provision for the management of the Scheme. Produce a standard role description and terms of reference for PPCs for Local Councils to adopt. Action outcomes/proposals/suggestions, or provide a reason in writing why no action is possible within two weeks of the briefing meeting.

### **Local Councils to:**

Appoint (at their Annual Meeting) one of their members to be the Parish Planning Champion, provide them with the support required to enable them to take an active role in the Scheme and pay for their travel expenses to attend meetings as may be arranged. Northants CALC will help promote the Scheme and provide assistance to LPAs and Local Councils where required to improve the Scheme and make it more effective.

### **Potential Benefits:**

- Improved communications
- Better mutual understanding
- Use of local council resource - local knowledge and focus
- Better service

### **Risks:**

- Lack of take up by Local Councils
- Scheme not being run effectively or not being run at all

### **Desired Outcomes:**

- 75% of Local Councils appointing a PPC on an annual basis by 2013.
- Increase in Local Councils fairly or very satisfied with local planning process.



### 2.3. Develop a plan for the parishing of currently non parished areas.

<p><b>The Problem:</b></p> <p>The three districts in Northamptonshire (Daventry, East Northamptonshire and South Northamptonshire) are fully parished, whereas the four boroughs (Corby, Kettering, Northampton and Wellingborough) are only partially parished. Residents in non parished areas may have access to Residents' Associations or Neighbourhood Management Teams but do not benefit from representation by first tier elected councillors.</p>
<p><b>The Proposed Solution:</b></p> <p>To develop a plan for creating a 100% parished county.</p>
<p><b>Principal Councils to:</b></p> <p>Consider allocating resources for conducting Community Governance Reviews and be prepared to exercise their new powers under the Local Government &amp; Public Involvement in Health Act 2007 to establish new parishes. Northants CALC will work very closely with those Borough Councils wishing to create new parishes and will lead on the development of the county-wide plan.</p>
<p><b>Local Councils to:</b></p> <p>Act as examples of good community governance vehicles. Consider providing mentors/buddies for newly established parishes. Consider providing "seed" councillors where appropriate. Demonstrate the benefits of parishing.</p>
<p><b>Potential Benefits:</b></p> <ul style="list-style-type: none"><li>• County-wide strategic approach</li><li>• Better mutual understanding</li><li>• Better service</li></ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"><li>• Borough Councils not willing to conduct Community Governance Reviews</li><li>• Too many new parishes being created too quickly so that Borough Council and Northants CALC stretched too thin</li></ul>
<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"><li>• The creation of at least five new parishes in Northampton, Wellingborough, Kettering or Corby by 2015.</li></ul>

### 3.1. Develop a Community Policing Scheme

**The Problem:**

Perceived lack of visible policing. Poor communications in some instances between the Police and Local Councils. Lack of resources. Poor use of community/local council resources.

**The Proposed Solution:**

Develop a scheme for community policing that provides a list of options for Local Councils to consider. These could include:

- Nominating an elected member to serve on the Police Joint Action Group (JAG) and and/or attend Safer Community Team (SCT) meetings.
- Start up a Neighbourhood Watch Scheme if not already in place
- Recruiting/Deploying a Parish (Special) Constable
- Employing own PCSO.
- Sharing a PCSO with one or more adjoining councils.

**The Police to:**

Work with Local Councils to design the Scheme and provide information on what works best and what doesn't. Provide recruitment/employment service, and equip and train personnel.

**Local Councils to:**

Commit to working in partnership. Agree a minimum service level and recognise that delivery beyond the minimum will have to be paid for locally. Recognise that implementing any of the options may have a cost implication.

**Potential Benefits:**

- Enhanced Local Council contribution to aims of the Northants Community Strategy
- More intelligent resource allocation
- Better mutual understanding
- Use of local council resource - eyes and ears
- Better service

**Risks:**

- Poor take up of the Scheme by Local Councils
- Resources stretched if Scheme take up is very rapid

**Desired Outcomes:**

- 20% of Local Councils in each Area Command implementing at least one option in the Community Policing Scheme by 2013.
- An increase in the number of people in Northamptonshire who live in communities where they are safe and feel safe.

### 3.2. Review and develop Parking Enforcement Scheme in parishes

**The Problem:**

Illegally parked cars are a hazard to other road users and pedestrians. Principal Councils don't always have the resources to address what is normally a very local issue. Local Councils are "on the ground" and know the local issues but this resource is often not exploited.

**The Proposed Solution:**

To review and scrutinise the county's Parking Enforcement Scheme, particularly since decriminalisation, and to develop ways in which Local Councils can contribute to enhancing the Scheme.

**Principal Councils to:**

Review the Parking Enforcement Scheme with reference to Local Council input, seek ways to include Local Council representation, via Northants CALC, on the Northamptonshire Parking Committee and develop an enforcement strategy in partnership with Local Councils for parished areas.

**Local Councils to:**

Actively contribute towards the review and feed in positive suggestions for how Local Councils can be involved in the Parking Enforcement Scheme by, for example, providing enforcement officers with local intelligence, disseminating information locally, educating road users, and providing facilities locally for enforcement officers to use (e.g. a town hall or community centre).

**Potential Benefits:**

- More intelligent resource allocation
- Use of local council resource - eyes and ears
- Better service

**Risks:**

- Resources not available to do more than is currently done
- Unable to make use of Local Council input effectively

**Desired Outcomes:**

- Increase in Local Councils fairly or very satisfied with parking enforcement.

### 3.3. Develop a county-wide approach to tackle dog fouling

**The Problem:**

Dog fouling is a real issue for local people who look to their Local Council to do something about it. There does not appear to be a consistent or fully inclusive approach to tackling the problem in the county. Dog Warden resources are severely limited and the help that Local Councils could offer is often not fully utilised.

**The Proposed Solution:**

Develop a consistent county-wide approach to tackle dog fouling that harnesses the expertise of the county's Dog Wardens and the local knowledge and resources of Local Councils. The approach should learn from the good practices that already exist both within the county and elsewhere.

**Principal Councils to:**

Task the County Heads of Environmental Services Group and its sub-group, the Animal Welfare Forum, to work with Northants CALC to develop a consistent and fully inclusive approach to tackling dog fouling. To share good practice, develop training guidance and templates to fully exploit any opportunities presented by the use of powers under the Clean Neighbourhood & Environment Act 2005. To issue and enforce Dog Control Orders and support those Local Councils wishing to act as secondary authorities under the Act. To identify opportunities to extend the range of closely aligned agencies and organisations who could discharge the enforcement powers available under the Act, e.g. Police Community Support Officers and Country Park Rangers.

**Local Councils to:**

Actively contribute towards the development of this approach and recognise that Local Councils need to play a major part in the implementation of any joined up working, which may have cost implications and may create new training needs (e.g. in enforcement). Consider using powers under the Clean Neighbourhood & Environment Act 2005 to issue Dog Control Orders as a secondary authority. Support the local Dog Warden and other agencies in tackling this problem.

**Potential Benefits:**

- A more consistent approach through training and guidance
- Improved communications and better mutual understanding
- Optimise resource opportunities
- Extend the range of agencies involved in enforcement

**Risks:**

- Resources not available to do more than is currently done
- Unable to make use of Local Council input effectively

**Desired Outcomes:**

- Reduced number of complaints received by all councils regarding dog fouling.
- 10% of Local Councils acting as secondary authorities under the 2005 Act.

## Appendix 1 – Example Charter Implementation Plan (Districts & Boroughs)

This Charter Implementation Plan is an illustration for the purpose of consultation only. Charter Implementation Plans will be developed by the Borough/District Councils in association with the Local Councils in their area.

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# Example Charter Implementation Plan

## Example District Council

Example District Council has signed the Northamptonshire Local Councils' Charter and has committed to producing a Charter Implementation Plan (CIP).

Example District Council's lead officer for developing the CIP is [*insert name/job title and contact details*]

The CIP describes the working relationship between Example District Council and the [*insert number*] Local Councils in the district and details how and when the District Council will consult Local Councils in the district, which services Local Councils may consider enhancing by contributing towards improved service levels and what services may be considered for devolution to Local Councils.

### Communications

#### Personnel Changes

Example District Council will notify Local Councils of any personnel changes in the following posts:

Position	Name	Telephone	E-mail
Chief Executive	Jane Smith	01234 567890	<a href="mailto:Jane.smith@example.gov.uk">Jane.smith@example.gov.uk</a>
Leader	Bob Jones	01234 567891	<a href="mailto:Bob.jones@example.gov.uk">Bob.jones@example.gov.uk</a>
Head of Planning	Sally Sharpe	01234 567892	<a href="mailto:Sally.sharpe@example.gov.uk">Sally.sharpe@example.gov.uk</a>
etc			

Local Councils will notify Example District Council of any personnel changes in the following posts:

Position	Name	Telephone	E-mail
Clerk	Sarah Spring	01234 987654	<a href="mailto:clerk@thistowncouncil.gov.uk">clerk@thistowncouncil.gov.uk</a>
Chairman	Bob Smith	01234 987653	<a href="mailto:chair@thistowncouncil.gov.uk">chair@thistowncouncil.gov.uk</a>

#### Dates of Meetings

Example District Council and the Local Councils in Example District will tell each other about the date, time and venue for their scheduled Council meetings. The exchange of an annual calendar of meetings will help to avoid calling ad hoc joint meetings on inconvenient dates (although this

can never be avoided completely). Local Councils should send their calendar of meetings to the Chief Executive's Secretary.

### **Consultation**

Example District Council will consult Local Councils on:

### **The Community**

1. The Sustainable Community Strategy and the strategic priorities for Example District
2. Example District Council's corporate plan/vision statement
3. The Community Safety Strategy and the community safety priorities for Example District
4. Anti-Social Behaviour (in association with the local Police, taking into account local arrangements)
5. Electoral and boundary changes
6. Proposals from other bodies or organisations on which Example District Council is consulted which Example District Council considers might affect a particular parish/town or group of parishes.

### **Development Control and related planning matters**

1. Applications for planning permission and related applications, such as Tree Preservation Orders
2. Designation of conservation areas (and changes to existing designations)
3. The Plans, schemes, statements and documents which comprise the Local Development Framework
4. The preparation of development briefs and related documents

### **Environment**

1. Refuse collection and recycling arrangements – significant service changes (or locally specific changes)
2. Street cleansing – significant service changes (or locally specific changes)
3. Waste Strategy
4. Land drainage matters (new village schemes, flood alleviation, water courses, etc)

### **Finance**

1. Special expense budgets charged to town and parish councils
2. Precepting arrangements

**Housing** (Note: the CIP will need to take into account local housing strategy i.e. where stock is owned/managed by Housing Associations)

1. Housing Strategy
2. Homelessness Strategy
3. Housing Needs Survey
4. Decisions around the future use of sites with the Parish/Town (new schemes)

### **Leisure**

1. Demand for (and location of) facilities, particularly arising from a leisure audit

## **Local Facilities**

1. Provision, or the proposed withdrawal of, local facilities and services (including significant changes in service levels)
2. Management of Example District Council's facilities within a Parish/Town involving significant functional changes, such as changes proposed to the way Example District Council provides ( or commissions) a particular facility or service.
3. Operation of markets

## **Roads and Traffic**

1. Temporary road closures under the Town Police Clauses Act
2. Street naming/house numbering
3. Off street car parks
4. Provision and/or relocation of taxi ranks

## **Devolution**

Example District Council will hold an informal discussion with a Local Council interesting in assuming responsibility for a service or contributing towards enhanced service provision in the Parish/Town. The District Council will formally consider requests for devolution of services upon receipt of a written business plan, setting out the Local Council's proposal, that describes how the proposal might improve service quality or reduce costs. Functions/services for consideration will depend on local discussion and may vary significantly; they might include:

1. Dog Control – authorisation to issue Fixed Penalty Notices for dog fouling under the Clean Neighbourhood Act
2. Recycling arrangements – such as providing local composting schemes
3. Public Conveniences – management, maintenance and repair
4. Management/grounds maintenance of parks, open spaces and woodlands (where there is no legal impediment to the delegation),
5. Management and maintenance of play areas
6. Public Information & Enquiry Points/Centres for residents and visitors
7. Management of common land
8. Street Lighting – other than principal routes
9. Other potential areas under the Clean Neighbourhood Act?
10. Smoking enforcement?

**Nb: Northamptonshire County Council to produce a Charter Implementation Plan (CIP) that is similar to the above but appropriate to their county-wide remit. Northants CALC will assist all Principal Councils in the development of their CIPs as required.**

## Appendix 2 - Response Form

We welcome comments and feedback from Northamptonshire Councils and would be grateful if you would include answers to the questions below in your response.

Name of Council:	Contact Details of Respondent:
What do you think is particularly good about the Northamptonshire Councils' Charter?	
Is there anything that your council fundamentally disagrees with?	
Is there anything missing from the Charter that your Council thinks absolutely should be included?	
For Local Councils, is your council happy for Northants CALC to sign the Charter on behalf of Local Councils in Northamptonshire?	
Have you any other comments that you wish to make?	

Your council's comments should be returned no later than **Wednesday 7 April 2010** to:

Mr Danny Moody, Chief Executive, Northants CALC

[dmoody@northantscalc.gov.uk](mailto:dmoody@northantscalc.gov.uk)

6, Litchborough Business Park, Northampton Road, Litchborough, Northamptonshire, NN12 8JB