



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Philippa Gibbs

Philippa.Gibbs@bromley.gov.uk

DIRECT LINE: 020 8461 7638

FAX: 020 8290 0608

DATE: 26 June 2020

EXECUTIVE, RESOURCES AND CONTRACTS POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Wednesday 1 July 2020

**6 PRE-DECISION SCRUTINY OF REPORTS DUE TO BE CONSIDERED BY THE
LEADER OF THE COUNCIL (Pages 3 - 170)**

Members of the Committee are requested to refer to the separate report pack containing proposed decisions for consideration by the Leader.

*Copies of the part 1 documents referred to above can be obtained from
<http://cds.bromley.gov.uk/>*

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Agenda Item 6



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton
graham.walton@bromley.gov.uk

DIRECT LINE: 020 8461 7743

FAX: 020 8290 0608

DATE: 26 June 2020

To: All Members of the Council

Decisions on the following reports are due to be taken by the Leader of the Council on or after 2nd July 2020, following pre-decision scrutiny by the Executive, Resources and Contracts PDS Committee at a virtual meeting on 1st July 2020

MARK BOWEN
Director of Corporate Services

Copies of the part 1 documents referred to below can be obtained from
<http://cds.bromley.gov.uk/>

A G E N D A

PART 1 REPORTS

- 1 **BUDGET MONITORING 2020/21** (Pages 3 - 44)
- 2 **CAPITAL PROGRAMME MONITORING 2020/21 (PART 1)** (Pages 45 - 60)
- 3 **SAFER BROMLEY PARTNERSHIP STRATEGY UPDATE (CRIME REDUCTION STRATEGY)** (Pages 61 - 84)
- 4 **HOUSING REVENUE ACCOUNT** (Pages 85 - 92)
- 5 **RESOURCING THE COVID-19 RESPONSE CONTACT TRACING** (Pages 93 - 110)
- 6 **ESSENTIAL HOUSEHOLD GOODS** (Pages 111 - 130)
- 7 **CONSIDERATION FOR AGREEMENT TO EXEMPT FROM TENDERING THE PUBLIC HEALTH SERVICE LEVEL AGREEMENTS WITH GENERAL PRACTICES** (Pages 131 - 142)
- 8 **CONTRACT AWARD: INFRASTRUCTURE SUPPORT SERVICES TO THE VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE SECTOR (PART 1)** (Pages 143 - 148)
- 9 **CONTRACT FOR THE PROVISION OF AGENCY WORKERS (PART 1)** (Pages 149 - 154)

PART 2 REPORTS

Items of Business

Schedule 12A Description

- | | | |
|-----------|---|---|
| 10 | CONTRACT AWARD: INFRASTRUCTURE SUPPORT SERVICES TO THE VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE SECTOR (PART 2)
(Pages 155 - 160) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 11 | CONTRACT FOR THE PROVISION OF AGENCY WORKERS (PART 2)
(Pages 161 - 170) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 12 | AUTHORISATION TO PROCEED TO PROCUREMENT: ENERGY SERVICES
(Pages 171 - 180) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 13 | TRANSFORMING PROPERTY SERVICES
(Pages 181 - 204) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 14 | MANAGEMENT OF PROPERTY INVESTMENT PORTFOLIO
(Pages 205 - 216) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 15 | CAPITAL PROGRAMME MONITORING 2020/21 - APPENDIX E (PART 2)
(Pages 217 - 218) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |

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Report No.
FSD20053

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LEADER

Date: July 2020

Decision Type: Non-Urgent Executive Non-Key

Title: BUDGET MONITORING 2020/21

Contact Officer: David Bradshaw, Head of Finance
Tel: 020 8313 4807 E-mail: david.bradshaw@bromley.gov.uk

Chief Officer: Director of Finance

Ward: Borough Wide

1. Reason for report

- 1.1 This report is split into two key elements. Firstly it provides the first budget monitoring position for 2020/21 based on expenditure and activity levels up to the end of May 2020, excluding the financial impact of Covid-19. The report also highlights any significant variations which will impact on future years as well as any early warnings that could impact on the final year end position. Secondly the report identifies latest indications of the financial impact of the Covid-19 situation which needs to be treated with some caution at this stage because of the ongoing uncertainty arising from moving out of lockdown to transition and ultimately the 'new normal'.

2. **RECOMMENDATION(S)**

2.1 **The Leader is requested to:**

Financial Monitoring (excluding Covid-19 impact)

- (a) consider the latest financial position;
- (b) note that a projected net overspend on services of £1,415k is forecast based on information as at May 2020.
- (c) consider the comments from Chief Officers detailed in Appendix 2;
- (d) note the carry forwards being requested for drawdown as detailed in section 3.3;
- (e) note a projected reduction to the General Fund balance of £2,635k as detailed in section 3.4;

- (f) note the full year cost pressures of £4.7m as detailed in section 3.5;**
- (g) agree to the release of £104k from the 2020/21 Central Contingency relating to rough sleepers initiative grant as detailed in para. 3.2.2;**
- (h) agree that a sum of £80k is set aside as an earmarked reserve from the 2020/21 Central Contingency relating to feasibility study costs surrounding the Walnuts development as detailed in para. 3.2.6;**
- (i) agree the drawdown of £385k from the Technology Fund Reserve to support the accelerated rollout of IT as detailed in para 3.10;**
- (j) identify any issues that should be referred to individual Portfolio Holders for further action.**

Estimated Financial Impact of Covid-19

- (k) consider the latest estimated financial impact of Covid-19 situation, detailed in Section 4, and note the ongoing financial uncertainty position relating to net costs and the current shortfall in Government funding;**
- (l) note that the estimated financial impact of the Covid-19 situation which needs to be treated with some caution at this stage because of the ongoing uncertainty arising from the impact moving out of 'lockdown' to transition and ultimately the 'new normal'.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: None arising directly from this report
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Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Excellent Council
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Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre: Council wide
 4. Total current budget for this head: £216.1m
 5. Source of funding: See Appendix 1 for overall funding of Council's budget
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Personnel

1. Number of staff (current and additional): 2,096 fte posts (per 2020/21 Budget) which includes 505 for budgets delegated to schools
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972, the Local Government Finance Act 1998, the Local Government Act 2000, the Local Government Act 2002 and the Accounts and Audit Regulations 2015.
 2. Call-in: Applicable
-

Procurement

1. Summary of Procurement Implications: None arising directly from this report
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The 2020/21 budget reflects the financial impact of the Council's strategies and service plans which impact on all of the Council's customers (including council tax payers) and users of our services.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Council Wide

3. COMMENTARY

3.1 Summary of Projected Variations

3.1.1 The Resources Portfolio Plan included a target that each service department will spend within its own budget. Current projections show an overall net overspend of £1,415k within portfolio budgets and a £80k debit variation on investment income, central items and prior year adjustments.

3.1.2 A summary of the 2020/21 budget and the projected outturn is shown in the table below:

	2020/21 Original Budget £'000	2020/21 Latest Budget £'000	2020/21 Projected Outturn £'000	2020/21 Variation £'000
Portfolio				
Adult Care & Health	69,416	69,416	70,244	828
Education, Children & Families (inc. Schools Budget)	42,207	42,674	43,976	1,302
Environment & Community	31,136	31,364	31,078 Cr	286
Public Protection & Enforcement	2,434	2,434	2,434	0
Renewal, Recreation & Housing	14,889	15,133	15,091 Cr	42
Resources, Commissioning & Contracts Management	46,015	46,652	46,265 Cr	387
Total Controllable Budgets	206,097	207,673	209,088	1,415
Capital Charges and Insurance	9,340	9,340	9,340	0
Non General Fund Recharges	Cr 853	Cr 853	Cr 853	0
Total Portfolio Budgets	214,584	216,160	217,575	1,415
Income from Investment Properties	Cr 9,720	Cr 9,720	Cr 9,720	0
Interest on General Fund Balances	Cr 3,591	Cr 3,591	Cr 3,591	0
Total Investment Income	Cr 13,311	Cr 13,311	Cr 13,311	0
Contingency Provision	11,799	11,356	11,436	80
Other Central Items	1,822	1,902	1,902	0
General Government Grants & Retained Business Rates	Cr 42,038	Cr 42,038	Cr 42,038	0
Collection Fund Surplus	Cr 5,873	Cr 5,873	Cr 5,873	0
Total Central Items	Cr 34,290	Cr 34,653	Cr 34,573	80
Total Variation on Services and Central Items	166,983	168,196	169,691	1,495
Prior Year Adjustments	0	0	0	0
Total Variation	166,983	168,196	169,691	1,495

3.1.3 A detailed breakdown of the latest approved budgets and projected outturn for each Portfolio, together with an analysis of variations, is shown in Appendix 3.

3.1.4 Chief Officer comments are included in Appendix 2.

3.2 Central Contingency Sum

3.2.1 Details of the allocations from and variations in the 2020/21 Central Contingency are included in Appendix 4.

3.2.2 The Council successfully bid for and was awarded a grant of £104k, via the Rough Sleepers Initiative, to engage and support rough sleepers to access support and secure settled accommodation. The grant was sought to provide a Complex Needs Navigator; a specialist housing officer able to work directly with both entrenched rough sleepers and new flow to the

streets. They would be responsible for ensuring the completion of a personalised housing plan and offering enhanced support to engage with services and secure and sustain accommodation. Due to the nature of the client group and the level of support and assistance required it was recognised that an enhanced package of incentives would be necessary in order to secure a sustainable outcome for each person.

3.2.4 It was envisioned that the post would support 40 clients over a 12 month period, with estimated costs as set out below:

Output	£'000
1 x Complex Needs Navigator	34
Personalisation Budget (essential items for client i.e. travel warrants, phones, bedding, securing ID etc)	5
First stage emergency accommodation	35
Accessing long term housing	30
Total	104

3.2.5 The grant was secured prior to the 'Everyone in Directive' issued by the Government in March 2020 in response to the Covid-19 pandemic. This saw all rough sleepers, or those at risk of rough sleeping brought in and placed into interim accommodation. Whilst that has helped to engage those sleeping rough and particularly the entrenched rough sleepers who had previously declined assistance it has doubled the number of clients we expected to assist via this initiative and condensed the numbers as opposed to spreading them out over a 12 month period. In excess of 70 individuals have been placed into interim accommodation and will require support to move into settled accommodation. This has been escalated to MHCLG as the resources to support this cohort will exceed the original grant request and timescales indicated.

3.2.6 The Regeneration Team are drawing down £35k from feasibility/growth funds for the first stage of works related to reviewing the development opportunities at the Walnuts shopping centre, and surrounding area. This work will be competitively tendered using the Council's standard 40/60 quality/finance split for stage 1 and stage 2 viability works, but stage 2 will be subject to the outcome of stage 1 and further approval from the Executive. The overall total cost is anticipated to be in the region of £80k. It is requested that this sum be set aside in a reserve for this purpose.

3.3 Carry Forwards from 2019/20 to 2020/21

3.3.1 After allowing for government grant funding, a net sum of £1,140k has been carried forward into 2020/21 from underspends in 2019/20. This was reported to the Executive, Resources and Contracts Policy Development and Scrutiny Committee on the 27th May 2020 prior to being approved by the Leader, subject to the funding being allocated to the Central Contingency to be drawn down on the approval of the relevant Portfolio Holder.

3.3.2 The carry forwards being requested are summarised in the table below and details will be reported to the relevant PDS Committee. The figures contained in this report assume that these requests will be agreed:

	£'000
Renewal, Recreation and Housing	439
Adult Care and Health	4,380
Public Protection & Enforcement	133
Children, Education & Families	844
Environment & Community	228
Resources, Commissioning & Contracts	626
	6,650
Government Grant Income	Cr 5,510
Total Net Carry Forwards Requested for Drawdown this Cycle	1,140

3.4 General Fund Balances

3.4.1 The level of general reserves is currently projected to reduce by £2,635k to £17,365k at 31st March 2021 as detailed below:

	2020/21 Projected Outturn £'000
General Fund Balance as at 1st April 2020	Cr 20,000
Net Variations on Services & Central Items (para 3.1)	1,495
	Cr 18,505
Adjustment to Balances:	
Carry Forwards (funded from underspends in 2019/20)	1,140
General Fund Balance as at 31st March 2021	Cr 17,365

3.5 Impact on Future Years

3.5.1 The report identifies expenditure pressures which could have an impact on future years. The main areas to be considered at this stage are summarised in the following table:

	2020/21 Budget £'000	2021/22 Impact £'000
Adult Care & Health Portfolio		
Assessment & Care Management - Care Placements	25,569	1,043
Learning Disabilities - Care Placements & Care Management	36,971	2,072
Mental Health - Care Placements	7,297	420
		3,535
Children, Education & Families Portfolio		
Children's Social Care	35,969	1,135
		1,135
TOTAL		4,670

3.5.2 Given the significant financial savings that the Council will need to make over the next four years, it is important that all future cost pressures are contained and that savings are identified early to mitigate these pressures.

3.5.3 Further details are included in Appendix 5.

Investment Income

3.6 Income from Investment Properties

3.6.1 A deficit of £3m is projected for net investment income which takes into consideration the following:

- (i) The COVID 19 situation has had a significant impact on the retail sector and tenants ability to pay rents. The Council has offered payment deferrals to a significant number of tenants, and while this income remains due and accounted for in 2020/21 there will inevitably be defaults when the deferred amounts become payable by at the end of the financial year. It is difficult to estimate the value of this to the Council at this stage but 30% of all rental income has been assumed to be at risk which would be in the region of £3m of Investment Property income. This amount remains under review and will be updated as appropriate as the year progresses. It should be noted that as the Q2 due date approaches numerous tenants have stated that they will not pay – this is a national issue and HM Government are likely to provide further guidance to landlords and Tenants in due course.

Summary of variations within Investment Income

	£'000
Estimated shortfall in rent due to COVID-19 pressures	3,000
Total variations within Investment Income	3,000

3.6.2 The £3m deficit is COVID related and therefore is contained within the COVID expenditure detailed in paragraph 4 of this report.

3.7 Interest on Balances

3.7.1 Despite the decrease in the Bank of England base rate from 0.75% to 0.25% in March 2020, and then to 0.10%, there has been relatively little impact on interest income from lending to banks. This is partly due to banks having the continued ability to borrow from the Bank of England at very low rates as well as the strengthening of 'balance sheets' reducing the need to borrow and the fact that expected increases in the base rate had already been 'priced in'. However the fall in the base rate will tend to reduce the interest rates available on any new investments that the Council wishes to consider during 2020/21, as and when other investments mature or other balances become available.

3.7.2 In addition, the utilisation of the Investment and Growth funds as well as the Highways Investment Scheme, has reduced the resources available for treasury management investment. However, the treasury management strategy has been revised to enable alternative investments of £100m which will continue to generate additional income compared to that available from lending to banks.

- 3.7.3 The Council has benefitted from its revised strategy through increased lending to housing associations and additional sums being invested in a Multi-Asset Income Fund. Additionally, slippage on the capital programme has allowed increasing balances to be invested.
- 3.7.4 The provisional outturn for 2019/20 was £1.8m above budget. For 2020/21 the projected outturn remains unchanged from budget, at £3.591m.

3.8 The Schools Budget

- 3.8.1 Expenditure on schools is funded through the Dedicated Schools Grant (DSG) provided for by the Department for Education (DfE). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools Budget. Any overspend or underspend must be carried forward to the following year's Schools Budget.
- 3.8.2 The DSG projected to overspend by £1,599k. This will be taken from the £1,733k carried forward from 2019/20. It has been agreed to use £252k of the brought forward balance to support services in-year. For 2020/21 it was agreed that £1,100k of the current years DSG be set aside to support future years pressures. This gives an estimated DSG deficit balance to be carry forward of £118k (excluding the £1,100k set aside) into the new financial year. It should be noted that the DSG can fluctuate due to pupils requiring additional services or being placed in expensive placements. There is also due to be an adjustment to the carry forward figure for Early Years Prior Year Adjustment. This should be announced during July.

3.9 Investment Fund and Growth Fund

- 3.9.1 Full details of the current position on the Investment Fund and the Growth Fund were included in the Capital Outturn 2019/20 reported to the Executive, Resources and Contracts Policy PDS on 27th May 2020. The uncommitted balances stand at £12.5m for the Investment Fund and £12.7m for the Growth Fund.

3.10 Drawdown from the Technology Fund - £385k

- 3.10.1 Due to COVID-19 pandemic, the IT Transformation project was paused and the resources were diverted to assist all LBB staff to work from home. This resulted in 1,400+ staff being able to work from home and carry out their duties as well as support COVID-19 projects such as Shielding. We are now resuming the Windows 10 rollout but through issuing 100 laptops a week at 50% of the original model of 200. This will ensure that all the prerequisites are met, and social distancing is kept in line with Government and our Public Health guidance. This has doubled the deployment time.
- 3.10.2 Officers have managed to secure the project delivery at a fixed price, hence the risk of any further delays in rolling out of the Windows 10 devices due to technical issues resides with BT. However, any risks or additional costs from staff not coming to collect the devices or another enforcement of lockdown that is beyond BT's control rests with LBB.
- 3.10.3 The COVID-19 pause of the project and increased in deployment time to comply with the social distancing, has added projected costs of £350k. It is considered prudent to add a contingency sum of £35k (10% to the costs) to cover any eventualities where staff are unable to come and collect the device or we have to courier the devices to the staff, as well as additional virtual trainings that we may need to provide for all of our staff so they can fully utilise the technologies without any issues. The project costs and contingency does not take into account further lockdown that may result in another long pause of this project.
- 3.10.4 Therefore it is requested that £385k drawn down from the Technology Fund and set aside for this purpose. Any release of the additional monies will require the agreement of the Portfolio

Holder for Resources, Commissioning and Contract Management to ensure that other avenues of funding (e.g. underspends etc.) are explored first before the monies are released.

4. ESTIMATED FINANCIAL IMPACT OF COVID-19

4.1 2020/21 Budget

4.1.1 Details of the 'budget gap' considered as part of the 2020/21 Council tax report are shown below:

	£m 2020/21	£m 2021/22	£m 2022/23	£m 2023/24
Budget Gap (2020/21 Council Tax Report), excluding mitigation and transformation savings	9.2	14.2	21.3	39.9
Mitigation savings (offset growth)	(5.1)	(7.8)	(13.4)	(16.9)
Transformation Savings	(4.1)	(5.6)	(5.9)	(6.1)
Budget Gap (including mitigation and transformation savings)	Nil	0.8	2.0	16.9

4.1.2 The above table illustrates the significant savings assumed in the 2020/21 Budget. If these savings are not fully delivered the budget gap increases by a corresponding amount and alternative savings would have to be delivered, in addition to savings yet to be identified to balance the budget for 2021/22 and future years.

4.2. 2020/21 Financial Monitoring

4.2.1 The latest financial monitoring position identifies a net overspend of £1.495m which excludes the impact of Covid-19. This represents the impact of the first two months of the financial year and the fully year impact of 2019/20 outturn. The most significant financial risk to the Council relates to Covid-19 impact which is shown below.

4.3 Funding Received re Covid-19

4.3.1 Excluding Section 31 funding for business rate relief, the following revenue funding has been received by the Council:

	£m
Support for social care and other costs (un ringfenced)	16.640
Funding for small and medium business grants (for business rate payers only)	52.500
Funding of £2.4m from above (within £52.5m) diverted to support discretionary business grant	
Hardship Fund (council tax support and hardship fund)	1.841
Infection Control	2.179
Test and Trace	1.370
Reopening High Street Fund	0.295
Sub total	74.825
Potential funding of £1.4m from SE London CCG for hospital discharge costs re Covid-19	
Local Welfare Fund (allocation of £63m nationally awaited, details awaited)	
Rough Sleepers (allocation and detail awaited)	

There is separately capital funding relating to DoT Emergency Active Travel Fund (share of £5m available for London) and TfL London Streetspace Fund (share of £45m available for London).

4.4 Net cost of Covid-19

4.4.1 The key challenge is the cost of the impact of Covid-19 and the extent to which the Government funds the net cost to the Council. Examples of the financial impact include:

- (a) Additional costs relating to direct support, enhancements to contract prices during this interim period (where necessary), additional staffing support, provision of new services, mortuary costs etc;
- (b) Planned budget savings which cannot be delivered during this period;
- (c) Loss of income which includes, for example, car parking and enforcement, business rates, council tax collection, rent income from investment properties and treasury management.

4.5 Notification to Government of potential Costs

4.5.1 A summary of the potential net costs (excluding Government funding), based on the notification to central Government are shown below:

Net Cost of Covid-19 (Submitted to MHCLG in June 2020)

Division/Service	COSTS (£'000)	INCOME (£'000)	TOTAL (£'000)
Regeneration & Housing	2,798	4,484	7,282
Environment & Public Protection (mainly car parking and enforcement income reductions)	1,434	7,727	9,161
Adults and Health	11,040	208	11,248
Children's & Education	3,484	433	3,917
Chief Executive	660	110	770
Volunteering Programme	500	0	500
Council Tax/Business Rates	0	16,600	16,600
Total	19,916	29,562	49,478

4.5.2 The above projections included the costs of grant related funding for 'test and trace' (£1.37m), Infection Control (£2.18m) and hospital discharge (CCG funded, £1.43m). In addition, there is 'unringfenced' grant funding is £16.6m which results in a potential funding gap of £27.9m. However, some of the potential financial impact on council tax and business rates will be shared with the GLA and any financial impact of reduced collection are accounted through the Council's Collection Fund which results in the revenue impact appearing in future years (2021/22 and beyond).

4.5.3 Although the ultimate net cost will change, as the impact of the 'transition' and 'new normal' will change costs, the above table illustrates that the potential costs remain only partly funded. Unless fully funded through Government grant then the only options available for the Council is to drawdown any monies available in the Central Contingency Sum, use of reserves or explore any possible mitigation.

4.5.4 It is still uncertain whether there would be a significant ‘second wave’ of Covid-19 which can impact on the costs above. This position will be monitored on a monthly basis and the Council will continue to seek additional Government funding to reduce the impact on local council tax.

4.6 Impact on Future Years Financial Forecast

4.6.1 The financial impact in 2021/22 is unclear at this stage and the 2021/22 financial forecast will need to be refined once the ongoing impact is known. However, the longer term impact is expected to result in additional cost pressures, in part, to reflect the impact of a global recession. There will be a global recovery but realistically that may not materialise until 2022/23. Apart from the additional costs arising from a recession which can range from council tax support and additional services for vulnerable residents etc, there is likely to be a significant impact on the Councils income.

4.7 Impact of Covid-19 on capital programme and capital receipts

4.7.1 The current situation will have a negative impact on the capital receipts and may result in a deferral of disposals which impacts on funding for capital schemes. The capital programme, reported to the February meeting of the Executive, identified that the capital programme will need to be funded from revenue or borrowing from 2023/24 if there are further new schemes and alternative capital receipts are not identified. The potential negative value of potential capital receipts will make that situation worse.

4.7.2 It is not clear, at this stage, whether the Covid-19 situation will increase the costs of capital schemes as the social distancing etc. continues.

5. IMPACT ON VULNERABLE ADULTS AND CHILDREN

5.1 The 2020/21 budget reflects the financial impact of the Council’s strategies and service plans which impact on all of the Council’s customers and users of our services.

6. POLICY IMPLICATIONS

6.1 The “Building a Better Bromley” objective of being an Excellent Council refers to the Council’s intention to ensure good strategic financial management and robust discipline to deliver within our budgets.

6.2 The “2020/21 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2020/21 to minimise the risk of compounding financial pressures in future years.

7. FINANCIAL IMPLICATIONS

7.1 These are contained within the body of the report with additional information provided in the appendices.

Non-Applicable Sections:	Personnel, Legal, Procurement
Background Documents: (Access via Contact Officer)	Provisional Final Accounts 2019/20 – Leader May 2020; 2020/21 Council Tax – Executive 12th February 2020; Draft 2020/21 Budget and Update on Council’s Financial Strategy 2021/22 to 2023/24 – Executive 15 th January 2020; Capital Programme Monitoring Report – elsewhere on

	agenda; Treasury Management Annual Investment Strategy 2020/21 and Quarter 3 performance– Council 24 th February 2020; Financial Management Budget Monitoring files across all portfolios.
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GENERAL FUND - PROVISIONAL OUTTURN FOR 2020/21

Portfolio	2020/21 Original Budget £'000	Budget Variations allocated in year # £'000	2020/21 Latest Approved Budget £'000	2020/21 Projected Outturn £'000	Variation £'000	Variation previously reported Exec £'000
Adult Care & Health	69,416	0	69,416	70,244	828	0
Children, Education & Families (incl. Schools' Budget)	42,207	467	42,674	43,976	1,302	0
Environment & Community	31,136	228	31,364	31,078	Cr 286	0
Public Protection & Enforcement	2,434	0	2,434	2,434	0	0
Renewal, Recreation & Housing	14,889	244	15,133	15,091	Cr 42	0
Resources, Commissioning & Contracts Management	46,015	637	46,652	46,265	Cr 387	0
Total Controllable Budgets	206,097	1,576	207,673	209,088	1,415	0
Capital, Insurance & Pensions Costs (see note 2)	9,340	0	9,340	9,340	0	0
Non General Fund Recharges	Cr 853	0	Cr 853	Cr 853	0	0
Total Portfolios (see note 1)	214,584	1,576	216,160	217,575	1,415	0
Central Items:						
Income from Investment Properties	Cr 9,720	0	Cr 9,720	Cr 9,720	0	0
Interest on General Fund Balances	Cr 3,591	0	Cr 3,591	Cr 3,591	0	0
Total Investment Income	Cr 13,311	0	Cr 13,311	Cr 13,311	0	0
Contingency Provision (see Appendix 4)	11,799	Cr 443	11,356	11,436	80	0
Other central items						
Reversal of net Capital Charges (see note 2)	Cr 7,794	0	Cr 7,794	Cr 7,794	0	0
Utilisation/Set Aside of Prior Year Collection Fund Surplus	5,873	0	5,873	5,873	0	0
New Homes Bonus Support for Revenue	1,612	0	1,612	1,612	0	0
Contribution to Carbon Neutral Initiatives Fund	875	0	875	875	0	0
Contribution to the Walnuts Development reserve	0	80	80	80	0	0
Levies	1,256	0	1,256	1,256	0	0
Total other central items	1,822	80	1,902	1,902	0	0
Prior Year Adjustments						
None	0	0	0	0	0	0
Total Prior Year Adjustments	0	0	0	0	0	0
Total all central items	310	Cr 363	Cr 53	27	80	0
Bromley's Requirement before balances	214,894	1,213	216,107	217,602	1,495	0
Carry Forwards from 2019/20 (see note 3)	0	Cr 1,213	Cr 1,213	Cr 73	1,140	0
Adjustment to Balances	0	0	0	Cr 2,635	Cr 2,635	0
Business Rates Retention Scheme (Retained Income, Top-up and S31 Grants)	214,894	0	214,894	214,894	0	0
Business Rate Levy	Cr 40,426	0	Cr 40,426	Cr 40,426	0	0
New Homes Bonus	0	0	0	0	0	0
New Homes Bonus Topslice	Cr 1,612	0	Cr 1,612	Cr 1,612	0	0
Collection Fund Surplus	0	0	0	0	0	0
Bromley's Requirement	Cr 5,873	0	Cr 5,873	Cr 5,873	0	0
GLA Precept	166,983	0	166,983	166,983	0	0
Council Tax Requirement	43,842	0	43,842	43,842	0	0
	210,825	0	210,825	210,825	0	0

# Budget Variations allocated to portfolios in year consists of:	£'000
1) Carry forwards from 2019/20	1,213 (see note 3)
2) Allocations from the central contingency provision	363 (see Appendix 4)
	<u>1,576</u>

1) **NOTES**

Portfolio Final Approved Budgets analysed over Departments as follows:

	2020/21 Original Budget £'000	Budget Variations allocated in year # £'000	2020/21 Latest Approved Budget £'000	2020/21 Projected Outturn £'000	Variation £'000	Variation previously reported Exec £'000
People Department	127,811	477	128,288	130,331	2,043	0
Place Department	64,298	702	65,000	64,651	Cr 349	0
Chief Executive's Department	22,475	397	22,872	22,593	Cr 279	0
	<u>214,584</u>	<u>1,576</u>	<u>216,160</u>	<u>217,575</u>	<u>1,415</u>	<u>0</u>

2) Reversal of net Capital Charges

This is to reflect the technical accounting requirements contained in CIPFA's Code of Practice for Local Authority Accounting and has no impact on the Council's General Fund.

3) Carry Forwards from 2019/20

Carry forwards from 2019/20 into 2020/21 totalling £1,140k were approved by Council and the Executive. Full details were reported to the June meeting of the Executive in the "Provisional Final Accounts 2019/20" report.

Comments from the Executive Director of Environment and Community Services

(Environment & Community Portfolio)

Like the rest of the Council, the Covid-19 restrictions that have been in place nationally since 23rd March are having a significant impact on many of the Environment and Community Services Portfolio's services. As a result, the Portfolio is projecting a significant overspend of £6.148m in this first monitoring of 2020/21. However, excluding the impact of Covid-19 which is reported separately, the underlying position is a projected underspending of £286k.

In respect of Covid-19, the main service areas impacted are as follows:

- Parking services are most severely affected, with a 95% reduction in parking use since the lockdown measures were implemented and a corresponding decrease in the level of enforcement. It is hoped that as lockdown eases income will start to recover and civil enforcement officers have recently resumed activity.
- Waste services were disrupted in the early weeks of the financial year, with some services suspended. Whilst these are now mostly returning to normal, there has been a some loss of income and an increase in the amount of residual waste for disposal.
- Revenue from fees and charges is particularly severely affected across all services with marked reductions in income from market rents, street traders licences and streetworks.

This is still an early stage in the financial year and projections now being made will need to be refined as the situation with Covid-19 develops and the financial year progresses.

(Public Protection and Enforcement Portfolio)

The Public Protection and Enforcement Portfolio is forecast to overspend by £368k due mainly to the impact of an increased number of Covid-19 deaths on the costs of the Coroner's and mortuary services, together with expected reduction in income from public protection services. However, excluding the impact of Covid-19, there are no underlying variations currently projected.

Analysis of Risks

– Environment & Community Portfolio

Although Covid-19 restrictions are now beginning to be eased, it is not known for how long remaining restrictions will be in place. Nor it is yet clear what the longer term wider economic impacts will be and how this will affect services later in the year and beyond.

In respect of waste, the new contracts have been in place since April 2019. Contract costs are subject to volatility as any growth in the number of properties and tonnages collected will incur additional expenditure, due to the extra collections that would be required and the additional waste that is generated. Any fluctuations on the market prices will affect the income from sales of recyclates income. Another potential risk area is recycling paper income. Wet weather affects the quality of the paper collected and therefore may lead to issues arising with the processing of it as 'paper' and a loss of income.

Over and above the current impact of Covid-19, there continues to be the risk in Parking from fluctuations in both income from On and Off Street Parking as usage varies, as well as changes in enforcement income. Income levels are difficult to predict as accurately as levels of parking are dependent on a wide variety of factors of which are some are beyond the Council's control.

Many of the Portfolio's services can be affected by severe weather events which cannot be predicted. In particular, the highways winter service, grounds maintenance and trees.

– Public Protection & Enforcement Portfolio

Any high profile inquests or significant increase in volume of cases could increase the cost of the Coroner's service.

The provision of a sustainable mortuary service at an affordable cost in the long term is problematic due to variables in demand and a very limited market with little competition.

Resources, Commissioning & Contract Management Portfolio

Comments from the Director of Corporate Services (Resources, Commissioning & Contract Management Portfolio) including Risk Areas

Overall the variance for the Corporate Services Division is projected to be £201k overspent. The main variance is within Legal Services.

Legal Services is expected to have a net overspend of £220k due to additional counsel fees, court costs and increased levels of staffing relating to caseloads, mainly within children's services, but also due to commercial cases and a possible shortfall in income.

Analysis of Risks

The variance for legal is an overspend of £220k. The majority of the overspend is due to additional counsel fees and court costs relating to caseloads within children's services, but also due to increased numbers of commercial cases.

Caseloads in children's services continue at a higher level than has previously. Historically caseloads had been c48 new cases per annum. In 2017/18 74 sets of proceedings were issued, which was a downward trend from 2016/17 when there were 98 sets of new childcare cases. In 2019/20, there were approximately 70 cases and a similar number is expected this year. A minimum court fee of £2,025 is payable on each case which means even with an additional 22 cases this will still represent a substantial sum. The only way to avoid this would be not to issue proceedings, which is not a realistic option. In addition there are fees for instructions of experts (£150 per application) and for placement orders where the care plan is adoption (£455 per family). There has also been a growth of cases where translation services are required (currently representing c20% of cases) and costs are being incurred for translation of documents and additional hearings.

Childcare cases typically take between 3-9 months to conclude therefore there is an ongoing cost pressure from cases which were issued in previous years which were not concluded in year which has been exacerbated by the continuing high level of new instructions. There has been a high turnover of staff in the team in recent years which has had a major impact on using in-house staff for advocacy, to gradually reduce spend on Counsel.

If the property market stalls as a result of Covid-19 there may also be a shortfall in legal income from property transactions and section 106 agreements.

Comments from the Director of Adult Social Care

The first three months of the financial year have been particularly challenging for adult social care as we deal with the Coronavirus pandemic. This has seen staff having to adjust to new ways of remote working, and increase in demand to discharge patients from acute settings, increased requests for support from providers of care as their costs increase and a number of services closing due to safety issues.

However, staff have continued to carry out statutory work, keeping on top of demands for care assessments and reviews, using technology to deliver these remotely. The injection of additional funding from government has offset some costs, although high demand in some areas, such as the delivery of PPE to care providers is not anticipated to be met in full.

The directorate has worked well with health colleagues, maximising the use of monies to aid swift hospital discharge and has worked well with clinical colleagues to minimise the risks within residential settings.

Monies allocated from government for Infection Control have been allocated to time, in line with the government directive.

The directorate has seen some loss of service users due to the pandemic and is currently evidencing the impact of this to better inform future budget reporting.

Additional spend will continue to be reported against the covid expenditure line to minimise the impact on mainstream budgets.

Comments from the Director of Housing, Planning and Regeneration

£465k of growth was included in the housing budget for 2020/21 to reflect the continuing pressures in relation to homelessness and the provision of temporary accommodation. A total of £1,342k savings have also been included to mitigate these pressures.

Whilst approaches remain high, this ongoing supply of acquired properties and prevention work has continued to slow the rate of growth in nightly paid accommodation placements reducing the average increase from 15 per to 10 per month. This however relies on the supply of acquired properties continuing to come through. This results in a projected £257k overspend on temporary accommodation with a £163k overspend on housing overall.

Whilst approaches remain high, this ongoing supply of acquired properties and prevention work has continued to slow the rate of growth in nightly paid accommodation placements reducing the average increase from 15 per to 10 per month. This however relies on the supply of acquired properties continuing to come through. This results in a projected £257k overspend on temporary accommodation with a £163k overspend on housing overall.

A substantial part of Planning Services' work attracts a fee income for the Council, for example the planning application fees. The fee income and volume of work reflects the wider economic circumstances affecting development pressures in the Borough. There is a risk of income variation beyond the Council's immediate control; however trends are regularly monitored in order that appropriate action can be taken.

Action has successfully been taken to negate the risk of Government Designation for Special Measures due to Planning performance for the current year. However this is based on the actions identified being implemented to reduce the risk of Government Designation in future years.

There is a risk of substantial planning appeal costs being awarded against the Council by the Planning Inspectorate, if the Council is found to have acted unreasonably.

For major appeals, which can arise unpredictably, there is often a need for specialist external consultants advice which creates additional costs.

The key risks in the Renewal, Recreation and Housing Portfolio continue to be:-

- i) Increased homelessness and the associated costs
- ii) Introduction of the Homeless Reduction Act
- iii) Increased rent arrears arising from roll out of Welfare reform
- iv) Reduced vacant housing association properties coming forward for letting

Finally, the immediate and ongoing impacts of the Covid-19 pandemic on budgets are only now becoming apparent. Significant losses in income, in particular from commercial rents, are expected as town centres have been severely affected during lockdown restrictions. The full impact in 2020/21 and future years is difficult to assess at this stage and will be largely dependent on the easing of restrictions and recovery of the wider economy.

- Children, Education and Families Portfolio

The Children, Education and Families Portfolio has an overspend of £1,302,000 for the year.

The Education Division has an underspend of £160k. This is mainly to do with staffing costs in SEN and Inclusion.

The DSG projected to overspend by £1,599k. This will be taken from the £1,733k carried forward from 2019/20. It has been agreed to use £252k of the brought forward balance to support services in-year. for 2020/21 it was agreed that £1,100k of the current years DSG be set aside to support future years pressures. This gives us an estimated DSG deficit balance to be carry forward of £118k (excluding the £1,100k set aside) into the new financial year. It should be noted that the DSG can fluctuate due to pupils requiring additional services or being placed in expensive placements. There is also due to be an adjustment to the carry forward figure for Early Years Prior Year Adjustment. This should be announced during July.

In Children's Social Care the overspend is £1,142k.

The impact of C19 on Children Services and the ongoing work has had a significant impact not only in safeguarding families but the additional cost to support them. We have concentrated on ensuring that children are safeguarded but with social workers visiting families virtually in many cases. Staff have had to adapt to new ways of working and using skills to assess families virtually through remote working and making judgements. Cases progressing through courts have been slowed due to court closing and we have making our applications for court via remote and virtual means. This has caused courts to be cautious around final decisions leaving the LA (and children) in challenging situations and delaying permanency moves thus increasing the cost of placements.

There has been increased requests for support particularly in CWD and caution in relation to closing cases and where children in ordinary circumstances may have been removed from plans but where multi agency professionals and families have a heightened anxiety requesting the LA to remain involved.

We have 3 very high cost placements where young people are at significant risk and have to have increased staff to support them.. One of these placements is a step down from a series of secure placements and high profile high risk young woman - we are monitoring these closely to ensure that they are meeting needs of the young people concerned. If these young people escalated they may be candidates for welfare or secure and the costs would be increased.

The risks in the Education, Children & Families Portfolio are:-

- i) Recruitment and retention of permanent staff/ ability to recruit skilled staff for the posts vacant.
- ii) Limited supply and increasing costs of residential placements – including the specialist placements for very complex young people.
- iii) Increase in the Looked After Population – particularly in our Looked After Unaccompanied Minors
- iv) Increased complexity of children (SEND).
- v) Impact of Social Work Act 2017 implementation.
- vi) Income from partners reducing.
- vii) Shortage of local school places.
- viii) Increasing High Needs Block expenditure not matched by a commensurate increase in Government Grant
- ix) Continuing impact of 2014 Children and Families Act extending the age range to 25 for Education, Health and Care Plans.

Adult Care and Health Portfolio Budget Monitoring Summary

2019/20 Actuals £'000	Division Service Areas	2020/21 Original Budget £'000	2020/21 Latest Approved £'000	2020/21 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
PEOPLE DEPARTMENT								
Adult Social Care								
23,910	Assessment and Care Management	23,013	23,013	23,226	213	1	0	1,043
Cr 850	- Better Care Funding - Discharge to Assess	0	0	0	0		0	0
120	Direct Services	149	149	149	0		0	0
323	Quality Assurance & Safeguarding	773	773	773	0		0	0
36,120	Learning Disabilities	36,506	36,506	36,708	202	2	0	2,072
7,051	Mental Health	7,211	7,211	7,624	413	3	0	420
Cr 770	Better Care Funding - Protection of Social Care	0	0	0	0		0	0
Cr 900	Better Care Funding - Additional Pressures	0	0	0	0		0	0
65,004		67,652	67,652	68,480	828		0	3,535
Programmes								
2,354	Programmes Team	2,141	2,141	2,141	0		0	0
1,049	Information & Early Intervention	1,158	1,158	1,158	0		0	0
Cr 1,049	- Net Expenditure	Cr 1,158	Cr 1,158	Cr 1,158	0		0	0
	- Recharge to Better Care Fund (Prot of Soc Care)							
	Better Care Fund							
23,764	- Expenditure	22,876	22,946	22,946	0	4	0	0
Cr 23,823	- Income	Cr 22,902	Cr 22,972	Cr 22,972	0		0	0
	Improved Better Care Fund							
11,471	- Expenditure	8,794	10,060	10,060	0	5	0	0
Cr 11,471	- Income	Cr 9,004	Cr 10,270	Cr 10,270	0		0	0
	Health Support for Social Care							
3,593	- Expenditure	0	0	0	0		0	0
Cr 3,593	- Income	0	0	0	0		0	0
2,295		1,905	1,905	1,905	0		0	0
Public Health								
14,181	Public Health	14,629	14,629	14,629	0		0	0
Cr 14,320	Public Health - Grant Income	Cr 14,770	Cr 14,770	Cr 14,770	0		0	0
Cr 139		Cr 141	Cr 141	Cr 141	0		0	0
67,160	TOTAL CONTROLLABLE ADULT CARE & HEALTH	69,416	69,416	70,244	828		0	3,535
Cr 1,121	TOTAL NON CONTROLLABLE	302	302	376	74	6	0	0
4,865	TOTAL EXCLUDED RECHARGES	5,390	5,390	5,390	0		0	0
70,904	TOTAL ADULT CARE & HEALTH PORTFOLIO	75,108	75,108	76,010	902		0	3,535

Reconciliation of Latest Approved Budget

£'000

2020/21 Original Budget

75,108

Carry forwards requests

Better Care Fund

- expenditure

70

- income

Cr 70

Improved Better Care Fund

- expenditure

2,766

- income

Cr 2,766

Public Health Grant

- expenditure

1,534

- income

Cr 1,534

Latest Approved Budget for 2020/21

75,108

REASONS FOR VARIATIONS

1. Assessment and Care Management - Dr £213k Net of Management Action

The overspend in Assessment and Care Management can be analysed as follows:

	<u>Current</u>	<u>Variation</u>
	£'000	
<u>Physical Support / Sensory Support / Memory & Cognition</u>		
Services for 65 +		
Placements		144
- Savings to be delivered	Cr	201
Domiciliary Care / Direct Payments		389
- Savings to be delivered	Cr	334
	Cr	<u>2</u>
Services for 18 - 64		
Placements		405
Domiciliary Care / Direct Payments		<u>162</u>
		567
Other		
- Day Care	Cr	92
- Transport	Cr	20
- Extra Care Housing	Cr	40
- Community DoLS	Cr	<u>200</u>
	Cr	352
		<u><u>213</u></u>

The 2020/21 budget includes funding for the 2019/20 budget overspend calculated at the July interim budget monitoring, less savings and mitigation agreed to reduce this overspend.

Services for 65+ - Cr £2k

Although numbers in residential and nursing care are currently projected to be below the budget by 35 placements, there is an underspend of only £2k projected. There has been higher than usual attrition in April, likely linked to Covid-19, resulting in these reduced numbers, but this has been offset by increased costs of placements having to be made above the council's guide rates. Part of the 2020/21 budget savings relate to reducing these additional placement costs where possible. The main pressure area in relation to these additional costs relates to clients with a primary support reason (PSR) of memory and cognition.

The projected position on the domiciliary care and direct payments budgets is an overspend of £389k. Domiciliary care is projected to overspend by £347k and direct payments by £42k. Part of the 2020/21 budget savings relate to reviewing packages of care to ensure they meet the needs of the service user.

Services for 18-64+ - Dr £567k

Placements for 18-64 age group are projected to overspend by £405k this year based on current service user numbers, with numbers being 4 above the budget provision. As with the 65+ age group, the unit cost of placements is higher than the budgeted unit cost, adding further to the overspend.

The overall position on the domiciliary care and direct payments budgets is a projected overspend of £162k. Domiciliary care is currently projected to underspend by £76k, and direct payments to overspend by £238k.

Day Care Services & Transport Services - Cr £112k

Day Care and related transport services are currently suspended due to Covid-19, resulting in a current underspend of £92k and £20k respectively. This relates to the period April to June, there may be a further underspend if centres remain closed after that period.

Extra Care Housing - Cr £40k

The hours being delivered in ECH units continue to be at the minimum level, resulting in a projected underspend of £40k, after allowing for possible void payments.

Community Deprivation of Liberty Service (CDoLS) - Cr £200k

As reported in the 2019/20 budget monitoring and outturn reports, there was a large underspend on the Community DoLS budget. This underspend is expected to partly continue into the current financial year.

2. Learning Disabilities (LD) - Dr £202k Net of Management Action

The 2020/21 LD budget includes funding for anticipated 2020/21 demand-related pressures, a contribution to the full year effect of the 2019/20 overspend but also reductions relating to planned savings.

An overspend of £202k is currently anticipated and this is largely due to the impact in 2020/21 of the high full year effect of 2019/20 spending (in excess of the amount funded in the 2020/21 budget). Given the early stage in the financial year, and the associated high proportion of the forecast based on future assumptions rather than actual data, this position may change significantly as the year progresses. To avoid overstating projections a 'probability factor' has been applied to future assumptions to reflect experience in previous years. This is on the basis that there tends to be slippage on planned start dates or clients aren't placed as originally expected, however there is a risk attached to this in that the majority of placements may go ahead as planned.

The element of the projected spend relating to assumptions around young people transitioning from children's services to adults is particularly high this year and this will be scrutinised closely with a view to reducing this.

The 2020/21 LD budget includes savings totalling £896k. For this set of projections, it has been assumed that these savings will be achieved; however some of these have been delayed due to the impact of Covid-19 so are unlikely to be fully realised. Similar to Assessment and Care Management above, there have been reduced costs in the first months of the financial year that are likely to be Covid-related: temporary cessation of day services, reduced numbers of domiciliary care packages (client preference), some clients returning home from their residential placements and, sadly, a higher than average number of deaths. There continues to be considerable uncertainty regarding the future impact of this.

3. Mental Health (MH) - Dr £413k

Similar to Learning Disabilities above, the 2020/21 Mental Health budget includes part-funding for the full year effect of the 2019/20 overspend.

An overspend of £413k is currently anticipated which, similarly to LD above, is the result of the full year effect of 2019/20 spending exceeding the amount funded in the 2020/21 budget. The position will be closely monitored throughout the year with a view to reducing this pressure through effective management action.

4. Better Care Fund (BCF) - Nil variation

Other than variations on the protection of social care element, any underspends on Better Care Fund budgets will be carried forward for spending in future years under the pooled budget arrangement with Bromley CCG.

5. Improved Better Care Fund (IBCF) - Nil Variation

The total amount of funding available in 2020/21 is as follows:

	£'000
2020/21 IBCF allocation - recurrent	4,636
2020/21 IBCF allocation - non-recurrent (extended for 4th year)	1,677
2020/21 Winter Pressures Grant	1,191
Carry forward from previous years	2,766
	<u>10,270</u>

Of the above, a budget of £210k (expenditure) is held within the Council's central contingency. The carry forward of £2,766k includes £1,500k to fund adult social care growth pressures in 2020/21.

The non-recurrent IBCF funding of £1,677k has been extended for a fourth year and it was agreed as part of setting the 2020/21 budget that this would fund a contribution to a new, 'whole system' reserve that can be called upon in relation to any crisis in the joint health and social care systems.

6. Non-Controllable - Rent - Dr £74k

The closure of the Bertha James centre has reduced income against budget by £74k.

Waiver of Financial Regulations

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub-Committee bi-annually. The Director of Adult Social Care has additional authority in respect of placements.

Since the last report to the Executive, 8 waivers for Adult placements have been agreed for between £50k and £100k and 1 for more than £100k, all of which were agreed by the Director of Adult Social Care.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, there have been no virements.

Children, Education and Families Portfolio Budget Monitoring Summary

2019/20 Actuals £'000	Service Areas	2020/21 Original Budget £'000	2020/21 Latest Approved £'000	2020/21 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000	
EDUCATION CARE & HEALTH SERVICES DEPARTMENT									
Education Division									
Cr 350	Adult Education Centres	Cr 401	Cr 376	Cr 376	0		0	0	
543	Schools and Early Years Commissioning & QA	715	715	622	Cr 93	1	0	0	
8,206	SEN and Inclusion	6,597	6,947	7,204	257	2	0	0	
74	Strategic Place Planning	103	103	103	0		0	0	
8	Workforce Development & Governor Services	Cr 29	Cr 29	Cr 30	Cr 1		0	0	
356	Access & Inclusion	156	156	153	Cr 3		0	0	
Cr 1,243	Schools Budgets	Cr 1,528	Cr 1,528	Cr 1,528	0	3	0	0	
10	Other Strategic Functions	717	717	817	100	4	0	0	
	Management Action	0	0	Cr 100	Cr 100		0	0	
7,604		6,330	6,705	6,865	160		0	0	
Children's Social Care									
1,427	Bromley Youth Support Programme	1,526	1,526	1,526	0	5	0	0	
920	Early Intervention and Family Support	1,178	1,178	1,178	0		0	0	
6,580	CLA and Care Leavers	6,252	6,344	6,692	348		0	638	
16,846	Fostering, Adoption and Resources Management Action	16,808	16,808	18,153	1,345		0	497	
3,581	Referral and Assessment Service	3,410	3,410	3,566	156		Cr 844	Cr 844	0
2,943	Safeguarding and Care Planning East	2,768	2,768	2,803	35		0	0	
5,163	Safeguarding and Care Planning West	5,389	5,389	5,404	15		0	0	
1,071	Safeguarding and Quality Improvement Management Action	Cr 1,454	Cr 1,454	Cr 1,212	242		0	0	
		0	0	Cr 155	Cr 155	0	0		
38,531		35,877	35,969	37,111	1,142		0	1,135	
46,135	TOTAL CONTROLLABLE FOR EDUCATION, CHILDREN & FAMILIES	42,207	42,674	43,976	1,302		0	1,135	
8,817	Total Non-Controllable	1,812	1,812	1,812	0			0	
8,541	Total Excluded Recharges	8,693	8,693	8,693	0		0	0	
63,493	TOTAL EDUCATION, CHILDREN & FAMILIES PORTFOLIO	52,712	53,179	54,481	1,302		0	1,135	
Memorandum Item									
Sold Services									
37	Education Psychology Service (RSG Funded)	Cr 115	Cr 115	Cr 7	108	6		0	
43	Education Welfare Service (RSG Funded)	Cr 24	Cr 24	28	52		0		
8	Workforce Development (DSG/RSG Funded)	Cr 31	Cr 31	Cr 31	0		0		
27	Community Vision Nursery (RSG Funded)	61	61	19	Cr 42		0		
47	Blenheim Nursery (RSG Funded)	94	94	79	Cr 15		0		
162	Total Sold Services	Cr 15	Cr 15	88	103		0	0	
Reconciliation of Latest Approved Budget			£'000						
Original Budget 2020/21			52,712						
Contingency:									
Tackling Troubled Families									
- expenditure									
- income									
Cr 348									
Carry forwards:									
Delivery Support Fund									
- expenditure									
- income									
Cr 18									
Investing in Practise Grant									
- expenditure									
- income									
Cr 104									
Extension of Virtual Heads									
- expenditure									
- income									
Cr 34									
Reducing Parental Conflict									
- expenditure									
- income									
Cr 40									
Tackling Troubled Families									
- expenditure									
- income									
Cr 543									
Adult Education Match Funding									
Expenditure on North Lodge									
79									
Other:									
SEN Transport									
363									
Latest Approved Budget for 2020/21			53,179						

REASONS FOR VARIATIONS

1. Schools and Early Years Commissioning & QA - Cr £93k

The Nurseries are currently forecast to underspend by £78k. This is due to staff vacancies, and these are currently on hold due to the COVID-19 lockdown.

Early Years has a forecast underspend of £18k that is due to staff vacancies.

The remaining difference relates to a £3k staffing overspend in other cost centres.

2. SEN and Inclusion - Dr £257k

The SEN Transport is currently forecast to underspent by £40k. This is following the extra £363k added to the budget to support the anticipated extra costs of renewing the transport contracts.

Currently the SEN transport is forecast on a stand still position due to the situation around COVID-19 being so fluid. There are currently only 81 out of 401 routes are running, however it has been agreed to pay providers a proportion of their contract costs for the route that they would have normally run. The exact sums will be subject to open book accounting and dialogue with the appropriate contractors. As normal at this time of year the routes for the new academic year have not been finalised, and this year it is further complicated by the COVID-19 and the distancing rules that may affect this in the future, as these rules are likely to lead bigger vehicles being used for a smaller number of children. Additionally there is currently no date for all children to go back to school full time, so there may be reduced costs due to smaller number of routes estimated at the start of the financial year.

The Education Psychologists are currently in the process of recruiting to the vacant posts in their team. This has caused the statutory service they are required to provide to be underspending by £76k and the Trading Service they offer to the Schools is projected to overspend by £108k. This is due to the use of expensive agency staff to provide the service. This is a net overspend of £32k.

The costs for running the SEN service (included working on the EHCP's) has caused an overspend of £265k due to staffing.

3. Schools Budgets (no impact on General Fund)

Expenditure on Schools is funded through the Dedicated Schools Grant (DSG) provided by the Department for Education (DfE). DSG is ring fenced and can only be applied to meet expenditure properly included in the Schools Budget. Any overspend or underspend must be carried forward to the following years Schools Budget.

The DSG projected to overspend by £1,599k. This will be taken from the £1,733k carried forward from 2019/20. It has been agreed to use £252k of the brought forward balance to support services in-year. For 2020/21 it was agreed that £1,100k of the current years DSG be set aside to support future years pressures. This gives us an estimated DSG deficit balance to be carry forward of £118k (excluding the £1,100k set aside) into the new financial year. It should be noted that the DSG can fluctuate due to pupils requiring additional services or being placed in expensive placements. There is also due to be an adjustment to the carry forward figure for Early Years Prior Year Adjustment. This should be announced during July.

The in-year overspend is broken down as follows:-

There was a overspend of £109k on modular classroom rentals during the year.

This is currently projected to be an underspend of £72k in the Primary Support Team. This is due to an underspend on staffing, which is in part due to Government work requirements being cancelled for 2020/21 following the COVID-19 lockdown.

The Home and Hospital service has a projected overspend of £134k and this is mostly due to the need to use agency staff to support the number of children being supported by the team.

The Education Welfare service has overspend of £1k in staffing costs.

SEN placements are projected to overspend by a total of £1,072k. There are underspends in boarding placements (£166k) These underspends are then offset by overspends on day placements (£893k), Matrix Funding (£251k) and Alternative Provisions (£94k).

The DSG funded element of SEN Transport has overspent by £233k due to new routes that were established that can be charged to the DSG. Due to the current funding regulations LBB are not permitted to increase this budget from the previous year.

The High Needs Pre-school Service is currently forecasting to underspend by £24k for the year which relates to staffing.

The Education Welfare service is currently forecasting an overspend of £36k due to higher staffing costs than expected

The SENIF, Sensory Support and the Outreach and Inclusion Service are all currently projected to underspend. Most of the underspend relates to lower than expected staffing costs, but there is also a small amount that relates to running costs that are not expected to be incurred during the year. These are then offset by overspends at the Complex Needs Team and Darrick Wood Hearing Unit and other areas across within SEN. The net effect of these cost centres is a £149k overspend.

There is also a total small balance of underspends of £3k in total.

	Variations £'000	High Needs £'000	Schools £'000	Early Years £'000	Central £'000
Classroom Hire	109	0	109	0	0
Primary Support Team	-72	0	0	0	-72
Home & Hospital	134	134	0	0	0
Education Welfare Officers	1	0	0	0	1
Other Small Balances	1	-8	2	-2	9
SEN:					
- Placements & Alternative Programmes	1,072	1,072	0	0	0
- Transport	233	233	0	0	0
- High Needs Pre-school Service	-24	-24	0	0	0
- Sensory Support	-39	-39	0	0	0
- SEN Inclusion Fund (SENIF)	-18	0	0	-18	0
- Darrick Wood Hearing Unit	87	87	0	0	0
- Complex Needs Team	62	62	0	0	0
- Outreach & Inclusion Service	-29	-29	0	0	0
- SEN Staff	86	86	0	0	0
- Other Small SEN Balances	-4	-4	0	0	0
Total	1,599	1,570	111	-20	-62

There will continue to be pressures in the DSG from 2020/21 onwards, especially in the High Needs Block. More children are coming through the system which will put additional pressure on DSG resources.

4. Other Strategic Functions - Dr £0k

As part of this years budget there is a £100k saving relating to a vacancy factor in the service. It is expected that management action will be identified before the end of the year to achieve this saving.

5. Children's Social Care - Dr £1,142k

The current budget variation for the Children and Families Division is projected to be an overspend of £1,142k. Despite additional funding being secured in the 2020/21 budget, increases in the number of children being looked after together with the high cost of some placements has continued to put considerable strain on the budget.

CLA and Care Leavers - Dr £348k

The projected variation in this area relates to overspends on accommodation costs in relation to the Children Looked After placement support costs of £406k and accommodation costs of £240k. This is offset by an additional grant of £298k.

Fostering, Adoption and Resources - Dr £501k (net of management action)

The current expected forecast for this area is an overspend of £501k. This is due to a net overspend of £1,345k across all of the various Residential, Fostering and Adoption Placements before management action of £844k is taken into account.

The budget for children's placements (Residential, Fostering and Adoption Placements) is projected to overspend this year, The analysis of this over the various placement types is shown below.

- Community Home's / Community Home's with Education - Cr £174k
- Boarding Schools - Dr £82k
- Fostering services (IFA's) - Dr £1,649k
- Fostering services (In-house, including SGO's and Kinship) - Cr £173k
- Adoption placements - Cr £46k
- Transport Costs - Dr £7k

Referral and Assessment Service - Dr £156k

The projected overspend of £156k in this area all relates to staffing costs.

Safeguarding and Care Planning East - Dr £35k

The projected overspend in this area relates to staffing costs which is £35k overspent as a result of the use of agency staff.

Safeguarding and Care Planning West- Dr £15k

The projected overspend in this area of £15k that relates fully to staffing costs.

Safeguarding and Quality Improvement - Dr £87k (net of management action)

The projected overspend in this area of £242k and this relates to staffing costs. This is offset by management action of £155k resulting in an overall projected overspend of £87k

6. Sold Services (net budgets)

Services sold to schools are separately identified in this report to provide clarity in terms of what is being provided. These accounts are shown as memorandum items as the figures are included in the appropriate Service Area in the main report.

Waiver of Financial Regulations

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub-Committee bi-annually. Since the last report to the Executive, there has been four waivers agreed for placements in Children's Social Care, three between £50k and £100k and one for more than £200k a year.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, there have been no virements.

Environment & Community Portfolio Budget Monitoring Summary

2019/20 Actuals £'000	Service Areas	2020/21 Original Budget £'000	2020/21 Latest Approved £'000	2020/21 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	ENVIRONMENT & COMMUNITY PORTFOLIO							
	Street Scene & Green Spaces							
5,782	Parks and Green Spaces	5,716	5,746	5,746	0		0	0
Cr 119	Business Support and Markets	Cr 83	Cr 83	Cr 83	0		0	0
17,715	Waste Services	17,776	17,896	17,896	0		0	0
5,469	Street Environment	5,678	5,678	5,678	0		0	0
196	Street Regulation	223	223	223	0		0	0
1,307	Management and Contract Support	1,204	1,204	1,204	0		0	0
739	Arboriculture Management	724	754	754	0		0	0
31,089		31,238	31,418	31,418			0	0
	Transport Operations and Depot							
513	Transport Operations and Depot Management	731	731	671	Cr 60	1	0	0
513		731	731	671	Cr 60		0	0
	Traffic, Parking and Highways							
192	Traffic & Road Safety	280	280	280	0	2	0	0
Cr 7,875	Parking	Cr 7,505	Cr 7,505	Cr 7,731	Cr 226	3-5	0	0
6,719	Highways (including London Permit Scheme)	6,392	6,440	6,440	0		0	0
Cr 964		Cr 833	Cr 785	Cr 1,011	Cr 226		0	0
30,638	TOTAL CONTROLLABLE	31,136	31,364	31,078	Cr 286		0	0
4,960	TOTAL NON-CONTROLLABLE	6,182	6,182	6,182	0		0	0
2,480	TOTAL EXCLUDED RECHARGES	2,399	2,399	2,399	0		0	0
38,078	PORTFOLIO TOTAL	39,717	39,945	39,659	Cr 286		0	0

Reconciliation of Latest Approved Budget

£'000

Original Budget 2020/21

39,717

Carry Forward Requests approved from 2019/20

Green Garden waste DD system	120
Lych Gate Footbridge Repairs	48
Procurement of a Sonic Tomograph	30
Millwood Rd Allotments Water Supply	30

Central Contingency Adjustments

Other

Latest Approved Budget for 2020/21

39,945

REASONS FOR VARIATIONS

The Covid-19 restrictions that have been in place since 23rd March have had a significant impact on many of the Portfolio's services as explained in the following notes. However, this is still an early stage in the financial year and although restrictions are now beginning to be eased, it is not known for how long remaining restrictions will be in place. Nor is it yet clear what the longer term wider economic impacts will be and how this will affect services later in the year and beyond. Therefore, projections now being made will need to be refined as the financial year progresses.

1. Transport Operations and Depot Management Cr£45k

Business rates are forecast to underspend by £60k this financial year. The waste contractor occupies a larger percentage of the central depot than in previous years and the business rates charged to the contractor and LBB have been revalued to reflect this.

2. Traffic & Road Safety

There are projected underspends against LBB funded staffing budgets of £39k mainly due to an MG6 vacancy and part-time staff working in fully budgeted posts. However, TfL have confirmed that LIP funding has ceased in the light of the Covid-19 situation, of which £1.2m was to fund some 30 full-time equivalent posts this year within the service working on LIP schemes. The underspend on LBB funded posts may therefore be required to offset the overall LIP shortfall.

The Assistant Director of Traffic & Parking is working closely with TfL to secure funding for projects already committed, which could ease the budget pressure, with some staff temporarily reassigned to Operation Shielding with those costs met from existing budget provision. As part of the Government support package for TfL, some replacement grant funding has been made available and a range of alternative qualifying schemes has been drawn up as part of the Council's funding bid. Even if these bids are successful, there is a risk that the loss of LIP funding will create an unfunded budget pressure which will need to be addressed.

This is a developing situation - the outcome of these initial bids is uncertain, with potential for further grants made available later in the year, but the scope of existing budget provision to fund the ongoing cost of reassigned staff limited. Therefore it is vital that this is continued to be closely monitored and reviewed to enable any budget shortfall to be identified at the earliest opportunity and effective mitigating action taken.

Income for road closure charges is expected to achieve budget and no variation is currently projected. However recent data is suggesting that this income stream may overachieve budget in line with last year and will be monitored closely. Last financial year this income stream overachieved significantly. However the impact of the Covid-19 measures has resulted in no public event related road closures, and it is unlikely utility companies will be applying for road closures to undertake works at the level seen previously.

Parking

The Covid-19 restrictions have had a significant impact on all parking services income streams; for example, there has been a 95% reduction in the use of Off and On street parking since the lockdown measures were implemented and the financial impact is included within the Covid section of the monitoring report. However, there has been a downward trend in the use of parking spaces in recent years and income may have continued to decrease this financial year in any event, although not at the current scale. Whether this trend will continue in future years is difficult to anticipate until the full impact of Covid-19 has receded.

3. APCOA Contract Defaults Cr £5k

There are defaults against the contract of Cr £5k for off street parking in Q1.

4. Parking Shared Service Cr £177k

There is a net projected underspend of £177k for the Parking Shared Service mainly due to underspends on staffing as a result of vacancies across both boroughs and a reduction in the number of agency staff employed.

5. Parking Expenditure Variations Cr £44k

There are other minor variations across the service totalling a potential underspend of £44k mainly due to savings against Traffic Committee Fees for London and a projected underspend on Third Party Payments. These variations are summarised as follows:

Summary of other Variations within Parking	£'000
Premises	4
Supplies & Services	Cr 23
Third Party Payments	Cr 25
Total Variations for Parking Expenditure	Cr 44

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, the following waivers over £50k have been actioned.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

Public Protection & Enforcement Budget Monitoring Summary

2019/20 Actuals £'000	Service Areas	2020/21 Original Budget £'000	2020/21 Latest Approved £'000	2020/21 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
253	Public Protection Community Safety	170	170	170	0	1	0	0
133	Emergency Planning	134	134	134	0		0	0
670	Mortuary & Coroners Service	574	574	574	0		0	0
1,676	Public Protection	1,556	1,556	1,556	0		0	0
2,732	TOTAL CONTROLLABLE	2,434	2,434	2,434	0		0	0
318	TOTAL NON CONTROLLABLE	7	7	7	0		0	0
941	TOTAL EXCLUDED RECHARGES	973	973	973	0		0	0
3,991	PORTFOLIO TOTAL	3,414	3,414	3,414	0		0	0

Reconciliation of Latest Approved Budget £'000

Original Budget 2020/21 3,414

Carry Forward Requests approved from 2019/20

Asset Recovery Incentivisation Scheme	48
Asset Recovery Incentivisation Scheme	Cr 48

Other

Latest Approved Budget for 2020/21 3,414

REASONS FOR VARIATIONS

The Covid-19 restrictions that have been in place since 23rd March have had a significant impact on many of the Portfolio's services as explained in the following notes. However, this is still an early stage in the financial year and although restrictions are now beginning to be eased, it is not known for how long remaining restrictions will be in place. Nor it is yet clear what the longer term wider economic impacts will be and how this will affect services later in the year and beyond. Therefore, projections now being made will need to be refined as the financial year progresses.

1. Coroners Service

Although at this stage no variations are projected, any high profile inquests or a further significant increase in the volume of cases could increase costs to the Coroners Service over and above any additional costs resulting from the excess number of Covid-19 related deaths.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, no waivers over £50k have been actioned.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

Renewal, Recreation & Housing Budget Monitoring Summary

2019/20 Actuals £'000	Division Service Areas	2020/21 Original Budget £'000	2020/21 Latest Approved £'000	2020/21 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	ENVIRONMENT AND COMMUNITY SERVICES DEPARTMENT							
	Planning							
Cr 19	Building Control	75	75	Cr 25	Cr 100	1	0	0
Cr 135	Land Charges	Cr 129	Cr 129	Cr 129	0	2	0	0
1,231	Planning	1,658	1,785	1,685	Cr 100		0	0
1,077		1,604	1,731	1,531	Cr 200		0	0
	Recreation							
865	Culture	763	880	880	0		0	0
4,853	Libraries	4,794	4,794	4,794	0		0	0
110	Town Centre Management & Business Support	78	78	78	0		0	0
5,828		5,635	5,752	5,752	0		0	0
	Operational Housing							
888	Supporting People	1,019	1,019	1,019	0		0	0
8,870	Housing Needs	8,366	8,366	8,529	163	3	0	0
0	Enabling Activities	Cr 1	Cr 1	Cr 1	0		0	0
Cr 1,981	Housing Benefits	Cr 1,941	Cr 1,941	Cr 1,941	0		0	0
179	Housing Improvement	207	207	202	Cr 5	4	0	0
7,956		7,650	7,650	7,808	158		0	0
14,861	Total Controllable	14,889	15,133	15,091	Cr 42		0	0
12,732	TOTAL NON CONTROLLABLE	Cr 1,212	Cr 1,212	Cr 1,212	0		0	0
6,242	TOTAL EXCLUDED RECHARGES	5,904	5,904	5,904	0		0	0
33,835	TOTAL RR & H PORTFOLIO TOTAL	19,581	19,825	19,783	Cr 42		0	0

Reconciliation of Latest Approved Budget

£'000

Original budget 2020/21

19,581

Carry Forward Requests approved from 2019/20

Asset Recovery Incentivisation Scheme	85
Asset Recovery Incentivisation Scheme	Cr 85
IDOX System Implementation	22
Project X and IT Support Staff	105
Custom Build Grant	75
Custom Build Grant	Cr 75
Beckenham Library & Public Hall Feasibility Study	44
New Homes Bonus - Regeneration	73
Rough Sleepers Initiative Grant	5
Rough Sleepers Initiative Grant	Cr 5
Homelessness Reduction Grant	89
Homelessness Reduction Grant	Cr 89

Central Contingency Adjustments

Rough Sleepers Initiative Grant	104
Rough Sleepers Initiative Grant	Cr 104

Other

Latest Approved Budget for 2020/21

19,825

REASONS FOR VARIATIONS

The Covid-19 restrictions that have been in place since 23rd March have had a significant impact on many of the Portfolio's services as explained in the following notes. However, this is still an early stage in the financial year and although restrictions are now beginning to be eased, it is not known for how long remaining restrictions will be in place. Nor is it yet clear what the longer term wider economic impacts will be and how this will affect services later in the year and beyond. Therefore, projections now being made will need to be refined as the financial year progresses.

1. Building Control Cr £100k

The service is currently holding some vacant posts and staffing is forecast at £100k under budget. These posts will be kept vacant in order to partly offset the reduction in income reported elsewhere as a result of the Covid-19 situation. In accordance with Building Account Regulations and as in previous years, it is envisaged that the overall net deficit of £100k will still need to be drawn down from the earmarked reserve for the Building Control Charging Account, which would leave a deficit balance of £52k.

2. Planning Cr £100k

The service is currently holding some vacant posts and staffing is forecast at £100k under budget. These posts will be kept vacant in order to partly offset the reduction in income reported elsewhere as a result of the Covid-19 situation.

3. Housing Needs Dr £163k

Temporary accommodation is currently projected to overspend by £257k. The projection is based on the number of current clients as at the end of May 2020, and an assumed increase of 10 clients each month for the next 10 months. This increased assumption (from the 5 per month assumed in the growth allocation in the 2020/21 budget) reflects an expectation of higher numbers of evictions later in the year.

At the start of the year the number of clients in Nightly Paid Accommodation was 915. At the end of May 2020, the number had risen to 1,024 - an increase of 109. It is currently expected that numbers will increase to around 1,124 by the end of the financial year, at an average cost of around £6,300 per property per annum.

These numbers exclude other schemes like More Homes Bromley, Orchard & Shipman, ex-residential care homes, and the Bromley Private Sector Leasing Scheme. Once these have been included there are currently over 1,702 clients in Temporary accommodation.

Housing Needs staffing budgets are currently forecast to underspend by £113k due to a number of vacancies.

The Travellers Site service is expected to overspend its utilities budget by £19k, partly offset by a forecast underspend of £8k on the salaries budget.

Summary of overall variations within Housing Needs:	£'000
Temporary Accommodation	257
Staff Cost	Cr 113
Travellers Sites	19
Total variation for Housing Needs	<u>163</u>

4. Housing Improvement Cr £5k

The Housing Improvement budget is currently forecast to underspend by £5k mainly due to a projected underspend on staffing costs.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, no waivers have been actioned.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

Resources, Commissioning & Contracts Management Portfolio Budget Monitoring Summary

2019/20 Actuals £'000		2020/21 Original Budget £'000	2020/21 Latest Approved £'000	2020/21 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	CHIEF EXECUTIVE'S DEPARTMENT							
	FINANCIAL SERVICES DIVISION							
242	Director of Finance & Other	238	238	238	0		0	0
8,517	Exchequer - Revenue & Benefits and Payments & Income	7,998	7,998	7,892	Cr 106	1	0	0
393	Financial Accounting	582	582	540	Cr 42	2	0	0
1,359	Management Accounting	1,678	1,678	1,601	Cr 77	3	0	0
734	Audit	785	785	785	0		0	0
11,245	Total Financial Services Division	11,281	11,281	11,056	Cr 225		0	0
	CORPORATE SERVICES DIVISION							
5,407	Information Systems & Telephony	5,518	5,881	5,631	Cr 250	4	0	0
	Legal Services & Democracy							
381	Electoral	364	364	364	0		0	0
1,359	Democratic Services	1,463	1,463	1,426	Cr 37	5	0	0
2,326	Legal Services	1,921	1,921	2,141	220	6	0	0
494	Procurement and Data Management	523	523	523	0		0	0
157	Management and Other (Corporate Services)	141	141	159	18	7	0	0
10,124	Total Corporate Services Division	9,930	10,293	10,244	Cr 49		0	0
	HR AND CUSTOMER SERVICES DIVISION							
1,839	Human Resources	1,835	1,869	1,869	0		0	0
	Customer Services							
981	Contact Centre	1,092	1,092	1,092	0		0	0
Cr 192	Registration of Births, Deaths & Marriages	Cr 114	Cr 114	Cr 114	0		0	0
2,628	Total HR & Customer Services Division	2,813	2,847	2,847	0		0	0
	CHIEF EXECUTIVE'S DIVISION							
194	CE - Consultation & Communication	196	196	196	0		0	0
755	Management and Other (C. Exec)	791	791	791	0		0	0
144	Mayoral	165	165	165	0		0	0
1,093	Total Chief Executive's Division	1,152	1,152	1,152	0		0	0
	CENTRAL ITEMS							
3,081	CDC & Non Distributed Costs (Past Deficit etc.)	1,870	1,870	1,870	0		0	0
11,319	Concessionary Fares	11,416	11,416	11,411	Cr 5		0	0
39,490	TOTAL CONTROLLABLE CE DEPT	38,462	38,859	38,580	Cr 279		0	0
5,720	TOTAL NON CONTROLLABLE	1,850	1,850	1,850	0		0	0
Cr 18,300	TOTAL EXCLUDED RECHARGES	Cr 17,837	Cr 17,837	Cr 17,837	0		0	0
26,910	TOTAL CE DEPARTMENT	22,475	22,872	22,593	Cr 279		0	0
	PEOPLE DEPARTMENT							
	Strategy and Corporate Projects							
267	Commissioning	271	271	271	0		0	0
288	Learning and Development	417	427	353	Cr 74		0	0
1,832	Strategy, Performance and Engagement	2,044	2,044	1,957	Cr 87		0	0
2,387	TOTAL CONTROLLABLE CEF DEPT	2,732	2,742	2,581	Cr 161	8	0	0
209	TOTAL NON CONTROLLABLE	5	5	5	0		0	0
Cr 1,667	TOTAL EXCLUDED RECHARGES	Cr 2,746	Cr 2,746	Cr 2,746	0		0	0
929	TOTAL CEF DEPARTMENT	Cr 9	1	Cr 160	Cr 161		0	0
	PLACE DEPARTMENT							
	Total Facilities Management							
2,433	Admin Buildings & Facilities Support	2,459	2,459	2,451	Cr 8	9	0	0
373	Investment & Non-Operational Property	198	198	198	0		0	0
1,101	Strategic & Operational Property Services	1,162	1,162	1,162	0		0	0
358	TFM Client Monitoring Team	406	406	393	Cr 13	10	0	0
Cr 1,522	Other Rental Income - Other Portfolios	Cr 1,571	Cr 1,571	Cr 1,497	74	11	0	0
1,905	Repairs & Maintenance (All LBB)	2,167	2,397	2,397	0		0	0
4,648	TOTAL CONTROLLABLE ECS DEPT	4,821	5,051	5,104	53		0	0
10,206	TOTAL NON CONTROLLABLE	374	374	374	0		0	0
Cr 3,869	TOTAL EXCLUDED RECHARGES	Cr 3,629	Cr 3,629	Cr 3,629	0		0	0
Cr 1,214	Less: R&M allocated across other Portfolios	Cr 1,551	Cr 1,551	Cr 1,551	0		0	0
1,522	Less: Rent allocated across other Portfolios	1,571	1,571	1,497	Cr 74		0	0
11,293	TOTAL ECS DEPARTMENT	1,586	1,816	1,795	Cr 21		0	0
39,132	TOTAL RESOURCES PORTFOLIO	24,052	24,689	24,228	Cr 461		0	0

Reconciliation of Latest Approved Budget		£'000
Original budget 2020/21		24,052
Carry Forward Requests approved from 2019/20		
Repairs & Maintenance (All LBB)		230
IS&T GDPR Staffing and Systems		132
IS&T COVID related increased contract costs		231
HR Training		21
HR Redecoration		13
L & D Funding to fund training for Adult Social Care (ASC) staff		10
Central Contingency Adjustments		
DCLG Business Support Grants Income	Cr	52,482
DCLG Business Support Grants Expenditure		52,482
Other Budget Movements		
Latest Approved Budget for 2020/21		<u><u>24,689</u></u>

REASONS FOR VARIATIONS

FINANCIAL SERVICES DIVISION

1. Exchequer – Revenue & Benefits and Payments & Income Dr £44k

Based on current staffing levels it is expected that there will be an underspend against staffing of £113k due to a number of vacant posts which have not been able to be recruited to due to the impact and pressures caused by the ongoing COVID 19 situation.

On other items, the supplies and services budget could have a potential variation of £7k overspend over the course of the full year.

2. Financial Accounting Cr £42k

Due to a current vacancy there is a projected underspend within staffing of £42k. It is hoped that recruitment can commence in Q2 and an appointment made thereafter.

3. Management Accounting Cr £77k

There is a £77k underspend projected due to current staffing vacancies, some of which are anticipated to be filled during the course of Q2, and other underspends against staffing budgets.

CORPORATE SERVICES DIVISION

4. Information Systems & Telephony Cr £250k

As a result of additional demand for IT support and solutions to enable all staff to work from home during the Covid-19 lockdown, the service is incurring significant additional contract costs estimated to be between £200k and £250k. However, this was anticipated at outturn for 2019/20 and a carry forward budget of £221k was requested to address this spending pressure in this financial year. As Covid-19 related costs are reported elsewhere, an underspend of £250k is showing here although in effect this will offset the anticipated additional costs.

5. Democratic Services Cr £37k

Members allowances are anticipated to be £37k less than budget based on current projections.

6. Legal Services Dr £220k

This early in the financial year it is difficult to provide an accurate forecast on expenditure for legal services, however based on previous years it is estimated that there will be an overspend of around £140k on Counsel fees and court costs. Of this, £95k relates to Children's services, the remainder due to property and commercial cases.

There is also an overspend of £72k anticipated on staffing for the year to cover continuing high levels of caseloads. There are anticipated to be a further £8k of minor variations within the service.

Legal Variances	Staffing	Other	Counsel & Court Costs	Total
Core Service Budgets	72	8		80
Demand-Led Budgets				
- Children's Services			95	95
- Commercial & Property			45	45
Total Variation	72	8	140	220

7. Management and Other (Corporate Services) Dr £18k

There is an anticipated overspend of £18k on various budgets for the year.

PEOPLE DEPARTMENT

STRATEGY AND CORPORATE PROJECTS

8.Strategy and Corporate Projects Cr £144k

There is currently a forecast underspend of £144k for Strategy and Corporate Projects Division. This has arisen from staffing vacancies of £105k that have been delayed in recruitment following the lockdown. Additionally there is a small underspend in the running costs totalling £7k and an expected under collection of income of £17k due to the impact of COVID-19

PLACE DEPARTMENT

TOTAL FACILITIES MANAGEMENT DIVISION

9. Admin Buildings & Facilities Support Cr £8k

An £8k underspend in staffing is projected.

10. TFM Client Monitoring Team Cr £13k

Staff budgets are expected to underspend by £13k due to current salaries not being at the top of the budgeted allocations.

11. Other Rental Income - Other Portfolios Dr £74k

The COVID 19 situation is expected to have a significant impact on all rental income through tenants reduced ability to pay rents. The anticipated impact is reported elsewhere. In addition to this, the unrelated closure of the Bertha James centre has reduced income against budget by a further £74k.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive the following waivers have been actioned:

1) To approve LBB to enter into the procurement process, as part of the London Postal Board consortium, for the delivery of inbound and outbound mail services via the Crown Commercial Services framework from September 2020 for up to a seven year period. The annual value of the contract is anticipated to be £170k, £1.19m over the full period.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive the following virement has been actioned.

- 1) £20,900 budget virement from Registrars Income to Staffing to fund revaluations of two posts within the service.
- 2) £25,250 budget virement from Electoral Supplies & Services to Staffing to fund one post within the service.

Allocation of Contingency Provision for 2020/21

Item	Original Contingency Provision	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/ Projected for Year	
	£	£	£	£	£	£
General						
Provision for Unallocated Inflation	3,636,000			3,636,000	3,636,000	0
Increase in Cost of Homelessness/Impact of Welfare Reforms	1,825,000			1,825,000	1,825,000	0
General Provision for Risk/Uncertainty	2,431,000			2,431,000	2,431,000	0
Provision for Risk/Uncertainty Relating to Volume & Cost Pressures	2,182,000	363,000		1,819,000	2,182,000	(1) 0
Growth for Waste Services	587,000			587,000	587,000	0
Universal Credit roll out - Claimant Fault Overpayment Recoveries	750,000			750,000	750,000	0
Deprivation of Liberty	118,000			118,000	118,000	0
Planning Appeals - change in legislation	60,000			60,000	60,000	0
Contribution to the Walnuts Development legal cost reserve	0		80,000	0	80,000	80,000
	11,589,000	363,000	80,000	11,226,000	11,669,000	80,000
Grants included within Central Contingency Sum						
Adult Social Care						
Grant Related Expenditure	210,000			210,000	210,000	0
Rough Sleeping Initiative						
Grant Related Expenditure	104,000		104,000		104,000	0
Grant Related Income	Cr 104,000		Cr 104,000		Cr 104,000	0
Homeless Prevention Initiatives						
Grant Related Expenditure	424,000			424,000	424,000	0
Grant related Income	Cr 424,000			Cr 424,000	Cr 424,000	0
Tackling Troubled Families						
Grant Related Expenditure	628,000	Cr 348,202		279,798	628,000	(1) 0
Grant related Income	Cr 628,000	Cr 348,202		Cr 279,798	Cr 628,000	0
TOTAL CARRIED FORWARD	11,799,000	363,000	80,000	11,436,000	11,879,000	80,000

Notes:

- (1) Leader April 2020
(2)
(3)

Allocation of Contingency Provision for 2020/21 (continued)

Item	Carried Forward from 2019/20	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/ Projected for Year	
	£	£	£	£	£	£
TOTAL BROUGHT FORWARD	11,799,000	363,000	80,000	11,436,000	11,879,000	80,000
Items Carried Forward from 2019/20						
Adult Care & Health Portfolio						
Social Care Funding via the CCG under S75 Agreements						
Improved Better Care Fund						
- Expenditure	2,765,753		2,765,753		2,765,753	0
- Income	Cr 2,765,753		Cr 2,765,753		Cr 2,765,753	0
Better Care Fund 2019/20						
- Expenditure	70,328		70,328		70,328	0
- Income	Cr 70,328		Cr 70,328		Cr 70,328	0
Public Health						
- Expenditure	1,534,074		1,534,074		1,534,074	0
- Income	Cr 1,534,074		Cr 1,534,074		Cr 1,534,074	0
Public Protection & Enforcement Portfolio						
Asset Recovery Incentivisation Scheme (ARIS)						
- Expenditure	132,763		132,763		132,763	0
- Income	Cr 132,763		Cr 132,763		Cr 132,763	0
Renewal, Recreation & Housing Portfolio						
Rough Sleepers Initiative						
- Expenditure	5,187		5,187		5,187	0
- Income	Cr 5,187		Cr 5,187		Cr 5,187	0
Homelessness Reduction Grant						
- Expenditure	89,000		89,000		89,000	0
- Income	Cr 89,000		Cr 89,000		Cr 89,000	0
Planning Strategy & Projects - Custom Build Grant						
- Expenditure	75,000		75,000		75,000	0
- Income	Cr 75,000		Cr 75,000		Cr 75,000	0
Historic England - Crystal Palace Park Dinosaur Conservation						
- Expenditure	25,763			25,763	25,763	0
- Income	Cr 25,763			Cr 25,763	Cr 25,763	0
New Homes Bonus - Regeneration						
- Expenditure	72,521		72,521		72,521	0
- Income	Cr 72,521			Cr 72,521	Cr 72,521	0
Children, Education and Families Portfolio						
Delivery Support Fund						
- Expenditure	18,074		18,074		18,074	0
- Income	Cr 18,074		Cr 18,074		Cr 18,074	0
Investing in Practise Grant						
- Expenditure	104,300		104,300		104,300	0
- Income	Cr 104,300		Cr 104,300		Cr 104,300	0
Extension of Virtual Heads						
- Expenditure	34,365		34,365		34,365	0
- Income	Cr 34,365		Cr 34,365		Cr 34,365	0
Reducing Parental Conflict						
- Expenditure	40,100		40,100		40,100	0
- Income	Cr 40,100		Cr 40,100		Cr 40,100	0
Tackling Troubled Families						
- Expenditure	542,798	542,798			542,798	0
- Income	Cr 542,798	Cr 542,798			Cr 542,798	0
Resources						
Repairs and Maintenance (All Departments)						
- Expenditure	230,000		230,000		230,000	0
General						
L & D Funding to fund training for Adult Social Care (ASC) staff	10,000		10,000		10,000	0
Information Systems & Telephony - GDPR	132,000		132,000		132,000	0
Information Systems & Telephony	231,000		231,000		231,000	0
Human Resources - Redecoration	12,511		12,511		12,511	0
Human Resources - Training	21,000		21,000		21,000	0
Green Garden Waste - Debt Management System	120,000		120,000		120,000	0
Highways Projects - Lych Gate Road Footbridge	48,000		48,000		48,000	0
Arboriculture Management - Procurement of a Sonic Tomograph	30,000		30,000		30,000	0
Grounds Maintenance - Millwood Road Allotments Water Supply	30,000		30,000		30,000	0
Regeneration - Beckenham Library & Public Hall Feasibility Studies	44,460		44,460		44,460	0
Planning - Mobile Working through the IDOX System	22,000		22,000		22,000	0
Planning - Project X and IT Support Staff	105,000		105,000		105,000	0
North Lodge	79,000		79,000		79,000	0

(1)

Item	Carried Forward from 2019/20	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/ Projected for Year	
Adult Education Match Funding	£ 25,000	£	£ 25,000	£	£ 25,000	£ 0
Total Carried Forward from 2019/20	1,139,971	0	1,212,492	Cr 72,521	1,139,971	0
GRAND TOTAL	12,938,971	363,000	1,292,492	11,363,479	13,018,971	80,000

Notes:

(1) Leader April 2020

Description	2020/21 Latest Approved Budget £'000	Variation To 2020/21 Budget £'000	Potential Impact in 2021/220
Housing Needs - Temporary Accommodation	8,366	163	The full year effect of Temporary Accommodation is currently estimated to be £1,101k. This estimate only takes into account the projected activity to the end of this financial year and not any projected growth in client numbers beyond that point.
Assessment and Care Management - Care Placements	23,013	213	The full year impact of the current overspend is estimated at Dr £1,043k . Of this amount £470k relates to residential and nursing home placements and £573k to domiciliary care / direct payments . This is based on service user numbers as at the end of May, so is likely to change as the year progresses.
Learning Disabilities - including Care Placements, Transport and Care Management	36,506	202 (net of planned management action)	The full year effect (FYE) is estimated at a net overspend of £2,072k. This figure is considerably higher than the in-year overspend and this is largely a result of a particularly high level of transition-related projected spend this year (which has a far greater financial impact in a full year) and also some of the cost reductions related to the COVID pandemic (cessation of day care and some domiciliary care and residential services) have been assumed to be short term and temporary in 2020/21 only. There continues to be a considerable degree of uncertainty so the full year effect is likely to change as the year progresses. In addition, at this early stage in the financial year the projections include a high level of assumptions so the full year effect position will vary between now and the end of the year as things become clearer.
Mental Health - Care Placements	7,211	413	Based on current placements and assumptions there is a full year overspend of £420k anticipated on Mental Health care packages. This assumes no growth in costs or packages during the year. As with Learning Disabilities above, it is still very early in the year and this position is likely to shift during the year.
Children's Social Care	35,969	1,142	The overall full year effect of the Children's Social Care overspend is a net £1,135k, analysed as Residential Care, Fostering and Adoption Dr £497k and Leaving Care costs of £638k.
Legal Services - Legal / Counsel Fees and Co	363	140	<p>The expected overspend on counsel fees and court costs in 2019/20 was due to the continuing trend of high volume in child care cases. Case numbers had reduced in recent years but 2019/20 saw a significant increase with 70 sets of care proceedings being issued. If cases continue at that level the budget for 2020/21 will be inadequate and unsustainable in future years.</p> <p>Going forward specific funding bids may be made for major litigation or projects where internal resource will be insufficient, as was achieved for a complex childcare case for which £100k was secured to cover costs across 2019/20 & 2020/21.</p> <p>If volumes of child care cases reduce and there are good levels of staff retention that figure will start to reduce in 2021/22. However unlike most of London which is seeing a decrease in cases , case numbers in Bromley have risen It is difficult to predict what pressures will arise around litigation claims and similar which often arise at short notice or as a response to events which are unforeseen at this point in time.</p> <p>A review will be undertaken of the business an funding models for legal services to explore options to restore financial sustainability.</p>

SECTION 106 RECEIPTS

Section 106 receipts are monies paid to the Council by developers as a result of the grant of planning permission where works are required to be carried out or new facilities provided as a result of that permission (e.g. provision of affordable housing, healthcare facilities & secondary school places). The sums are restricted to being spent only in accordance with the agreement concluded with the developer.

The major balances of Section 106 receipts held by the Council are as follows:

31st March 2020 £000	Service	Income £000	Expenditure £000	Transfers to/(from) Capital £000	Actual as at 31st May 2020 £000
<u>Revenue</u>					<u>Revenue</u>
175	Highway Improvement Works			-	175
0	Road Safety Schemes			-	-
8	Local Economy & Town Centres			-	8
70	Parking			-	70
2,151	Healthcare Services			-	2,151
43	Community Facilities			-	43
272	Other			-	272
2,719		0	0	-	2,719
<u>Capital</u>					<u>Capital</u>
4,038	Education			-	4,038
3,408	Housing			-	3,408
932	Local Economy & Town Centres			-	932
4	Other			-	4
8,382		0	0	-	8,382
11,101		0	0	0	11,101

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Report No.
FSD20048

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **Leader**

Date: **July 2020**

Decision Type: Non-Urgent Executive Non-Key

Title: **CAPITAL PROGRAMME MONITORING – 1ST QUARTER 2020/21**

Contact Officer: Katherine Ball, Principal Accountant
Tel: 020 8313 4792 E-mail: katherine.ball@bromley.gov.uk

Chief Officer: Peter Turner, Director of Finance
Tel: 020 8313 4338 E-mail: peter.turner@bromley.gov.uk

Ward: All

1. Reason for report

This report summarises the current position on capital expenditure and receipts following the 1st quarter of 2020/21 and seeks the Leader's approval to a revised Capital Programme.

2. **RECOMMENDATION(S)**

2.1 **The Leader is requested to:**

- (a) **Note the report, including a total re-phasing of £19,436k from 2020/21 into future years, and agree a revised Capital Programme;**
- (b) **Approve the following amendments to the Capital Programme:**
 - (i) **Increase of £49.7k to the Devolved Formula Capital scheme (see para 3.3.1)**
 - (ii) **Increase of £375k to the Capital Maintenance Budget (see para 3.3.2)**
 - (iii) **Increase of £2,237k to the Basic Needs capital scheme (see para 3.3.3)**
 - (iv) **Increase of £276k for a BMX track at Hoblingwell Park (see para 3.3.4)**
 - (v) **Subject to the approval of funding detailed in the 2020/21 Financial Monitoring report elsewhere on this agenda, an increase of £385k to the IT Transformation capital scheme (see para 3.3.5)**

Impact on Vulnerable Adults and Children:

1. Summary of Impact: None arising from this report.

Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring and review is part of the planning and review process for all services. Capital schemes help to maintain and improve the quality of life in the borough. Effective asset management planning (AMP) is a crucial corporate activity if a local authority is to achieve its corporate and service aims and objectives and deliver its services. For each of our portfolios and service priorities, the Council reviews its main aims and outcomes through the AMP process and identify those that require the use of capital assets. The primary concern is to ensure that capital investment provides value for money and matches the Council's overall priorities as set out in the Community Plan and in "Building a Better Bromley".
2. BBB Priority: Excellent Council

Financial

1. Cost of proposal: Total estimated increase of £3.3m over the 4 years 2020/21 to 2023/24, due to an £385k increase in the IT Transformation Capital Scheme, addition of £276k for BMX track at Hoblingwell Park, increase of £2,237k to the Basic Needs capital scheme, increase of £375k to the Capital Maintenance Budget and increase of £49.7k to the Devolved Formula Capital scheme.
2. Ongoing costs: Not Applicable
3. Budget head/performance centre: Capital Programme
4. Total current budget for this head: Total £139m over 4 years 2020/21 to 2023/24
5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions

Personnel

1. Number of staff (current and additional): 1FTE
2. If from existing staff resources, number of staff hours: 36 hours per week

Legal

1. Legal Requirement: Non-Statutory – Government Guidance
2. Call-in: Not Applicable

Procurement:

1. Summary of Procurement Implications: None arising from this report.

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Capital Expenditure

- 3.1 Appendix A sets out the proposed changes to the Capital Programme following a detailed monitoring exercise carried out after the 1st quarter of 2020/21. The base position is the programme approved by the Executive on 12th February 2020, as amended by variations approved at subsequent Executive meetings. Should the changes proposed in this report be approved, the total Capital Programme 2020/21 to 2023/24 would increase by £3,323k, over the 4 years 2020/21 to 2023/24, due to an £385k increase in the IT Transformation Capital Scheme, the addition of £276k for a BMX track at Hoblingwell Park, an increase of £2,237k to the Basic Needs capital scheme, an increase of £375k to the Capital Maintenance Budget and an increase of £49.7k to the Devolved Formula Capital scheme.

The variations are summarised in the table below with further detail set out in Appendix A.

	2020/21	2021/22	2022/23	2023/24	TOTAL 2020/21 to 2023/24
	£000	£000	£000	£000	£000
Programme approved by Executive 12/02/20	59,335	31,531	31,420	2,240	124,526
Variations approved at subsequent Executive meetings	12,094	0	0	0	12,094
Approved Programme prior to 1st Quarter's Monitoring	70,949	31,531	31,420	2,240	136,140
Variations requiring the approval of the Executive	1,086	2,237	0	0	3,323
Variations not requiring approval:					
Net rephasing from 2020/21 into future years	Cr 19,436	19,436	0	0	0
Total Amendment to the Capital Programme	Cr 18,350	21,673	0	0	3,323
Total Revised Capital Programme	52,599	53,204	31,420	2,240	139,463
Assumed Further Slippage (for financing purposes)	Cr 15,000	Cr 10,000	5,000	20,000	0
Assumed New Schemes (to be agreed)	0	3,500	3,500	3,500	10,500
	Cr 15,000	Cr 6,500	8,500	23,500	10,500
Projected Programme for Capital Financing Forecast (see Appendix C)	37,599	46,704	39,920	25,740	149,963

3.2 Variations approved at subsequent Executive meetings

On 27th May 2020 the Leader approved variations totalling £4,645k for a number of schemes; £800k for Bromley High Street, £250k for Children's Centres, £2,153k for Disabled Facilities Grant and £1,442k for Capital Maintenance in Schools.

3.3 Variations requiring the approval of the Leader (£3,323k net increase)

3.3.1 Devolved Formula Capital scheme (£49.7k increase to budget in 2020/21)

A grant of £49,700 will be received for 2020/21 for Devolved Formula Capital, therefore approval is sought to add this to the capital programme.

3.3.2 Capital Maintenance scheme (£375k increase to budget in 2020/21)

A grant of £375,140 will be received for 2020/21 for School Capital Allocations, therefore approval is sought to add this to the capital programme.

3.3.3 Basic Needs grant (£2,237k increase to budget in 2021/22)

A grant of £2,337,466 will be received for 2021/22 Basic Needs, therefore approval is sought to add this to the Basic Needs capital scheme.

3.3.4 BMX Track at Hoblingwell Park (£276k increase to budget in 2020/21)

At its meeting on June 23rd 2020, the Environment and Community Services PDS committee was asked to agree to add £276k to the capital programme to install a community BMX track and associated community club at Hoblingwell Wood Recreation Ground. The scheme will include an all-wheeled asphalt pump track including start area and coaching space plus associated landscaping; improved access with a Disability Discrimination Act compliant path; the renovation of existing hard standing area as a learn to ride and skills development area, plus seating and two storage container units for the club's equipment. This will be financed by a Places to Ride grant of £149k, a London Marathon Charitable Trust grant of £111k and a contribution from Clarion Housing of £16k. The Leader is asked to agree to add this scheme to the capital programme.

3.3.5 IT Capital Transformation Scheme (£385k increase to budget in 2020/21)

Due to the COVID-19 pandemic, the IT Transformation project was paused and the resources were diverted to assist all LBB staff to work from home. This resulted in 1,400+ staff being able to work from home and carry out their duties as well as support COVID-19 projects such as Shielding. The Windows 10 rollout has now resumed at 50% of its original rate, with 100 laptops a week now being issued. This will ensure that all the prerequisites are met, and social distancing is maintained in line with Government and our Public Health guidance. This has doubled the deployment time. Officers have managed to secure the project delivery at a fixed price; hence the risk of any further delays in rolling out of the Windows 10 devices due to technical issues resides with BT. However, any risks or additional costs from staff not coming to collect the devices or another enforcement of lockdown that is beyond BT's control rests with the Council. The COVID-19 pause of the project and increased deployment time to comply with social distancing has added projected costs of £350k. It is considered prudent to add a contingency sum of £35k (10% to the costs) to cover any eventualities where staff are unable to come and collect the device or devices have to be couriered to staff, as well as additional virtual training that we may need to provide for all of our staff so they can fully utilise the technologies without any issues. The project costs and contingency does not take into account further lockdown that may result in another long pause of this project. The 2020/21 Financial Monitoring report, elsewhere on this agenda, seeks the Leader's approval to fund the potential costs of £385k from the Technology Fund. Subject to the Leader's agreement to the funding, this report seeks agreement to add £385k to the IT Transformation Capital Scheme.

3.3.6 Accommodation Review

This report excludes the impacts of the Accommodation Review which will be considered separately by Members.

3.3.7 Scheme Re-phasing

The 2019/20 Capital Outturn was reported to the Leader on 27th May 2020. The final capital outturn for the year was £23.4m compared to a revised budget of £30.9m. The variation of £7.5m was re-phased from 2019/20 into 2020/21.

In the quarter 1 monitoring exercise, slippage of £19.4m has been identified and this has been re-phased from 2020/21 into future years to reflect the latest estimates of when

expenditure is likely to be incurred. This has no overall impact on the total approved estimate for the capital programme. Further details are provided in Appendix B.

3.3.8 Impact of Covid-19

The impact of Covid-19 has been reflected in the Q1 capital monitoring where the impact is known. Projected slippage on certain capital schemes due to disruption caused by the Covid-19 pandemic is outlined in Appendix B. It is currently anticipated that there will be a delay in progressing with property disposals due to the existing economic climate, and the projected impact on forecast capital receipts is outlined in Appendix E to this report to be considered under part 2 proceedings. Further updates will be provided in future capital monitoring reports.

The Director of Education has advised that a request for additional funding has been submitted for the scheme at Stewart Fleming that has been delayed due to Covid-19. At this stage it is not anticipated that there will be any change to other scheme costs due to Covid-19, however some scheme re-phrasings may be needed as indicated in Appendix B.

There has been an impact on the IT Transformation capital scheme in terms of the Windows 10 rollout, as detailed in paragraph 3.3.5.

It is very likely that the capital programme will need to be adjusted to reflect the loss of TfL LIP funding in 2020/21, although this is yet to be officially confirmed and it is likely that the London Borough of Bromley will recover an element of the funding through a claim for 'sunk costs'. Replacement grant funding for other transport-related projects is being sought, but this is likely to be revenue funding. Any confirmed loss of funding as well as any replacement funding will be detailed in the Q2 capital monitoring report.

Capital Receipts

- 3.4 Details of the receipts forecast in the years 2020/21 to 2023/24 are included in Appendix E to this report to be considered under part 2 proceedings of the meeting. Actual receipts from asset disposals totalled £1.7m in 2019/20, a decrease of £1.9m from the figure reported to the Executive in February 2020 (£3.6m).

The latest estimate for 2020/21 has decreased to £1m from £12.7m reported in February (excluding "other" capital receipts). The estimate for 2021/22 is £6.7m, which is a decrease of £13.9m compared to the projection in February 2020. The estimate for 2022/23 has increased to £13.1m from the £9.3m reported in February. A total of £1m per annum is assumed for receipts yet to be identified in later years.

Financing of the Capital Programme

- 3.5 A capital financing statement is attached at Appendix C and the following table summarises the estimated impact on balances of the revised programme and revised capital receipt projections which, as noted above, reflect assumptions on the level and timing of disposals. Total balances would reduce from £44.4m (General Fund £20.0m and capital receipts £24.4m) at the end of 2019/20 to £21.2m by the end of 2022/23 (General Fund £20.0m and capital receipts £1.2m) and would then decrease to £10.6m by the end of 2026/27. It is therefore likely that any significant future capital schemes not funded by grants/contributions or revenue, may have to be funded from external borrowing.

	Balance 01/04/20	Estimated Balance 31/03/23	Estimated Balance 31/03/27
	£m	£m	£m
General Fund	20.0	20.0	10.8
Capital Receipts	24.4	1.2	(0.2)
	<u>44.4</u>	<u>21.2</u>	<u>10.6</u>

Investment Fund and Growth Fund

- 3.6 To help support the achievement of sustainable savings and income, the Council has set aside funding in the Investment Fund earmarked reserve (formerly known as the Economic Development and Investment Fund) to contribute towards the Council's economic development and investment opportunities. To date, total funding of £84.50m has been placed in the Investment Fund earmarked reserve, with a further £20.3m of capital receipts earmarked to supplement this, and £39.2m placed in the Growth Fund earmarked reserve.

Appendix D provides a detailed analysis of the Funds dating back to their inception in September 2011. To date, schemes totalling £119m have been approved (£92.3m on the Investment Fund, and £26.5m on the Growth Fund), and the uncommitted balances as at the end of June 2020 stand at £12.5m for the Investment Fund and £12.7m for the Growth Fund.

Feasibility Works – Property Disposals

- 3.7 At its meeting on 24th May 2017, Executive agreed to the creation of a new Earmarked Reserve with an initial allocation of £250k to be funded from the Growth Fund to allow feasibility works to be commissioned against specific sites so as to inform the Executive of sites viability for disposal or re-development and potential scheme optimisation together with an appraisal as to worth.
- 3.8 Members requested that an update from Strategic Property be included in quarterly capital monitoring reports, and the latest update is provided in Appendix F.

Section 106 Receipts

- 3.9 In addition to capital receipts from asset disposals, the Council is holding a number of Section 106 contributions received from developers. These are made to the Council as a result of the granting of planning permission and are restricted to being spent on capital works in accordance with the terms of agreements reached between the Council and the developers. These receipts are held as a receipt in advance on the Council's Balance Sheet, the balance of which stood at £8,382k as at 31st May 2020, and will be used to finance capital expenditure from 2020/21 onwards. The current position on capital Section 106 receipts (excluding commitments) is shown below:

	Balance 31/03/20	Receipts 2020/21	Expenditure 2020/21	Balance 31/05/20
	£'000	£'000	£'000	£'000
Specified capital works				
Housing	3,407	0	0	3,407
Education	4,037	0	0	4,037
Highways	0	0	0	0
Local Economy	932	0	0	932
Other	6	0	0	6
TOTAL	<u>8,382</u>	<u>0</u>	<u>0</u>	<u>8,382</u>

The Council's budgets are limited and, where a developer contribution can be secured, this will be required as a contribution towards projects, notwithstanding any other allocation of resources contained in the Council's spending plans.

Post-Completion Reports

3.10 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. Post-completion reports on the following schemes are due to be submitted to the relevant PDS Committees:

- Langley Park Boys School (BFS)
- The Highway Primary
- Universal Free School Meals
- The Woodland Improvements Programme
- Upgrade of Core Network Hardware
- Replacement of Storage Area Network
- Rollout of Windows 7 and Office 2000
- Replacement of MD110 Telephone Switch
- Windows Server 2003 Replacement Programme
- Beacon House Refurbishment
- Banbury House Demolition/Site Prep
- Review of Corporate Customer Services IT System
- Upgrade of MS Dynamics CRM System
- Care Homes – improvements to environment for older people
- Performance Management/Children's Services IT scheme
- Manorfield - Temporary Accommodation
- Carbon Management Programme (Invest to Save funding)

4. POLICY IMPLICATIONS

4.1 Capital Programme monitoring and review is part of the planning and review process for all services.

5. FINANCIAL IMPLICATIONS

5.1 These are contained in the main body of the report and in the appendices. Attached as Appendix C is a capital financing statement, which gives a long-term indication of how the revised Programme would be financed if all the proposed changes were approved and if all the planned receipts were achieved. The financing projections assume approval of the revised capital programme recommended in this report.

Non-Applicable Sections:	Legal, Personnel & Procurement Implications, Impact on Vulnerable Adults and Children
Background Documents: (Access via Contact Officer)	Capital Programme Monitoring Q3 2019/20 & Capital Strategy 2020 to 2024, (Executive 12/02/20); Capital Programme Outturn 2019/20 report (Leader 27/05/20).

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APPENDIX A - VARIATION SUMMARY

CAPITAL PROGRAMME MONITORING - JULY 2020 - SUMMARY OF VARIATIONS FROM APPROVED PROGRAMME

Variations on individual schemes	Date of Portfolio meeting	2019/20	Revised 2020/21	Revised 2021/22	Revised 2022/23	Revised 2023/24	TOTAL 2020/21 to 2023/24	Comments / reason for variation
		£'000	£'000	£'000	£'000		£'000	
Current Approved Capital Programme								
Programme approved by Executive 12/02/2020	Exec 12/02/20	30,893	59,335	31,531	31,420	2,240	155,419	
Bromley High Street	Leader 27/05/20		800				800	
Children's Centres	Leader 27/05/20		250				250	
Disabled Facilities Grant	Leader 27/05/20		2,153				2,153	
Capital Maintenance in Schools	Exec 21/05/19		1,442				1,442	
Rephasing from 2019/20 into 2020/21		Cr 7,449	7,449				0	
Approved Programme prior to 1st Quarter's Monitoring*		23,444	70,949	31,531	31,420	2,240	136,140	
Variations in the estimated cost of approved schemes								
(i) Variations requiring the approval of the Leader								
Increase Formula Capital budget 2020/21			50				50	See paragraph 3.3.1
Increase Capital Maintenance budget 2020/21			375				375	See paragraph 3.3.2
Increase Basic Need capital budget 2021/22				2,237			2,237	See paragraph 3.3.3
Addition of BMX Track capital scheme 2020/21			276				276	See paragraph 3.3.4
Increase IT Transformation capital scheme 2020/21			385				385	See paragraph 3.3.5
		0	1,086	2,237	0	0	3,323	
(ii) Variations not requiring approval								
Net rephasing from 2020/21 into future years			Cr 19,436	19,436	0	0	0	See paragraph 3.3.7
		0	Cr 19,436	19,436	0	0	0	
TOTAL AMENDMENT TO CAPITAL PROGRAMME		0	Cr 18,350	21,673	0	0	3,323	
Add: Proposed new schemes		0	0	0	0	0	0	
		0	0	0	0	0	0	
TOTAL REVISED CAPITAL PROGRAMME		23,444	52,599	53,204	31,420	2,240	139,463	
Less: Further slippage projection			Cr 15,000	Cr 10,000	5,000	20,000	0	
Add: Estimate for further new schemes				3,500	3,500	3,500	10,500	
TOTAL TO BE FINANCED		23,444	37,599	46,704	39,920	25,740	149,963	

* Revised 2020/21 budget includes a net adjustment to reduce the s106 unallocated housing receipts by £480k (£500k to reflect the part-funding of the Burnt Ash Lane housing scheme, and an increase of £20k to reflect interest due on s106 balances)

CAPITAL PROGRAMME MONITORING - JULY 2020 - SUMMARY OF VARIATIONS FROM APPROVED PROGRAMME - SCHEME REPHASING

Variations on individual schemes	2020/21 £'000	2021/22 £'000	TOTAL £'000	Comments/reason for variation
Rephasing of schemes				
PCT Learning Disability / Reprovision Programme - Walpole Road	Cr 594	594	0	There are emerging issues potentially impacting the contract for day centre provision and when combined with the effects of the Covid Pandemic, it is unlikely that the £594,000 will be spent in 20/21 and increasingly likely it will need to be rolled forward into 21/22. Therefore re-phasing of £594k is requested.
Security Works	Cr 48	48	0	Notification of works from schools is currently being awaited therefore re-phasing of £48k from 2020/21 to 2021/22 is requested in order to better reflect the anticipated spend profile
Seed Challenge Fund	Cr 314	314	0	Re-phasing of £314k is requested to reflect the anticipated spend profile
Capital maintenance in schools	Cr 150	150	0	Re-phasing of £150k is requested to reflect the anticipated spend profile
Winter maintenance - gritter replacement	Cr 286	286	0	No gritter replacements will take place possibly now until 2021/22, therefore it is requested that £286k be re-phased to 2021/22
Basic Need	Cr 3,000	3,000	0	Covid 19 will impact on the timely delivery of the three remaining projects, and may impact on final outturn costs therefore £3,000k is requested to be re-phased to 2021/22.
Bromley High Street Improvements- Growth Fund	Cr 800	800	0	The Executive approved a new approach to the completion of this scheme in April 2020, with the design team being procured in Summer 2020 and delivery planned ahead of the summer trading season in 2021, therefore re-phasing of £800k from 2020/21 to 2021/22 is requested.
Renovation Grants - Disabled Facilities	Cr 2,582	2,582	0	Disabled Facilities Grant work virtually stopped due to Covid 19 as most of clients are in the shielding group and also there are contractor and supply restrictions. Therefore the budget for 2020/21 has been reduced to £1.6m and £2.582m is requested to be re-phased to 2021/22
Site G	Cr 5,994	5,994	0	Countryside, the Council's Development Partner have yet to submit a viable scheme and consequently the programme has been delayed. Countryside are still within the Development Agreement timescales and are looking at options with the Council to progress matters. Therefore the sum of £5,994k is requested to be re-profiled into next year.
Replacement of District Heating System Boilers & Works to Walnut Leisure Centre	Cr 464	464	0	The programme has been delayed by Covid 19 restrictions. Main contract is now anticipated to start in Q1 of 2021 therefore it is requested that £464k be re-phased into 2021/22.

CAPITAL PROGRAMME MONITORING - JULY 2020 - SUMMARY OF VARIATIONS FROM APPROVED PROGRAMME - SCHEME REPHASING

Variations on individual schemes	2020/21 £'000	2021/22 £'000	TOTAL £'000	Comments/reason for variation
<u>Rephasing of schemes</u>				
Crystal Palace Park Subway	Cr 2,356	2,356	0	The budget needs to be re-phased to reflect the anticipated spend profile; 25% is projected to be spent in this financial year (2020/21) and 75% in the next financial year (2021/22).
Customer Services IT System Replacement	Cr 325	325	0	Scoping, solution analysis and business process mapping is now complete. Technical designs have been developed and are awaiting final approval. Commencement of system implementation and configuration to begin from summer 2020 and re-phasing of £325k is requested to reflect this.
IT Transformation	Cr 348	348	0	Total spend for 2020/21 is anticipated to be approx £1.3m with the remaining £348k to be rephased to 2021/22.
Social Care Case Management System	Cr 1,369	1,369	0	Specialist resources to implement system procured, first contract award £450k (anticipated complete expenditure by July 2020), second contract award £866k anticipated complete expenditure by March 2022. Award of contract to purchase new system agreed May 2020. Re-phasing of £1,369k is requested from 2020/21 to 2021/22.
SharePoint Productivity Platform upgrade/replacement	Cr 306	306	0	Officers now taking a tactical solution to move to Sharepoint 2010 from 2007 version, before finally moving to new platform of Office 365. This scheme will now be delivered in-line with the IT Transformation scheme to ensure there is no duplication. Anticipated spend of £500k this year with £306k to be rephased to 2021/22.
Financial Systems Replacement	Cr 500	500	0	Scheme was approved by Executive on 12 th February 2020 to procure and implement a new Financial System to replace the existing Oracle E-Business Suite R12, and in-house developed budget monitoring systems (EBM and FBM). The scheme has been delayed slightly due to the impact of COVID-19 and essential upgrades required for other financial systems; however officers are now beginning to explore options, and it is anticipated that a gateway review will be reported to Members later in the year.
TOTAL REPHASING ADJUSTMENTS	Cr 19,436	19,436	0	

CAPITAL FINANCING STATEMENT - LEADER 08/07/20 - ALL RECEIPTS

(NB. Assumes all capital receipts - see below)

	2018-19		2019-20		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Estimate £'000	Actual £'000	Estimate £'000	Actual £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'000	Estimate £'001
Summary Financing Statement											
Capital Grants	12,939	11,221	12,074	9,818	12,854	14,707	0	0	0	0	0
Other external contributions	10,289	7,732	8,248	7,082	12,870	3,000	2,200	2,200	2,200	2,200	2,200
Usable Capital Receipts	5,367	8,905	909	6,602	1,204	26,833	20,996	20,960	3,211	0	0
Internal Borrowing	0	0	0	0	0	0	16,395	0	0	0	0
Revenue Contributions	3,518	3,056	4,662 Cr	58	10,672	2,165	329	329	329	107	0
General Fund	0	0	0	0	0	0	0	2,251	0	3,433	3,540
Borrowing (external)	0	0	0	0	0	0	0	0	0	0	0
Total expenditure	32,113	30,914	25,893	23,444	37,599	46,704	39,920	25,740	5,740	5,740	5,740
Usable Capital Receipts											
Balance brought forward	25,695	25,695	29,313	29,313	24,438	27,184	7,051	1,162	0	0	0
New usable receipts	12,396	12,523	3,580	1,727	3,950	6,700	15,107	19,798	8,489	9,906	0
	38,091	38,218	32,893	31,040	28,388	33,884	22,158	20,960	8,489	9,906	0
Capital Financing	Cr 5,367	Cr 8,905	Cr 909	Cr 6,602	Cr 1,204	Cr 26,833	Cr 20,996	Cr 20,960	Cr 3,211	0	0
Repayment of Internal Borrowing	0	0	0	0	0	0		Cr 5,278	Cr 9,906	0	0
Balance carried forward	32,724	29,313	31,984	24,438	27,184	7,051	1,162	0	0	0	0
Internal Borrowing											
Balance brought forward	0	0	0	0	0	0	0	Cr 16,395	Cr 16,395	Cr 11,117	Cr 1,211
Capital Financing	0	0	0	0	0	0	Cr 16,395	0	0	0	0
Repaid from new Capital Receipts	0	0	0	0	0	0	0	0	5,278	9,906	1,000
Balance carried forward	0	0	0	0	0	0	Cr 16,395	Cr 16,395	Cr 11,117	Cr 1,211	Cr 211
General Fund											
Balance brought forward	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	17,749	17,749	14,316
Less: Capital Financing	0	0	0	0	0	0	0	Cr 2,251	0	Cr 3,433	Cr 3,540
Less: Use for Revenue Budget	Cr 1,085		0		0	0	0	0	0	0	1
Balance carried forward	18,915	20,000	20,000	20,000	20,000	20,000	20,000	17,749	17,749	14,316	10,777
TOTAL AVAILABLE RESERVES	51,639	49,313	51,984	44,438	47,184	27,051	21,162	17,749	17,749	14,316	10,777

Assumptions:

New capital schemes - £3.5m p.a. from 2021/22 for future new schemes.

Capital receipts - includes figures reported by Property Division as at 12/06/20 - as shown in Appendix E

Current approved programme - as recommended to the Leader 08/07/20

Internal Borrowing to fund until Capital Receipts pay back - Site G, Depot Improv,

APPENDIX D - INVESTMENT FUND GROWTH FUND

INVESTMENT FUND & GROWTH FUND - 8 July 2020

<u>Investment Fund</u>	<u>£'000</u>
<u>Revenue Funding:</u>	
Approved by Executive 7th September 2011	10,000
Approved by Council 27th February 2013	16,320
Approved by Council 1st July 2013	20,978
Approved by Executive 10th June 2014	13,792
Approved by Executive 15th October 2014	90
Approved by Executive 26th November 2014 (Transfer to Growth Fund)	Cr 10,000
New Home Bonus (2014/15)	5,040
Approved by Executive 11th February 2015 (New Homes Bonus)	4,400
Approved by Executive 10th June 2015	10,165
Approved by Executive 2nd December 2015 (New Homes Bonus)	141
Approved by Executive 10th Feb 2016 (New Homes Bonus)	7,482
Approved by Executive 6th December 2017	3,500
Approved by Executive 21st May 2018	2,609
	84,517
<u>Capital Funding*:</u>	
Approved by Executive 11th February 2015 (general capital receipts)	15,000
Approved by Executive 10th February 2016 (sale of Egerton Lodge)	1,216
Approved by Executive 7th November 2017 (Disposal of 72-76 High Street)	4,100
	20,316
Total Funding Approved:	104,833
<u>Property Purchase</u>	
Approved by Executive 7th September 2011 (95 High St)	Cr 1,620
Approved by Executive 6th December 2012 (98 High St)	Cr 2,167
Approved by Executive 5th June 2013 (72-76 High St)	Cr 2,888
Approved by Executive 12th June 2013 (104 - 108 High St)	Cr 3,150
Approved by Executive 12th February 2014 (147 - 153 High St)	Cr 18,755
Approved by Executive 19th December 2014 (27 Homesdale)	Cr 3,938
Approved by Executive 24th March 2015 (Morrisons)	Cr 8,672
Approved by Executive 15th July 2015 (Old Christchurch)	Cr 5,362
Approved by Executive 15th July 2015 (Tilgate)	Cr 6,746
Approved by Executive 15th December 2015 (Newbury House)	Cr 3,307
Approved by Executive 15th December 2015 (Unit G - Hubert Road)	Cr 6,038
Approved by Executive 23th March 2016 (British Gas Training Centre, Thatcham)	Cr 3,666
Approved by Executive 15th June 2016 (C2 and C3)	Cr 6,394
Approved by Executive 14th March 2017 (Trinity House)	Cr 6,236
Approved by Executive 1st December 2017 (54 Bridge Street, Peterborough)	Cr 3,930
	Cr 82,869
<u>Other Schemes</u>	
Approved by Executive 20th November 2013 (Queens's Garden)	Cr 990
Approved by Executive 15th January 2014 (Bromley BID Project)	Cr 110
Approved by Executive 26th November 2014 (BCT Development Strategy)	Cr 135
Approved by Executive 2nd December 2015 (Bromley Centre Town)	Cr 270
Approved by Executive 15th June 2016 (Glades Shopping Centre)	Cr 400
Approved by Executive 11th January 2017 (Disposal of Small Halls site, York Rise)	Cr 46
Approved by Executive 10th July 2019 (Modular Homes at York Rise site)	Cr 3,500
Approved by Executive 2nd August 2019 (Provision of Housing in Burnt Ash Lane)	Cr 3,286
Valuation for 1 Westmoreland Rd	Cr 5
Valuation for Biggin Hill - West Camp	Cr 10
Growth Fund Study	Cr 170
Crystal Park Development work	Cr 200
Civic Centre for the future	Cr 50
Strategic Property cost	Cr 258
Total further spending approvals	Cr 9,430
Uncommitted Balance on Investment Fund	12,534

*Executive have approved the use of specific and general capital receipts to supplement the Investment Fund

APPENDIX D - INVESTMENT FUND GROWTH FUND

<u>Growth Fund:</u>	£'000
<u>Funding:</u>	
Approved by Executive 26th November 2014 (Transfer from Investment Fund)	10,000
Approved by Executive 2nd December 2015	6,500
Approved by Executive 23rd March 2016	6,000
Approved by Executive 15th June 2016	7,024
Approved by Executive 22nd March 2017	4,000
Approved by Executive 14th June 2017	3,311
Approved by Executive 21st May 2018	2,319
Total funding approved	39,154
<u>Schemes Approved and Committed</u>	
Approved by Executive 24th March 2015 (Housing Zone Bid (Site G))	Cr 2,700
Approved by Executive 24th March 2015 ((Site G) - Specialist)	Cr 200
Approved by Executive 18th May 2016 (Feasibility Studies and Strategic Employment Review)	Cr 180
Approved by Executive 18th May 2016 (Broadband Infrastructure Investment)	Cr 50
Approved by Executive 20th Jul 2016 (BID - Penge & Beckenham)	Cr 110
Approved by Executive 1st Nov 2016 (19-25 Market Square)	Cr 10,705
Approved by Executive 1st Nov 2016 (63 Walnuts)	Cr 3,804
Approved by Executive 22nd March 2017 (Bromley Town Centre Public Realm Improvement Scheme)	Cr 2,844
Approved by Executive 7th November 2017 (Bromley Town Centre and Public Realm)	Cr 464
Approved by Executive 17th October 2018 (Bromley Town Centre - Mirrored Canopies & Shops)	Cr 415
Approved by Executive 22nd March 2017 (Project Officer cost Bromley Town Centre Public Realm impro	Cr 40
Approved by Executive 22nd March 2017 (Community Initiative)	Cr 15
Approved by Executive 24th May 2017 (Feasibility Works/Property Disposal)	Cr 250
Renewal Team Cost	Cr 310
Approved by Executive 28th November 2018 (Housing Development Feasibility)	Cr 100
Approved by Executive 27th March 2019 (West Wickham BID)	Cr 75
Approved by Executive 21st May 2019 (Specialist advice for setting up local Housing company)	Cr 100
Noted by Executive 12th February 2020 - £1.5m of s106 to replace Growth Fund allocation for Bromley Town Centre capital scheme	1,500
Approved by Executive 1st April 2020 - Consultancy services for advice on urban design scheme	Cr 50
Approved by Executive 1st April 2020 - Bromley High St improvements	Cr 800
Noted by Leader May 2020 - £2m of s106 to replace Growth Fund allocation for Bromley Town Centre capital scheme	2,000
Total further spending approvals	Cr 19,712
<u>Schemes Approved, but not committed</u>	
Approved by Executive 26th November 2014 (for Biggin Hill and Cray Valley)	Cr 6,790
Uncommitted Balance on Growth Fund	12,652

APPENDIX F - FEASIBILITY WORKS

Location	Estimated Feasibility / Viability Cost (£'000)	Description	July 2020 Status
West Wickham Leisure Centre	35	To fund study to deliver optimal new leisure facilities based on market evidence as to rents from third party operators, together with residential development, to generate a capital receipt to fund the cost of re-provision of facilities.	Programme in development and consultants now instructed. Reporting to Executive in March 2020. Scheme under review . This is now a Regeneration Scheme with reports going to the Executive in due course.
The Glades Department Store	49	To fund work to progress the business case for the development of a new Department Store at the Glades Shopping Centre, utilising the Council's business interests at Market Square, so as to improve footfall and therefore improve the asset value and return on income derived from the Council's ownership of The Glades.	Work to look at the impact of Covid 19 Closures - Debvenhams/Arcadia.
The Walnuts Centre	33	To fund work to progress the business case for the development at the Walnuts utilising the Council's interests at and around the Walnuts Centre including the Leisure Centre so as to provide larger retail opportunities and improve footfall and therefore improve the asset value and return on income derived from the Council's ownership of The Walnuts.	This is now a Regeneration Scheme with reports going to the Executive in due course.
Old Town Hall/Civic Centre	44	To fund a review of the Council's accommodation strategy at the Civic Centre based on the addition of the former Town Hall becoming available as part of the Council's property portfolio and how that asset could be utilised as a Democratic Centre and associated offices/meeting space.	Old Town Hall / South St car park site disposed of - works progressing with viability of Office Accommodation strategy with intention to report to Executive in July 2020. This is now an Environment Services Project
Depots Review - Disposal Options	45	To fund disposal viability studies as to density and permitted development, together with initial planning briefs, so as to be in a position to take to market after the outcome of the Depot review.	Programme of capital works being developed with newly appointed waste contractor. Some surplus sites to be considered for disposal - works now in progress.
Biggin Hill Aviation College - Alternative	20	To fund potential alternative site viability studies for Biggin Hill should the Council decide not to pursue Area 1 purchase for an Aviation College/Enterprise Zone.	C & W valuation to be commissioned in respect of potential land acquisition options. Not progressing at this stage - however options to investigate West Camp future being investigated.
Libraries (Chislehurst model roll out)	18	To fund the investigation of viability of renewing other library facilities, by redeveloping their sites, and using the capital receipt proceeds to develop replacement facilities within said schemes.	Property currently being re-marketed due to failure to enter into Development Agreement with previous bidder. 2 stage process due in Feb/ April 2020. Executive Report due in September 2020.
Lease standardisation	6	To fund various studies to create standard T&Cs to the property portfolio.	Under review.
TOTAL	250		

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Report No.
ES20032

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: THE LEADER

Date: July 2020

Decision Type: Non-Urgent Executive Key

Title: SAFER BROMLEY PARTNERSHIP STRATEGY UPDATE
(CRIME REDUCTION STRATEGY)

Contact Officer: Joanne Stowell, Assistant Director of Public Protection
Tel: 020 8313 4332 E-mail: Joanne.Stowell@bromley.gov.uk

Chief Officer: Director of Environment and Public Protection

Ward: (All Wards);

1. Reason for report

The overarching aim of the Safer Bromley Community Safety Board (SBPB) is to build safer, stronger, more resilient communities in Bromley and reduce the fear of crime.

This report sets out the high level ambitions and intentions of the partnership over the next 3 years as outlined in the Safer Bromley Community Safety Strategy' (2020 – 23) for formal approval.

The Safer Bromley Community Safety Strategy forms part of the Council's Policy Framework, and as such requires approval by full Council.

2. **RECOMMENDATION(S)**

The Leader is asked to:

1. **Agree the priorities within the Safer Bromley Community Safety Strategy (the Strategy);**
2. **Present the Strategy to full Council for formal adoption;**
3. **Agree that the Director of Environment and Public Protection, together with the Chair of the Safer Bromley Partnership Board, approve any minor changes required to the Strategy arising from emerging local crime priorities identified in the crime needs assessment.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: The Safer Bromley Partnership Strategy 2020-23 (SBPS) is intended to serve all members of its communities, and to improve all forms of hate crime reporting and domestic violence and abuse related incidents which are under reported.
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres:
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre:£170,520
 4. Total current budget for this head:£170,520
 5. Source of funding: Revenue Budget and grant funding from Mayors Office for Policing & Crime (MOPAC)
-

Personnel

1. Number of staff (current and additional): Not Applicable
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable:
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough Wide.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

Background

- 3.1 The Safer Bromley Partnership Board (SBPB) is a statutory partnership set up under Section 5-7 of the Crime and Disorder Act 1998; the overarching aim is to ensure that Bromley continues to be one of the safest Boroughs in London. There is also a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy every 3 years (known locally as the Safer Bromley Partnership Strategy (SBPS) Appendix 1)).
- 3.2 The SBPB (The Board) is chaired by the Portfolio Holder for Public Protection and Enforcement, and usually meets on a quarterly basis, however, the last board was cancelled due to COVID 19 pandemic. The Board has established a structure that brings together Partners at a strategic, performance and operational level. Membership of the Board is based on an individual's ability to represent their own organisational interests and further ability to embed jointly agreed actions into mainstream frontline business, commissioning and strategic plans. The Board has overarching responsibility for The SBPB members include senior representatives from: the Council, Metropolitan Police, the London Fire Brigade, National Probation Service, National Health Service, and other Non-statutory Partners.
- 3.3 In preparing 'The Strategy' there must be regard to:
- The local high volume crime priorities, together with the high harm proprieties as set out in the Mayor's Police and Crime Plan 2017-2021 (see sections 3.8 – 3.13);
 - Feedback from Partners (see sections 3.14 -3.15);
 - Findings from the latest Strategic Assessment (ratified 2019);
 - Feedback from the public consultation exercise carried out in December 2019 (snapshot page 6 Appendix 1).
- 3.4 In attempting to maintain and indeed improve Bromley's current position, broad strategic themes have been identified as priorities within 'The Strategy'. This enables flexibility in responding to changing crime trends and any emerging local issues. Delivery will be reviewed annually in line with Bromley's annual strategic assessment and local trends, this will ensure that delivery reflects local need, whilst also maximising opportunities for joint working across the borough.
- 3.5 Delivering on the priorities outlined in 'The Strategy' requires a range of Partner organisations working together to share the skills, powers and resources that are available to them. Such an approach is essential to improving community safety, as the drivers of crime and anti-social behaviour are often multiple and complex, cutting across a range of different agencies and services. As a framework strategy, the intention is not to provide comprehensive, prescriptive detail on Partner actions. Instead it provides a broad outline of actions that will be taken by Partners in supporting the overall ambitions, and further signposts the Partner Strategies, Policies and Plans that contain the detailed actions. (Appendix 1 page 17).
- 3.6 This report presents the strategic priorities that have been chosen for approval. These priorities ensure that the strategic approach meets the local trends of crime and ASB in Bromley, and the operational landscape.
- 3.7 'The Strategy' was endorsed by the Chair of the SBPB in April 2020; and scrutinised by the members of the Public Protection and Enforcement Policy Development and Scrutiny Committee (PP&E PDS 10th June 20 ES 20031), and the Portfolio Holder for Public Protection and Enforcement agreed the recommendations. However, in accordance with the Constitution of Bromley Council for key strategies identified in the Council's Policy Framework, it must be presented to full Council prior to formal adoption.

How the Priorities Were Agreed

- 3.8 In accordance with the Mayor's Police and Crime Plan 2017-2021, The Strategy must have priorities that tackle both high volume crimes; and high harm crime which reinforce the commitment to tackle violence, vulnerability and exploitation in the borough.

High Volume Crimes

Priority One: Safer Neighbourhoods (Appendix 1 p 7).

- 3.9 The following high volume crimes have been agreed with the Mayor's Office for Policing and Crime (MOPAC):
1. Non-domestic violence with injury
 2. Residential Burglary; and
 3. Anti-social behaviour (ASB) (mandatory for all London Boroughs);
 4. Financial abuse of the elderly and vulnerable
- 3.10 This priority addresses the crime and anti-social behaviour that concern our residents the most, and that MOPAC and the Police have identified as relevant to our borough. The specific high volume crimes (points 1-3 above) will be tackled, and resources will be targeted on those areas that are highlighted as hot-spots, through either the highest levels of crimes reported, or through noted increases. The aim within this Priority is to reduce crime, reduce ASB, improve the confidence of residents and provide reassurance.
- 3.11 Data analytical tools and partnership tasking groups (e.g. Police led Tactical Tasking Crime Group and the Council led Joint Action Group) will be used to track and respond to local crime trends in real time, and to provide local input to develop appropriate responses to Borough concerns. This will include the development of a bespoke intelligence package, and the introduction of specific police tasking teams. These teams (the Serious Inquisitive Crime Team (burglary and motor vehicle theft) and the Violence Reduction Team)) are dedicated to reduce local priority crimes (see 3.9 above) across the Metropolitan Police South Borough Command Unit (BCU), together with motor vehicle theft.
- 3.12 An additional high volume crime has been included within Priority One Safer Neighbourhoods, that being financial abuse of the elderly and vulnerable. The proportion of older people in Bromley (aged 65 and over) is expected to increase to 18% of the population by 2022, additionally, the rise in the number of over 75 year olds since 2010 continues to have an impact on the provision of health and social care services within the Borough. Although this is not a MOPAC priority, it has been included to capture the work carried out by Bromley Trading Standards in relation to scams. The aim of this priority's inclusion is to prevent older (and otherwise vulnerable) residents from becoming victims of scams and doorstep crime, enable them to stay within their homes, and further contribute to reducing their dependence on social care support, which is a common outcome for those who become victims.

High Harm Crimes

- 3.13 'The Strategy' also has a strong focus on high harm crimes that have been identified as priority issues within the Mayor's Police and Crime Plan 2017-2021, and they reinforce the commitment to tackle violence, vulnerability and exploitation in the Borough. These are:

Priority Two: Violence Against Women and Girls; (Appendix 1 page 9)

This priority looks at protecting women and girls from violence. Too many women and girls suffer harassment, abuse and violence on a daily basis, whether at the hands of partners, family members or strangers this is always unacceptable. This priority supports MOPAC in their stance of taking a zero tolerance approach wherever this violence and abuse takes place. This does not mean that the suffering experienced by men and boys is diminished, and the services commissioned will support victims and survivors whatever their gender. The Metropolitan Police Service has made tackling domestic abuse a high priority and has a Community Safety Unit within the BCU. They will investigate all instances of domestic abuse, even in cases where a victim has not reported it themselves.

Priority Three: Keeping Young People Safe (Appendix 1 page 12);

This priority's ambition is for our Borough to be safe for our children and young people, where they can grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home. To achieve this we want to improve neighbourhoods affected by ASB and crime, and reduce crimes that cause the most harm to children and young people by preventing crime and through early intervention for those who are at risk of offending or re-offending.

Priority Four: Stand Together Against Hate Crime and Extremism (Appendix 1 page 14)

This Priority focuses on work to tackle those crimes that are motivated by malice or ill will towards a social group on the basis of race, religion, sexual orientation, disability or gender identity. Communities that are divided and fearful are more susceptible to intolerance, hatred and targeting, and in addition to the aforementioned often targeted groups. There is emerging recognition that financial abuse of the elderly (or other vulnerable residents) should also be considered as a hate crime, as in this area perpetrators deliberately choose their victims on the basis of their perceived vulnerability that may be associated with their age or vulnerability.

Consultation and Engagement

- 3.14 In refreshing 'The Strategy' and priorities, consultation and engagement was undertaken with partners, stakeholders and relevant services within the council. The first SBPS draft was sent to Partners and the Chair of the SBPB in March 2020 for comment, and subsequent feedback was included; the updated draft was agreed by the Chair of the SBPB in April 20. As the PP&E PDS committees have been suspended due to the COVID pandemic, the updated draft was sent to members by email for scrutiny on 10th June 20 (ES 20031), all comments were addressed, minor amendments to the Strategy made, and the Portfolio Holder for Public Protection agreed the recommendations.
- 3.15 The opinions of residents was sought via the Crime Survey 2019-20, 1,118 residents responded to a variety of questions, including feelings of safety and concerns about crime and anti-social behaviour issues in the Borough. With regards to perception of crime and particularly in relation to feelings of safety, 88% of residents reported feeling safe when in their local area during the day. 54% of residents felt safe when out alone after dark, and 72% of residents felt safe on public transport.
- 3.16 A snapshot of the responders opinions who perceived are highlighted on page 6 of 'The Strategy' (Appendix 1), however, it should be noted that their perceptions were not necessarily borne out of personal experience, but often influenced by the media or anecdotal experiences of others. The survey highlighted that 82% of responders thought that burglary and motor vehicle theft was a serious problem, and this was supported by Police and MOPAC data, as a result, residential burglary was an agreed high volume crime to be targeted in Priority One (see 3.9 above). Notwithstanding that motor vehicle theft was not specifically included as a priority; it is

still being tackled by the newly formed Serious Inquisitive Crime Team (see 3.11 and Appendix 1 page 8).

IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 The Safer Bromley Partnership Strategy 2020-23 (SBPS) is intended to serve all members of its communities, and to improve all forms of hate crime reporting and domestic violence and abuse related incidents which are under reported.

4. FINANCIAL IMPLICATIONS

The Work associated with delivering the SBPS is funded by MOPAC and other third party funding, and also is undertaken by officers within existing budgets. As such, there are no direct additional costs as a result. However, should and external funding streams be reduced or cut, the ability to deliver to all the ambitions within the framework strategy, and associated Partner Strategies identified within, will be compromised.

5. LEGAL IMPLICATIONS

- 5.1 In line with the statutory duty under Section 6 of the Crime and Disorder Act 1998 the Safer Bromley Partnership must formulate and implement a strategy for reducing crime and disorder in the area (including anti-social and other behaviour adversely affecting the local environment).

Non-Applicable Sections:	POLICY IMPLIICATIONS, PERSONNEL IMPLICATIONS; PROCUREMENT IMPLICATIONS
Background Documents: (Access via Contact Officer)	SBPS 2017-19

BROMLEY COMMUNITY SAFETY PARTNERSHIP STRATEGY

2020-2023

Page 67



MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME



Working together for a safer London



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Abbreviations/Acronyms

- ASB Anti-Social Behaviour
- BCU Borough Command Unit
- CCTV Close Circuit Television
- CPN Community Protection Notice
- CPW Community Protection Warning
- DHR Domestic Homicide Review
- DO Dispersal Order
- DVIP Domestic Violence Intervention Programme
- JAG Joint Action Group
- LFB London Fire Brigade
- MACCA Multi Agency Child Criminal Exploitation
- MARAC Multi Agency Risk Assessment Conference
- MASH Multi Agency Safeguarding Hub
- MEGA Missing, Exploited, Gang Affiliated
- MOPAC Mayor's Office for Policing & Crime
- MPS Metropolitan Police Service
- NHS National Health Service
- PSPO Public Space Protection Order
- SBP Safer Bromley Partnership
- SNB Safer Neighbourhood Board
- TTCG Tactical Tasking Coordination Group
- VAWG Violence Against Women & Girls
- YOS Youth Offending Service

FOREWORD.

We are pleased to introduce the Safer Bromley Partnership (SBP) Community Safety Strategy 2020-2023, which incorporates the Community Plan and the Crime Reduction Strategy into a single document. It has been produced by the Community Safety Team on behalf of the SBP, and the overarching aim for the Partnership is for Bromley to continue to be one of the safest Boroughs in London. In attempting to maintain and indeed improve Bromley's current position, broad strategic themes have been identified as priorities within this strategy. This enables flexibility in responding to changing crime trends and any emerging issues. Delivery will be reviewed annually in line with Bromley's annual strategic assessment and local trends, to ensure that delivery reflects need whilst also maximising opportunities for joint working across the borough.

Delivering on the priorities outlined in this strategy requires a range of partner organisations working together, to share the skills, powers and resources that are available to them. The SBP has established a structure that brings together partners at a strategic, performance and operational level, that of the Safer Bromley Partnership Board (SBPB). The SBPB holds the overarching responsibility for the SBP Strategy, and works closely with other key strategic boards, to support the delivery of the priorities set out in this strategy. Issues such as violence against women and girls, tackling serious violence and keeping children and young people safe, requires a safeguarding focus and long term interventions, to ensure that the underlying causes are addressed. To be effective, a number of the priorities, cross cutting themes and emerging trends outlined in the plan are shared across the strategic partnerships. As such, the intention within the SBP Strategy is not to provide comprehensive, prescriptive detail on Partner actions, but to provide a broad outline of Partner ambitions in supporting the priorities within, and further signpost the Partner Strategies, Policies and Plans that contain their respective detailed actions (page 17).



Since the publication of the last strategy in 2017, the Metropolitan Police introduced a new policing model, and created 12 Basic Command Units (BCUs), which replaced the previous 32 borough model. Bromley, Sutton and Croydon now form the South BCU, which is the largest in the MET. As the SBP Board recognises that crime practices often extend beyond geographic boundaries, and can impact on several geographical locations, the partnership will focus on an intelligence led approach to tackle any cross boundary issues that may affect the residents of this borough.

Finally, every member of the community has a role to play in reducing the negative impacts caused by crime and disorder and the challenges we are facing, and we will look to increase our work with communities to assist us in our ambition to keep Bromley a safe borough, now and for future generations.

The Safer Bromley Partnership Board

This SBP Board comprises of statutory and non statutory partners. It brings the organisations together so that they can cooperate at a strategic level to improve community safety outcomes for the residents of Bromley.

The Board has the responsibility for developing a Strategy that delivers the priorities determined by MOPAC, as well as those that are important to our residents.

STATUTORY PARTNERS

Mayor's Office Police and Crime



Community Safety & ASB



Police and Fire Brigade



National Probation Service & Community Rehabilitation Service



NHS Clinical Commissioning Group



NON-STATUTORY PARTNERS



OUR 4 PRIORITIES

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We chose our priorities by:



Incorporating the agreed Borough specific priorities within the Policing and Crime Plan 2017-21, as determined by MOPAC, and undertaking a strategic assessment of crime data;



Taking the concerns of residents into account through analysis of the results of the Crime Survey, which highlighted those issues that impact on their quality of life;



Considering collective partnership impact, and identifying areas of work where the Partnership is best placed to have the largest cooperative impact, due to cross cutting and coordinated themes;



By considering impact on victims, as some crimes have a more significant impact on a victim than others. For example, the differing impact of shoplifting compared to that of residential burglary or domestic violence are hugely contrasting for a victim;

Each priority has associated delivery mechanisms to drive them forward, and will be reviewed annually to ensure that they are relevant, and monitored periodically to determine progress. If priorities are changed in the future this document will be updated to reflect them.

Metropolitan Police Reported Crime Data showed us that between Feb 19 and Jan 20

What did our police data say?...

Personal Robbery

428
(up 14%)

Residential Burglary

2122
(down 3%)

Criminal Damage

1918
(down -3%)

Motor Vehicle Theft

977
(up 10%)

Public Order Offences

1637
(up 7%)

Arson

99
(up 18%)

Race and Religious Hate Crime

460
(up 6%)

ASB

6772
(up 16%)

Possession of Drugs

1074
(up 50%)

Possession of a Knife

65
(down 44%)

Violence Against The Person

2185
(up 2%)

All Crime Types

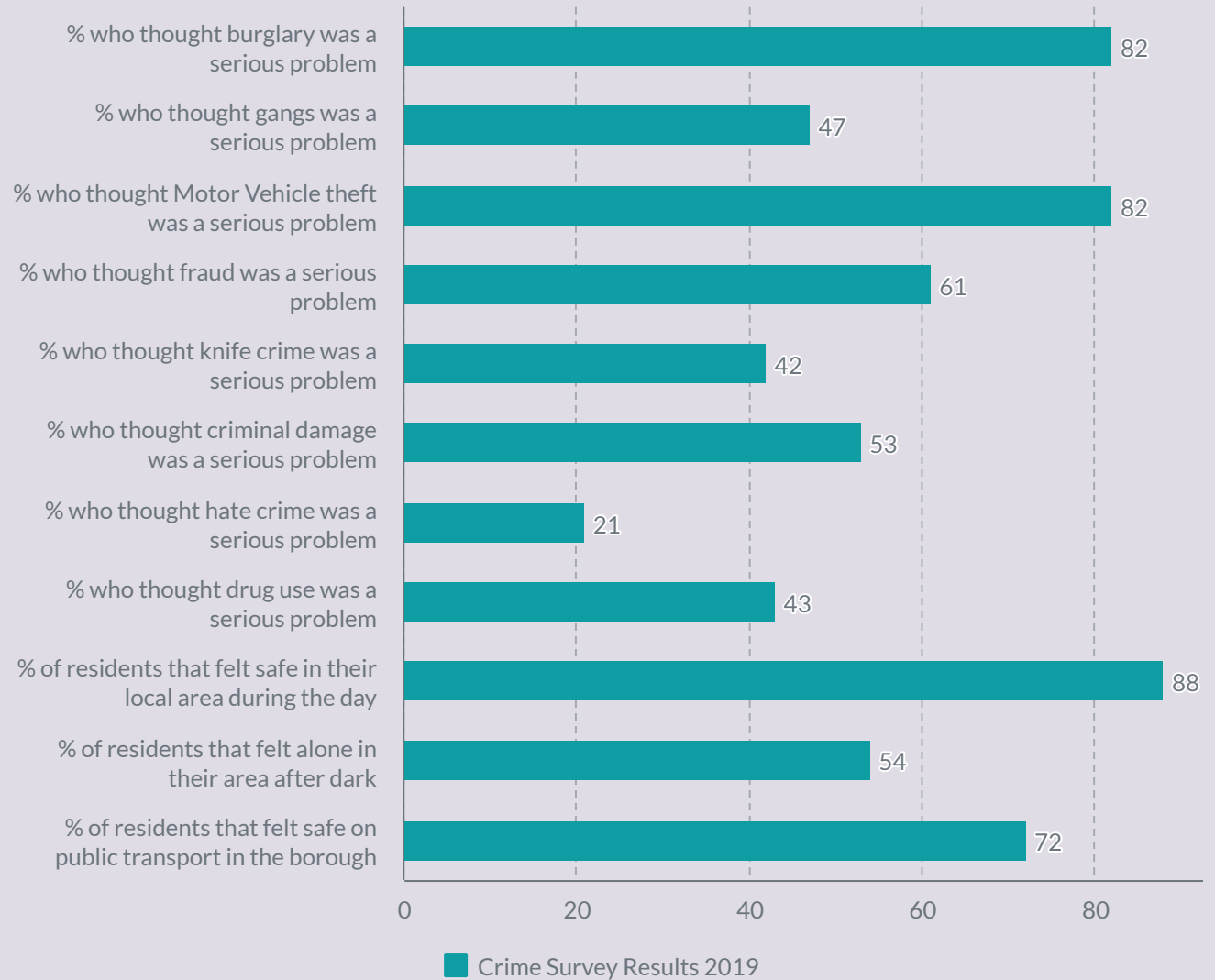
25279
(up 9%)



What did our residents say?...

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In 2019-20 the Community Safety Team surveyed residents to find out what their concerns and perceptions were.....



PRIORITY 1: SAFER NEIGHBOURHOODS

This Priority looks at the crime and anti-social behaviour that concern our residents the most, and that MOPAC has identified as relevant to our borough.

We will tackle issues across the borough as well as targeting resources on those areas that are highlighted as hot-spots through either the highest levels of crimes reported, or through noted increases.

Our aim will be to reduce crime, reduce ASB and improve the confidence of residents and provide reassurance.

There are key inter-relationships between this priority and our priorities For: Violence Against Women and Girls (2), Keep Children and Young People Safe (3), and Stand Together Against Hate Crime and Extremism (4).

OUR AIMS:

to achieve reductions in crimes that are deemed by MOPAC, the Police and Residents to be local priorities, these being:

- Non-domestic Violence with Injury;
- Residential Burglary;
- ASB;
- Crime Against the Elderly and Vulnerable (Financial Abuse).

What we will tackle

Take a joint problem solving approach in respect of those crimes that affect our residents and businesses the most, including:

Non-domestic Violence with injury

Establishing a specific Police led tasking group to tackle and reduce violent crime.

Taking an intelligence led partnership approach to tackle violent crime, serious youth and gang violence and hate crime to develop taskings, and further deliver against the actions within any associated plans or strategies pertaining to these issues;

Residential Burglary

Establishing a specific Police led tasking group to tackle and reduce residential burglary and also theft of and from motor vehicles in identified hot-spots;

ASB

Managing high volume and problematic areas of anti-social behaviour including fly-tipping;

Financial Abuse of the Elderly & Vulnerable

Working with all stakeholders to protect older and otherwise vulnerable residents from scams and doorstep crime.



What we will do....



Improve partnership and stakeholder engagement and collaboration: Through improved communication between all interested parties, to ensure that stakeholders have the opportunity to provide feedback on their concerns, and that the work of partners is optimised through aligning strategic aims, targeting resources based on evidence, and by avoiding duplication. A framework will be established for consultation and engagement with partners and the wider community through networks, meetings and other mechanisms (email, bulletins etc). Community Impact days will continue to be held 12 times a year, to tackle ASB hot-spot areas for reductions in issues including: fly-tipping, arson, carrying of weapons, nuisance mopeds etc, and neighbourhood policing teams will be used to better protect and support vulnerable children and adults.



Use an intelligence led approach: Through use of data analytical tools and partnership tasking groups (e.g TTCG and JAG), to track and respond to local crime trends in real time, and to provide local input to develop appropriate responses to Borough concerns. This will include the development of a bespoke intelligence package, and the introduction of specific police tasking teams. These teams (**the Serious Inquisitive Crime Team and the Violence Reduction Team**), will be dedicated to reduce local priority crimes including non-domestic violence with injury, residential burglary, motor vehicle theft, and ASB in general.



Make use of legislation: Through appropriate use of the powers within various Acts including the Environmental Protection Act 1990 and Antisocial Behaviour Crime and Policing Act 2014, to ensure that all available remedies are considered, including the use of DO's CPW,s CPN,s PSPO.s and dispersal orders, subject to a balanced approach involving support and treatment outreach services and enforcement where necessary.



Reducing violence: Through delivering the work streams within the Violence Reduction Action Plan, the Gang Violence Matrix the VAWG strategy, the Youth Justice Strategy and the Police led Violence Reduction Team .



CCTV: Through ensuring the effective use of public space CCTV on targeted areas as determined by intelligence, and the investment in new deployable cameras.



Reduce risk of financial abuse of the elderly or vulnerable: Through targeted communications campaigns and enforcement.

PRIORITY 2: VIOLENCE AGAINST WOMEN AND GIRLS

This priority looks at protecting women and girls from violence. Too many women and girls suffer harassment, abuse and violence on a daily basis; whether at the hands of partners, family members or strangers, this is always unacceptable. We support MOPAC in their stance of taking a zero-tolerance approach wherever this violence and abuse takes place, with meaningful support for victims and survivors, and significant consequences for perpetrators. This does not mean that we diminish or ignore the suffering experienced by men and boys. The services we commission will support victims and survivors whatever their gender. The Metropolitan Police Service has made tackling domestic abuse a high priority, and has a dedicated unit within the BCU. They will investigate all instances of domestic abuse, even in cases where a victim has not reported it themselves. There are key inter-relationships between this priority and our priorities for: Safer Neighbourhoods (1), Keep Children and Young People Safe (3), and Stand Together Against Hate Crime and Extremism (4).

OUR AIMS:

to reduce violence against women and girls, change the culture that allows this to happen, and empower them to take control, in doing so we will:

- Better protect women and girls, and Improve support for those affected; and
- Target offenders.

What we will do

Take a joint problem solving approach to better protect women and girls in the borough by:



Prevention

Changing attitudes and preventing violence by raising awareness through campaigns, safeguarding and educating children, early identification, intervention and training;



Provision

Assisting survivors to get on with their lives by providing effective provision of services, advice and support;



Partnership

Developing a coordinated multi agency approach by ensuring that the response to domestic abuse is shared by all stakeholders;



Protection

Providing an effective criminal justice system by working towards effective prosecution, supporting victims and providing perpetrator interventions.

Page 6 of 7

How will we do it?....



Provide strategic direction: By refreshing the VAWG 2016- 2019 strategy and update the DHR protocol



Communicate: By developing a communication plan to increase awareness of the services VAWG provide. Tackle under-reporting through media engagement, partnership and information sharing between professionals (particularly health), and engaging the third sector including campaign groups.



Take an intelligence led approach: By improving the response to victims by developing mechanisms to capture data in addition to that provided by the Police, to enable accurate mapping of the prevalence of VAWG and implement appropriate responses and services where needed.



Protect high risk victims: By supporting them through an effective and robust MARAC, implementing any learning points from DHRs, and by ensuring that all local domestic violence services are aware of the relevant support services that are available, including: The One Stop Shop , Outreach Support and the Domestic Violence Intervention Programme (DVIP).



Make use of legislation: To ensure that perpetrators of violence against women and girls are held accountable according to the law, and are provided with assistance to change their abusive behaviour in order to prevent them from causing harm or violence to their current, past or future partners.

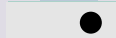


Work in partnership: With Children's Social Care and Children's Early Intervention Teams to provide support, advocacy and deliver age appropriate work in a range of educational, youth and community settings.

How will we know we are on track?



Safer Neighbourhoods PRIORITY 1



This theme will be included as a substantive discussion item at the SBP Board in quarter 1; Police will provide a crime update at each SBP board, and Partners will present an end of year update in quarter 4.



Local data via the MPS crime dashboard (updated monthly) will be monitored, and Community Safety will attend TTCG each month to provide input into tasking and analyse effectiveness of responses.



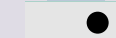
Local data via the MOPAC performance framework and monthly updates on high harm crime across boroughs will be monitored to identify trends and developments and analyse effectiveness of responses.



Police will present an update to the Public Protection & Enforcement Policy Development and Scrutiny Committee every quarter.



Violence Against Women and Girls PRIORITY 2



This theme will be included as a substantive discussion item at the SBP Board in quarter 2, whereby VAWG, Police and associated Partners will provide an update. Partners will also present an end of year update in quarter 4.



The Domestic Violence and VAWG subgroup will lead on the effective monitoring and scrutiny of partner agencies in their service delivery, present findings within that setting, and report exceptions to the SBPB if they occur.



Update the VAWG Strategy and the DHR Protocol by August 2020

PRIORITY 3: KEEPING YOUNG PEOPLE SAFE

Our ambition is for our Borough to be safe for our children and young people, where they can grow up, thrive and have the best life chances in families who flourish, and are happy to call Bromley home. To achieve this we want to improve neighbourhoods affected by ASB and crime, and reduce crimes that cause the most harm to children and young people by preventing them through early intervention (where possible) for those who are at risk of offending, or re-offending. There are key inter-relationships between this priority and our priorities for Safer Neighbourhoods (1), VAWG (2), and Stand Together to Tackle Hate Crime and Extremism (4).

OUR AIMS: are to improve outcomes and life chances for children and young people in contact with the youth justice system, or at risk of becoming involved in crime and anti-social behaviour by:

- Reducing the number of first time entrant children in the youth justice system, and reduce re-offending;
- Reducing the number of knife crimes, by volume and repeat victims and reduce levels of serious youth violence ;
- Preventing and reducing substance misuse.

What we will do

through the delivery of the prevention and support programme we will work with partners to take a holistic approach to address the issues that can compromise the safety of our young people by:



Reducing first time entrants into the criminal justice system and by reducing reoffending

Supporting young people on the cusp of offending through the offer of the prevention support programme, through providing support to parents, and working closely with our probation partners.



Reducing the number of knife crimes and levels of serious youth violence

Diverting, disrupting and preventing those at risk of serious youth violence and gang involvement becoming tomorrow's offenders



Enforcing against businesses that sell age restricted products to children and young people

Detering businesses from selling age restricted products to young people with the intention of improving community safety and public health

How will we do it?....



Provide support: By setting up an in-house Prevention Support Programme working closely with Community Safety and Children's Social Care to assist children early away from offending, and publish a serious youth violence toolkit. Also by delivering the cross cutting key actions within the Youth Justice Strategy 2019-21 and the Serious Youth Violence strategy 2018.



Work with partners to disrupt gangs: By tracking and sharing information on those young people who have associations with gangs, through the weekly MEGA meetings. In addition by providing gang awareness training and by supporting young people to exit gangs, as well as applying for gang injunctions where appropriate.



Work with partners to tackle knife crime, serious youth violence, child exploitation and ASB: By delivering the knife crime intervention programme for young people who carry weapons, working on a robust approach to prevention in identifying young people through Merlin reports, and using partnership taskings to develop and deliver the Violence Reduction Action Plan. By working with partners to recognise that child exploitation must also be understood in terms of its connectivity with a wider range of vulnerabilities that young people can be exposed to, including: harmful sexual behaviours, missing children, gang involvement and youth crime. By working in partnership with the Police ASB Team, and schools to address ASB issues, through the adoption of an early intervention approach, that utilises informal approaches that can be escalated to formal enforcement where necessary or appropriate.



Carry out joint operations with Trading Standards, Licensing and Police: By delivering a programme of test purchasing in respect of age-restricted legislation pertaining to products and activities including, sale of alcohol, cigarettes knives, as well as underage gambling and drinking on licensed premises.

PRIORITY 4: Stand Together Against Hate Crime and Extremism

This Priority focuses on work to tackle those crimes that are motivated by malice or ill-will towards a social group, on the basis of race, religion, sexual orientation, disability or gender identity or other protected characteristic.

Communities that are divided and fearful are more susceptible to intolerance, hatred and targeting. In addition to the aforementioned often targeted groups, there is emerging recognition that financial abuse of the elderly (or otherwise vulnerable residents) should also be considered as a hate crime, as perpetrators deliberately choose their victims on the basis of the perceived vulnerability that may be associated with their age.

There are key inter-relationships between this priority and our priorities for Safer Neighbourhoods (1), Tackling Violence Against Women and Girls (2) and Keeping Young people Safe (3).

OUR AIMS:

to improve reporting of hate crime and to reduce repeat victimisation of victims of hate crime

What we will do

Protect our vulnerable communities by :



Working to reduce the levels of Hate Crime and repeat victimisation;



Working to raise awareness of the issues;



Working to gain community support;



Working to understand the risks of and journey to radicalisation and extremism;



Recognising that targeted financial abuse of the elderly (or otherwise vulnerable) can be also be considered as a hate crime.

How will we do it?....



Undertake ongoing analysis of hate crimes levels, to ensure increases and trends are identified and tackled early.



Work in partnership with Safer Neighborhood Police together with Community and faith groups to raise awareness and tackle all forms of hate crime. Maintain a high visibility in the community by delivering talks and awareness raising events; ensure training on how to spot financial abuse is delivered to practitioners within social care, police and other relevant stakeholders; ensure a rapid response service is provided to all urgent requests for assistance;



Encourage support from communities to undertake community tension assessments if needed, and to report incidents of hate crime as they occur;



Continue to fulfill our Channel and Prevent Duties to process and signpost cases to ensure all requirements are met;



Work to Support- those who are victims of hate crimes;



Explore options for restorative justice mechanisms.



Recognise that by perpetrators deliberately choosing their victims on the basis of their perceived vulnerability that may be associated with their age (or otherwise) is akin to a hate crime. Provide a 2 hour rapid response service for those residents who are victims of doorstep crime or scams.

How will we know we are on track?



Keeping Young People Safe PRIORITY 3

#1

This theme will be included as a substantive discussion item at the SBP Board in quarter 3; and Partners will present an end of year update in quarter 4.

#2

First time entrants into custody and re offending will be monitored through national KPIs. Reports will be made to the YOS Board on a quarterly basis highlighting concerns within indicators.

#3

YOS will complete an in depth analysis to identify areas of focus for the above.

#4

Serious youth violence will be measured by the MOPAC Weapon enabled crime dashboard and also through local data. Repeats monitored by MOPAC dashboard and local data.

#5

Measure success of reduction in weapons crime through published data on MOPAC performance framework.

#6

Community Safety will attend and add value at YOS Board MEGA and MACCA.

#7

Victims will be monitored by local data over time to look at reductions of numbers.



Standing Together Against Hate Crime PRIORITY 4

#1

This theme will be included as a substantive discussion item at the SBP Board in quarter 4; Partners will provide an update at each board, and present an end of year update in December quarter 4 .

#2

The Metropolitan Police Hate Crime and Special Crime Dashboard will be used to monitor increased reporting of victims of Hate crime. Data is published into the public domain monthly for each London Borough.

#3

Data through the MOPAC Hate Crime Dashboard for figures at a borough level will be monitored.

#4

Levels of early identification of hate crime and extremism through referrals will be monitored and tracked.

#5

The number of rapid response calls to the scam hotline, and the associated outcomes will be tracked and monitored.

Supporting strategies and actions plans delivering the SBP Strategy

OUR Supporting Strategies

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	Safer Neighbourhoods 1	VAWG 2	Keeping Young People Safe 3	Standing Together Against Hate Crime 4
Bromley Child Sexual Exploitation Protocol	✓	✓	✓	✓
Building a Better Bromely	✓		✓	
Children's and Young Peoples Plan 2018-21	✓	✓	✓	✓
Homelessness Strategy 2018-21	✓	✓	✓	
Police and Crime Plan 2017-21	✓	✓	✓	✓
Public Protection & Enforcement Portfolio Plan	✓	✓	✓	✓
VAWG Strategy 2016-19	✓	✓	✓	✓
Youth Justice Strategy 2019-21	✓	✓	✓	✓
Serious Youth Violence Strategy	✓	✓	✓	✓
Violence Reduction Action Plan	✓	✓	✓	✓
Bromley Safeguarding Adults Board Strategy	✓			✓

Report No.

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: THE LEADER
FULL COUNCIL

Date: July 2020

Decision Type: Non-Urgent Full Council Key

Title: HOUSING REVENUE ACCOUNT

Contact Officer: Sara Bowrey, Director of Housing, Planning, and Regeneration
Tel: 020 8313 4013 E-mail: sara.bowrey@bromley.gov.uk

Chief Officer: Director of Housing, Planning, and Regeneration

Ward: (All Wards);

1. Reason for report

- 1.1 The supply of social/affordable housing cannot keep pace with the level of housing need. The risk of insufficient housing and associated cost of temporary accommodation provision is one of the Council's major risks. Whilst the Council is engaged in a number of work streams to tackle homelessness at source the principle mitigation is to increase housing delivery.
- 1.2 This report considers the option of re-opening a Housing Revenue Account (HRA) as an additional tool for the provision of affordable housing.
-

2. **RECOMMENDATION(S)**

2.1 **RR&H PDS Committee is asked to note and comment on the contents and recommendations of this report.**

2.2 **The Leader is requested to:**

- (i) **Approve and recommend to full Council to approve the setting up of a Housing Revenue Account (HRA) for the provision of affordable housing.**
- (ii) **Note that future reports will be presented in relation to consideration of business cases for individual schemes, the development of a full HRA business plan and gateway report for the provision of management and maintenance services for any affordable housing units held in the HRA.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: The initiatives set out in this report seek to ensure the provision of affordable housing to support vulnerable adults and young people into settled accommodation suitable for their needs.
-

Corporate Policy

1. Policy Status: Not Applicable Existing Policy New Policy: Further Details
 2. BBB Priority: Supporting Independence
-

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Operational Housing
 4. Total current budget for this head: £7.6m
 5. Source of funding: 2020/21 Approved Revenue Budget
-

Personnel

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement: The Council has a statutory duty in relation to the provision of accommodation for homeless households
 2. Call-in: Applicable:
-

Procurement

1. Summary of Procurement Implications:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): There is an increasing housing need in the Borough for affordable housing with approximately 3,000 households on the housing waiting list and approximately 1,700 households in temporary accommodation. Around 300 households approach each month in housing need. The current average net cost to the Council for households placed into temporary nightly paid accommodation is approximately £6,300 per household per annum.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The Council continues to face increased pressure from those presenting as homeless and, without a sufficient supply of accommodation, the Council faces no alternative but to utilise costly nightly rate accommodation. Despite all efforts to increase the supply of accommodation coming through housing association partners and private sector options this supply continues to be insufficient to meet the level of need and is likely to slow further as a result of COVID-19. Demand is also forecast to increase following financial pressures on households and evictions restarting.
- 3.2 Whilst the focus on preventative measures has assisted in slowing the rate of growth in temporary accommodation (TA) use, options are extremely limited and increasing pressure is being seen from households faced with homelessness.
- 3.3 This means that there are currently approximately 1,700 households in TA of which around 1,000 are in costly forms of nightly rate accommodation.
- 3.4 Projecting forward, this pressure looks set to continue meaning that without new affordable housing supply, numbers and the length of stay in TA will continue to rise.
- 3.5 The housing transformation plan sets out the need for approximately 1,000 affordable units in addition to anticipated new supply to mitigate against the costs of temporary accommodation.
- 3.5 Within this context the Housing, Planning and Regeneration Transformation Board has developed the following key work streams in relation to the Council's direct involvement in facilitating affordable housing and temporary accommodation supply as a viable alternative to the current reliance on the use of nightly rate temporary accommodation. It must be noted these work streams run alongside and compliment a wider range of activities enshrined in the Council's Homelessness and Housing Strategies which seek to ensure that homelessness is prevented or relieved wherever possible and that planning, regeneration and housing policies are aligned to support and promote the wider development of housing across the borough:
- Increasing the supply of new cost-effective temporary accommodation
 - Property acquisition through purchase and repair
 - Use of Bromley-owned or acquired sites to establish a development programme for new affordable housing supply
 - a) Identification of sufficient sites to facilitate this development programme
 - b) establishing a delivery, ownership and management vehicle to enable delivery of this programme.
- 3.6 If we are unable to secure the supply of housing needed then the current reported 'budget gap' of £16.9m would increase by a further £9.6m per annum (total £26.5m) by 2024/25.
- 3.7 To date the schemes identified and being progressed will achieve in the region of 227 new units, subject to planning determination. In order to progress further to meet the overall level of supply required a decision needs to be made regarding the delivery and ownership vehicle.
- 3.8 Bromley, like many authorities previously transferred its housing stock to a housing association and closed its Housing Revenue Account. At the time of the transfer there were many reasons this offered one of the most favourable routes to continue to secure investment and support for social housing. However, since this time regulations and legislation relating to Housing Revenue Accounts and Council-owned stock have changed significantly, not least the abolition of the previous complex subsidy redistribution system in favour of a self-financing mode, more flexible rent regimes to meet a range of needs, and the removal of constraints around investment to better enable Councils to reinvest and develop affordable housing. All of these changes have

served to make the option to reopen an HRA to meet increasing levels of housing need more viable and attractive. A number of councils are now reviewing their position in light of the changes and considering reopening an HRA.

- 3.9 This paper therefore considers the option of establishing a HRA for the ownership of additional affordable homes as an additional tool to enable delivery of this programme to increase affordable housing supply.

What is a Housing Revenue Account (HRA)?

- 3.10 An HRA is a landlord's account. It is the mechanism used to record all expenditure and income on running a Council's own housing stock and closely related services or facilities. It sits as a separate ring-fenced budget outside of the General Fund.
- 3.11 It is a relatively quick and simple process to open a housing revenue account which then immediately enables Councils to develop and acquire a range of affordable housing to help meet statutory rehousing duties and thus address the financial pressures related to homelessness and the provision of temporary accommodation. There is no direct cost involved in re-opening an HRA as HRA's can be set up on a clean-slate basis.
- 3.12 This would also enable the Council to access grant funding to assist in the development and acquisition of units and, should the Council wish to do so, access the most favourable financing rates (approximately 1.3% for a 30 year loan from the PWLB), again, outside the General Fund.
- 3.13 If formal Member approval is given to open an HRA the process is very easy. Councils do not need approval but must write to the Secretary of State declaring their intention to open an HRA.

Financing development and management of affordable homes.

- 3.14 Opening an HRA does not in itself create more homes but provides an additional mechanism to enable the Council to better set the rate and pace of additional affordable supply and a vehicle for the ownership of units to ensure ongoing control of affordable units to directly meet statutory rehousing duties and this reduces the current cost pressures associated with costly forms of nightly rate accommodation.
- 3.15 The basic premise for operation of an HRA is that it will operate on the basis that all costs are met through the rental stream gained from the properties developed.
- 3.16 Councils with an HRA are eligible to receive grants for new affordable housing. Grant rates can vary dependent upon the funding round and tenure applied to each particular property ranging from £28K for homes designed for working households through to £100K for properties aimed at the most vulnerable with reduced rent levels. All schemes would be subject to a full feasibility study before approval to proceed to explore and design the best mix on site to meet housing needs, ensure rents are affordable for tenants, and reach financial viability. In most cases this will mean that schemes have a mix of units and associated grant levels. A full business case and feasibility study would be presented on a scheme-by-scheme basis for Member consideration and approval prior to progressing any housing scheme and would be dependent on Planning determination.
- 3.17 It must be noted that Councils are allowed to hold up to 200 housing units without the need to open an HRA. Once a council reaches the 200 threshold it must open an HRA. As set out above, the existing development programme is likely to achieve in excess of 200 units and as such a decision is now needed on the delivery model and question of an HRA as this

exceeding of the 200 threshold limit effectively could establish an HRA by default. Whilst Councils can request the secretary of state's permission to hold above 200 units outside of an HRA, this is usually only granted by exception where Councils hold marginally more units than the 200.

3.18 Thus a decision is needed prior to progressing any additional schemes.

3.18

Next Steps

3.19 If approved, work would then progress to review all potential sites for new affordable housing supply to enable fully worked business cases to be presented for consideration before progressing schemes, as well as consideration of whether any of the current scheme that have been agreed for TA should transfer to the HRA.

3.20 Alongside this, a full HRA operational business plan will be developed to mobilise the HRA.

3.21 As schemes progress, work will also need to be undertaken to commission the management and maintenance services. A further report will therefore come forward for consideration on the management and maintenance model and procurement route for these services.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

The provision of cost-effective temporary accommodation and affordable housing supply will provide suitable, safe accommodation to meet housing need enabling the Council to meet its statutory housing obligations and to safeguard vulnerable adults and children.

5. POLICY IMPLICATIONS

The Council has a published Homelessness Strategy, which sets out the approved strategic policy in terms of homelessness. This includes temporary accommodation and settled housing provision to reduce the reliance on nightly paid accommodation. The Council already works with a range of providers in the provision of affordable housing and the option of an HRA increases the range of options available to maximise access and supply to affordable housing provision.

6. FINANCIAL IMPLICATIONS

6.1 The current average net cost of nightly paid accommodation is around £6,300 per household per annum, as set out in the table below:

	Annual charge	Rent income	Net cost
	£	£	£
Single room	13,535	9,988	3,547
Studio	12,105	8,015	4,090
Self contained (1 bed)	12,696	7,174	5,522
Self contained (2 bed)	15,166	8,593	6,573
Self contained (3 bed)	18,561	10,596	7,965
Self contained (4 bed)	23,019	15,724	7,295
Weighted average	15,316	9,027	6,289

6.2 The full financial appraisal of future proposed schemes, the resulting savings on the cost of temporary accommodation and any opportunities to obtain grant funding will be considered as part of the business case for each individual site in subsequent reports.

- 6.3 In addition to being eligible for grant funding, homes let as affordable housing through an HRA can achieve significantly higher rent levels, as benefits are capped at current Local Housing Allowance (LHA) rates, compared to temporary accommodation, where benefits are capped at 90% of the 2011 LHA rates, as set out in the table below (using Outer South East London rates, which covers the majority of Bromley):

	Affordable Housing	Temporay Accommodation
	Current LHA	90% 2011 LHA
	£	£
Self contained (1 bed)	10,740	7,310
Self contained (2 bed)	13,200	8,934
Self contained (3 bed)	15,600	10,776
Self contained (4 bed)	19,200	14,079

- 6.4 However, the Council continue to look at other housing options which attract full Local Housing Allowance rates which will be considered with HRA opportunities. As indicated in this report the HRA option provides an additional means of providing affordable housing.

7. LEGAL IMPLICATIONS

- 7.1 Section 9 of the Housing Act 1985 is the key power for local authorities to provide housing accommodation.
- 7.2 The government issued Direction on 14 March 2019 with regards to HRA. Any local authority that owns fewer than 200 social dwellings does not need to account for them in a HRA, however conditions do apply. Any local housing authority that owns 200 or more social dwellings are required to account for them within their HRA.
- 7.3 Under section 74 of the Local Government and Housing Act 1989 (the 1989 Act) a local housing authority is required to keep a housing review account in accordance with proper practices. The keeping of the HRA is governed by Schedule 4 of the 1989 Act.. If a HRA is opened then the Council must follow "proper practices", as defined in Section 21 of the Local Government Act 2003, including Regulations and Guidance made thereunder

8. PROCUREMENT IMPLICATIONS

Whilst there are no procurement implications arising directly from this report. A future procurement exercise will be required to secure management and maintenance services for any properties held in the HRA. This will be subject to a further report setting out the recommendations for the management and maintenance model to be adopted along with the procurement routes and full timescales to ensure this is in place before units are operational.

Non-Applicable Sections:	9. PERSONNEL IMPLICATIONS
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<p>Background Documents: (Access via Contact Officer)</p>	<p>Executive Part 2 – Increasing housing supply to meet housing need. 28th November 2018. Executive – part 1- Contingency drawdown homelessness and temporary accommodation pressures – 27th March 2019 London Borough of Bromley Homelessness Strategy 2018-2023 Executive – part 1 -Transformation: Increasing affordable housing Supply: 21st May 2019 Housing Strategy Homelessness Strategy</p>
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Report No.
LDCS10151

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: **Leader**

Date: **July 2020**

Decision Type: Non-Urgent Executive Non-Key

Title: **RESOURCING THE COVID-19 RESPONSE: CONTACT TRACING**

Contact Officer: Dr Jenny Selway, Consultant in Public Health Medicine
Tel: 020 8313 4769 E-mail: jenny.selway@bromley.gov.uk

Chief Officer: Dr Nada Lemic, Director of Public Health

Ward: All

1. REASON FOR REPORT

- 1.1 Public Health in Bromley has new responsibilities in relation to the Covid-19 outbreak. As such, it is important that Elected Members are aware of these new responsibilities:
- Local outbreak management of Covid-19 in key or complex settings
 - Local area outreach and engagement with vulnerable, hard-to-reach or disconnected residents, groups and communities
 - Establishing regional or area networks to provide sharing of intelligence and mutual support if pressure on the national system
 - Specialist Public Health support to Bromley council and key local partners
- 1.2 This report sets out how the Council will meet these new responsibilities albeit that Officers are still awaiting further clarity on a number of issues from Central Government.
-

2. RECOMMENDATIONS

- a. That the Leader notes that this is the first assessment of the additional resources needed to execute this function and agrees to delegate authority to the Director of Public Health, in consultation with the Portfolio Holder for Adult Care and Health and the Chairman of the Health and Wellbeing Board, to incur expenditure up to £100k from the ring fenced grant of circa £1.370m awarded to the Local Authority.

- b. That the Leader notes that under the Health and Social Care Act 2012, Directors of Public Health in local authorities have a duty to prepare for and lead the local authority public health response to incidents that present a threat to the public's health. This will include the Bromley Outbreak Control Plan and the local authority role in Test and Trace.**
- c. That this report is followed up with another report on Contact Tracing in three months.**

Corporate Policy

1. Policy Status: New policy.
 2. BBB Priority: Safer Bromley.
-

Financial

1. Cost of proposal: Estimated cost : £19k identified to date although this is likely to increase
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: Public Health
 4. Total current budget for this head: £14,971k (Public Health Grant for 2020/21); £1,370k (Local Authority Test and Trace Service Support Grant)
 5. Source of funding: Local Authority Test and Trace Service Support Grant
-

Staff

1. Number of staff (current and additional): 3.2 WTE current staff allocated to this role and an additional 1.2 WTE staff would be required to provide additional capacity. Further staff will be required to offer surge capacity but modelling not yet available.
 2. If from existing staff resources, number of staff hours: 3.2 WTE
-

Legal

1. Legal Requirement: Non-statutory - Government guidance.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All residents of Bromley.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

3.1 Introduction

A new test and Trace service has been launched which forms a central part of the government's Covid-19 recovery strategy. This will operate through online phone contact whilst an app is being developed (awaiting further clarity from Central Government on this).

Local authorities have been charged with supporting the new test and trace service in their area with each local authority developing tailored outbreak control plans, working with local NHS and other stakeholders. The plans will focus on identifying and containing potential outbreaks in places such as workplaces, housing complexes, care homes and schools (background information can be found at appendix 1).

3.1.1 Timescale

Work on plans starts immediately, with an expectation that plans will emerge during the month of June 2020.

3.1.2 Objectives

- The primary objectives of the Test and Trace service will be to control the Covid-19 rate of reproduction (R), reduce the spread of infection and save lives, and in doing so help to return life to as normal as possible, for as many people as possible, in a way that is safe, protects our health and care systems and releases our economy.
- A co-ordinated effort from local and national government, the NHS, GPs, businesses and employers, voluntary organisations and other community partners, and the general public is anticipated.
- Local planning and response has been identified by the government as an essential part of the Test and Trace service, with local government having a central role to play in the identification and management of infection.

3.1.3 Bromley's Local Plan

Building on our existing health protection plans, Bromley's Public Health team is developing a local outbreak control plan ahead of further phases of the national infection control framework.

They will be supported by, and work in collaboration with, Gold command emergency planning forum, the Bromley COVID Strategic Response Group, and oversight by the council Executive. Links are in place with Local Resilience Forums and NHS Integrated Care Systems.

Public Health in Bromley has new responsibilities in relation to the Covid-19 outbreak:

- Local outbreak management of Covid-19 in key or complex settings
- Establishing regional or area networks to provide sharing of intelligence and mutual support
- Specialist Public Health support to Bromley council and key local partners
- Local area outreach and engagement with residents and vulnerable, groups and communities

In addition, Public Health is supporting the response of the council and partners in:

- Mitigating the wider impact of the expansion of tracing and testing on local communities, economies and residents
- Supporting residents and settings that may be negatively impacted or at-risk by the expansion of tracing and easing of lockdown
- Responding to local issues and pressure-points generated by the roll-out of testing and tracing.

Bromley Public Health has set up a Health Protection Covid Board chaired by the Director of Public Health, Dr Nada Lemic, and appointed a Contact Tracing Programme Lead, Dr Jenny Selway

Three work streams have been set up looking at:

- Supporting vulnerable people
- Data and integration
- Communications

Links with key partners including the hospital, GPs/CCG, and other providers are being set up to manage contact tracing. A key link is with the London Coronavirus Response Centre (LCRC).

Local outbreak plans are a way to build on our strong public health expertise of the DsPH, linked to our Health Protection Covid Board so that there is broader support for the pandemic, with support from the local Bromley COVID Strategic Response Group and the council Executive recognising that public engagement and trust is crucial to keep the R rate down. The local outbreak plan will include 7 key themes:

- 1 - Planning for local outbreaks in care homes and schools
- 2 - Planning for local outbreaks in other high-risk places, locations and communities of interest including sheltered housing, dormitories for migrant workers, transport access points, detained settings, rough sleepers etc
- 3 - Identify methods for local testing to ensure response that is accessible to the entire population
- 4 - Assessing local and regional contact tracing and infection control capability in complex settings and the need for mutual aid
- 5 - Integrate national and local data and scenario planning through the Joint Biosecurity Centre Playbook
- 6 - Supporting vulnerable local people, including support to get help to self-isolate
- 7 - Establish governance structures

Bromley will be providing a local support role to the work of the London Coronavirus Response Centre and provide support and guidance around any identified 'community clusters' which are defined as 'a number of positive tests in a locality or a common site or activity'. The local authority will be notified by PHE if a community cluster is identified. For more detail on the Local Authority response and role please see appendix 2, and for more information on the contact tracing approach see appendix 3.

	Setting						
	Care settings	School and Early Years	Workplace	Primary care	Prison/ custodial institutions	Homeless and/or hostel	Community cluster
London Coronavirus Response Centre response	<ul style="list-style-type: none"> - Receive notification from Tier 2 - Gather information and undertake a risk assessment with the setting - Provide advice and manage cases and contacts, testing and infection control - Provide information materials to the setting - Recommend ongoing control measures - Convene Incident Management Team (IMT) if required - Provide information to DsPH and advice/recommendations for ongoing support 						<ul style="list-style-type: none"> - Receive notification from Tier 2 - Support Local Authority in their risk assessment of and response to an identified community cluster

Local authority response	<ul style="list-style-type: none"> - Prevention work and respond to enquiries - Support vulnerable contacts who are required to self isolate - Liaise with settings to provide ongoing advice and support for testing, communications, infection control and PPE - Participate in IMT if convened by LCRC - Local communications e.g. briefings for Cllrs, local press inquiries, communications with the public - Liaise with CCG, GPs and other healthcare providers to provide ongoing healthcare support to setting 	<ul style="list-style-type: none"> - Receive notification from Tier 2 - Convene IMT - Provide support to community which may include translated materials, support to self-isolate, advice and enforcement - Liaise with the local CCG, GPs and other healthcare providers - Local communications (e.g. Cllr briefing, local press inquiries, comms with public)
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3.2 Resources required

A Joint Agreement between the LCRC and the LA has been sent and is being reviewed by the legal team. The LCRC Operations Group (PHE London) is working on surge capacity and to ensure co-creation of the enhanced specialist Health Protection response between LCRC and LAs.

This is a first assessment of the additional resources needed. It is likely that Public Health in the local authority will see a significant increase in workload. Bromley will need to be able to deal with outbreaks at an unprecedented scale across multiple locations and facility types simultaneously.

3.3 Resources Audit

In order to support the work of engagement around test and trace and developing local infection control plans, investigating outbreaks and offering advice, guidance and training, we have audited our current resources and identified possible gaps which will need to be in place for timely action to be taken in the case of an outbreak in the borough.

As stated earlier in the report, we are awaiting further guidance from Central Government and the resource implication will be updated upon receiving this. Our initial assessment of what is required is outlined below.

3.3.1 Staff currently redeployed to the Contact Tracing work

6.0 WTE staff (9 staff) in the Public Health team have currently been redeployed for part of their role to the Contact Tracing work.

0.1 WTE of the Manager of the Volunteering Programme in Bromley is allocated to this work.

0.6 WTE of an external Public Health Specialist has been appointed on a short term basis to support this work

3.3.2 New resourced identified to support Contact Tracing work

Additional Public Health Intelligence analyst time will be needed in the future. This work is currently taking 0.5 wte Public Health Consultant time and 0.1 wte Public Health Intelligence analyst time to set up the data hub and information flows, but this is likely to change to 0.3 wte Public Health Consultant time and 0.4 wte Public Health Intelligence analyst time once the systems are up and running.

Extra capacity, if needed, will come from Environmental Health with Environmental Health Officers increasingly bringing their local expertise should a community cluster occur in the borough.

There are likely to be additional costs to Housing as a result of homeless people being asked to self-isolate:

- Hotel rooms
- Taxi costs to transport people to temporary accommodation

New Responsibility	Bromley Response	Resource implications	Resources required
Local outbreak management of Covid-19 in key or complex settings	<p>1. Diverted clinical and non-clinical staff within Public Health department</p> <p>2. Diverted staff from other teams</p> <p>3. Taken on additional capacity in Public Health for Covid-19</p>	<p>1. 3.8 wte senior nurse 0.6 wte Public Health Consultant 0.4 wte Public Health Intelligence analyst 0.6 wte link to volunteering team 0.6 wte Admin support</p> <p>2. Recruiting/co-ordinating volunteers Managing the assistance helpline 0.1 wte Volunteering programme manager</p> <p>3. 0.6 wte External Public Health specialist Public Health Intelligence analyst Environmental Health Officers – training/other costs</p>	<p>1. TBC</p> <p>2. No additional resource required at present</p> <p>3. £15,000 (already agreed) Intelligence analyst cost unknown EHO costs TBC</p>
Local area outreach and engagement with hard-to-reach or disconnected residents, groups and communities (see appendix 4 for an outline of communication resources required in more detail)	Engagement with VCS, Adult Social Care, housing, volunteering team	Support to VCS - new printed materials Communications costs (see Appendix 4)) to include design work, print as necessary, copy writing and local targeted adverting	£300 £4,000
Mitigating the wider impact of the expansion of tracing and testing on local communities, economies and residents	Not yet started. To be taken forward via the Health Protection Covid Board	TBC –awaiting further guidance from Central Government	Awaiting further guidance from Central Government TBC
Supporting residents and settings that may be negatively impacted or at-risk by the expansion of tracing and easing of lockdown	To be taken forward via the Health Protection Covid Board.	Awaiting further guidance from Central Government Additional PPE for staff	Awaiting further guidance from Central Government TBC
Establishing regional or area networks to provide mutual-aid, sharing of intelligence and LA-to-LA support in the instance of pressure on the national system	No plans currently developed.	Awaiting further guidance from Central Government TBC	Awaiting further guidance from Central Government TBC
Co-ordination of local partners (health, police and others) to mitigate local impact, and to respond to local issues and pressure-points generated by the roll-out of testing and tracing	Health Protection Covid Board to contribute to local Outbreak Control Plan	Awaiting further guidance from Central Government	Awaiting further guidance from Central Government
Set up data hub to co-ordinate and establish a single-view of the local intelligence and insight about infection, tracing and testing in their local area. Establish a data-hub or repository of all data that is available on local infection, and develop local protocols for the control,	Work stream in place	0.5 wte Public Health Consultant awaiting further guidance from Central Government	Awaiting further guidance from Central Government TBC

sharing and reporting of that information in line with national guidance, and existing statutory information governance duties			
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4. POLICY IMPLICATIONS

None

5. FINANCIAL IMPLICATIONS

- 5.1 The Local Authority Covid-19 Test and Trace Service Support Grant allocation was announced on 10th June, with Bromley due to receive the sum of £1,370k. The grant is provided to support the Council in relation to the mitigation against and management of local outbreaks of Covid-19.
- 5.2 The total resources required to undertake the work detailed in this report and any associated financial implications are not fully known at this point. To date, a total of £19k has been identified as being required, which has been agreed by the Director of Public Health; £4k for communication resources as detailed in the Appendix 3, and £15k to employ an external Public Health Specialist.
- 5.3 It is recommended that the Leader agrees to delegate authority to the Director of Public Health, in consultation with the Portfolio Holder for Adult Care and Health, to incur expenditure up to her approved budget and no more than £100k
- 5.4 The additional Public Health Intelligence Analyst capacity that will be needed has not yet been clarified as the details of the Data Hub that will be needed are not complete, and the additional surge capacity in managing complex outbreaks in Bromley is awaiting modelling data from PHE.

6. LEGAL IMPLICATIONS

- 6.1 Local authorities and PHE will conduct follow up of these settings as outlined on Page 4 and fulfil their statutory duty for safeguarding and protecting the health of their population.
- 6.2 PHE has responsibility for protecting the health of the population and providing an integrated approach to protecting public health through close working with the NHS, Local Authorities, emergency services and government agencies. This includes specialist advice and support related to management of outbreaks and incidents of infectious diseases.
- 6.3 The health system has a shared responsibility for the management of outbreaks of Covid-19 in London
- 6.4 Infection control support for each setting will be provided in line with local arrangements
- 6.5 Under the Care Act 2014, Local Authorities have responsibilities to safeguard adults in their areas. These responsibilities for adult social care include the provision of support and personal care (as opposed to treatment) to meet needs arising from illness, disability or old age
- 6.6 Under the Health and Social Care Act 2012, Directors of Public Health in upper tier and unitary local authorities have a duty to prepare for and lead the local authority public health response to incidents that present a threat to the public's health
- 6.7 Medical practitioners have a statutory duty to notify suspected and confirmed cases of notifiable diseases to PHE under the Health Protection (Notification) Regulations 2010 and the Health Protection (Notification) Regulations 2020
- 6.8 Covid-19 – Notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 requires organisations to process confidential patient information for a Covid-19 purpose.

7. PERSONNEL IMPLICATIONS

- 7.1 As the operational model for this work is clarified the Council will determine the most appropriate option for increasing staffing resources necessary to support the contact tracing work, either on a temporary or more permanent basis.

8. INFORMATION GOVERNANCE

- 8.1 Processing and storing of personal and personal sensitive information is governed by the UK by the GDPR and UK DPA 2018. Information collected, stored and shared should be necessary and proportionate to the function or activity being undertaken.
- 8.2 The Article 6 legal basis for processing personal data for the purposes of Contact Tracing is: 6.1 (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- 8.3 The Article 9 legal basis for processing special category data for the purposes of Contact Tracing is: 9.2 (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy.
- 8.4 The Secretary of State for Health and Social Care has placed a requirement on Health and Social Care Organisations to process confidential patient information for the purposes set out in Regulation 3(1) of COPI to support their response to Covid-19 (Covid-19 Purpose).
- 8.5 Organisations have been provided with a notice under Regulation 3(4) and are required to process confidential patient information, including disseminating to a person or organisation permitted to process confidential patient information, including disseminating to a person or organisation also permitted to process confidential patient information under Regulation 3(3) of COPI.
- 8.6 Organisations are only required to process such confidential patient information where the confidential patient information to be processed is required for a Covid-19 Purpose as defined in the Notice served in March 2020 and will be processed solely for that Covid-19 Purpose in accordance with Regulation 7 of COPI.
- 8.7 These arrangements have been put in place from the date of the Notice until 30th September 2020 or until such time that the notice is extended, this will be regularly reviewed as the pandemic progresses.

Non-Applicable Sections:	Policy Implications
Background Documents: (Access via Contact Officer)	NHS Test and Trace: How it works https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Local Authority Test and Trace Service Support Grant Determination (2020/21) [No 31/5075] Covid-19 – Notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002

APPENDIX 1 - BACKGROUND

The NHS test and trace service ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents. It helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus.

The main objective of this service is to help return life more to normal, in a way that is safe and protects our NHS and social care. The service will help to control the rate of reproduction (R), reduce the spread of the infection and save lives. The service will allow us to trace the spread of the virus and isolate new infections and play a vital role in giving us early warning if the virus is increasing again, locally or nationally.

As of 1st June 2020, NHS Test and Trace was launched across the UK. The mechanism to enact this operationally has two broad and interconnected components:

1. **Testing and contact tracing system** – through the NHS and PHE. Contact tracing is delivered through three tiers/ levels of call handling, supported by a web-based data management and messaging system called CTAS (Contact Tracing and Advice Service) and at a future unspecified date, possibly by a mobile app. Level 1 contact tracing is through LCRC (London Coronavirus Response Cell, PHE), Level 2 through a cadre of circa 4-5k formed of NHS staff brought back from retirement, and Level 3 through another cadre of circa 18-20k call centre type call handlers who are suitably trained and operating from scripts and SOPs (standard operating procedures).

2. **Local Authority Test and Trace system** – this is linked very closely with Level 1 LCRC functions and the rest of this report concentrates on this component of the overall NHS Test and Trace model.

Local Authority role

Underpinned by the six-point action plan (appendix 2) and structured on the seven themes local authorities must undertake the following **broad functions**:

1. **Local Outbreak Control and Management**: Supporting LCRC in complex settings or leading on managing the outbreak supported by LCRC in community clusters

2. **Creating a data and intelligence hub**: Creating a clear picture of the situation in the borough based on consolidating data from multiple sources and local intelligence

3. **Supporting vulnerable people**: Supporting the additional needs of vulnerable individuals who may be affected by the instruction to self-isolate/ quarantine or become vulnerable as a result

4. **Undertaking local Lock-downs**: Facilitating, on the advice of the DPH (in turn on the advice on JBC – Joint Biosecurity Centre), the local lock-down of neighbourhoods/ buildings/ streets/ town centres etc., where $R > 1$ (unclear what the powers of LA will be in this regard and how this will be transacted)

5. **Communicating and engaging with local residents**: Through pre-existing and established channels as well as through elected Members, partners and wider stakeholders embarking on an effective and on-going health promotion campaign to enlist the buy-in of residents to do the right thing and comply with the self-isolation/ quarantine instructions, observe social distancing and all other Public Health measures

6. **Governance**: Setting up the appropriate governance mechanism to support 1-5

To fulfil these broad functions, the Local Authority needs to do the following:

1. Nominate a **SPoC for the LA** on Testing and Tracing

2. Create a **Covid-19 Local plan** with the following components:

a. **Local Outbreak Control Plan (LOCP)** based on the seven themes in Page 5 of this report. This includes scenario planning. All Local Authorities will be expected to produce this by the end of June

b. **Communication and engagement plan** for preventive work with schools and other settings to reinforce infection prevention and control measures and safe working

c. **Governance** (see 5-7 below)

3. Sign off the **Joint Agreement** between Local Authorities and PHE
4. Plan the **deployment of resources required based on the funding allocation** for Bromley as per the Grant conditions and stipulations
5. Establish a **Covid-19 Health Protection Board**, chaired by the DPH, whose function is to develop the LOCP, work with LCRC and local stakeholders on managing and controlling outbreaks, support vulnerable individuals and create a robust data and intelligence function that continues to inform and support all the work (functions 1, 2, 3 & 4)
6. Establish a **Strategic Co-ordinating Group**, which is a Gold emergency planning group to support, to co-ordinate and partner with broad local groups to support delivery of outbreak plans (e.g., Police, SIRE, NHS etc) (functions 1-3 as needed, functions 4 and 5 significantly)
7. Establish a **Local Outbreak Engagement Board**, which provides political ownership and public-facing engagement and communication for outbreak response (functions 4 and 5)

Current status:

Task	Current status	Gaps
1. SPoC for the LA	Dr Jenny Selway identified as SPoC	Complete
2. Covid-19 Local plan	a. Local Outbreak Control Plan (LOCP) b. Communication and engagement plan c. Governance	Final draft LOCP complete – to be circulated to the Health Protection Covid Board for agreement Communication and engagement plan in place Governance of this process agreed and in LOCP
3. Joint Agreement	Final version has been circulated and checked with Legal Services	Needs to be reviewed and signed off
4. Funding allocation planning	Allocation issued	Resources and capacity have been determined and costed where possible in this paper
5. Health Protection Covid Board	Health Protection Covid Board established with representation from Environmental Health, Housing, Education, Communications, Public Protection, ASC, CCG, GP, BHC, Police, VCS.	Complete
6. Strategic Coordinating Group	Bromley Strategic Response Group (Gold) serve this function	Complete
7. Local Outbreak Engagement Board	This function is provided by the LBB Executive, with links to the Health and Wellbeing Board and the Bromley Resilience Forum	Complete

APPENDIX 2 - THE LOCAL AUTHORITY RESPONSE AND ROLE

Guiding rather than prescribing

Given the emergent nature of the national model, the national approach is to offer guidance rather than prescription in terms of how Local Authorities may choose to organise local models and responses. The section of the report below sets out these core-elements via a potential six-point plan that can guide local activity and action.

Local Authority six-point plan

This six-point plan is for each Local Authority to consider in establishing its local model and response in support of the national roll-out of the contact tracing programme. The six points are as follows:

Point 1: The Local Authority model: core requirements and structures

Point 2: Supporting and protecting vulnerable groups







Point 3: Understanding and mitigating wider community impact

Point 4: Leading the local partnership response

Point 5: Connecting and engaging local communities

Point 6: Building London regional resilience and mutual aid

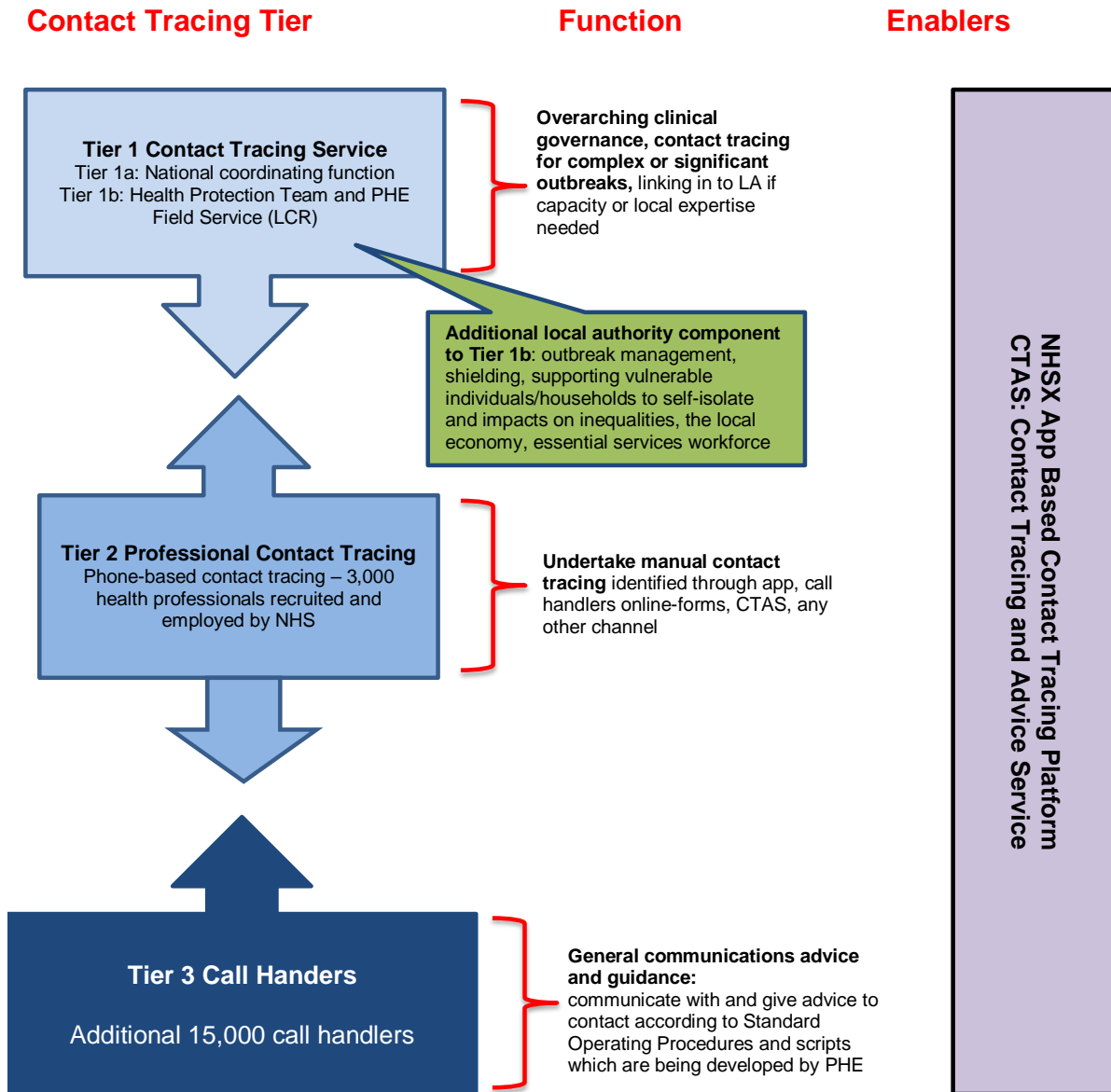
The following diagram sets out a summary of the proposed elements and components of each point of the plan.

 Point 1: Core requirements	 Point 2: Vulnerable groups	 Point 3: Community and economic impact	 Point 4: Local partnership response	 Point 5: Connecting and engaging communities	 Point 6: London regional resilience
Establish a LA Contact Tracing Lead and WG	Identifying potentially vulnerable groups	Understanding local community and economic impact	Partnership engagement	Mitigating low take-up of the national model	Local and regional resilience
Focus on Outbreak Management	Understanding vulnerability	Community Impact Checklist	Joining-up local intelligence with partners	Understanding barriers to engagement	Potential voluntary secondment to LCRC
Establish a local Data Hub	Role of shielding and 'shielding plus' services	Workforce Impact Checklist	Developing joint-action plans with partners	Focus on vulnerable groups and personas	Mutual-aid arrangements
Workplaces and buildings				Baseline and enhanced communications	
<p>Developing a toolkit: In addition to the six-point plan set out above a toolkit of practical guides, structures, role profiles, scripts, and best-practice examples is being developed for LA's to access, co-design and develop,</p>					

6 Point Plan	Summary Actions	Bromley update
<p>Point 1: The Local Authority model: core requirements and structures</p>	<p>Core requirements for engaging/co-ordinating with the national tracing model:</p> <ul style="list-style-type: none"> • Identify a Local Authority Contact Tracing Lead (guidance strongly suggests that this should be the local Director of Public Health) • Establish a Local Authority Contact Tracing Working Group (i.e. Local Authority Contact Tracing Lead, Public Health leads for infection control and outbreak management, Environmental Health services, Health and Safety, Communications, Representatives from key services linked to high-risk settings (ASC, CSC, Education, Housing), consideration of representation of critical partners (Local CCGs, Health provider trusts, and the Police), Consideration of representation from local VCS and faith groups) • Review local outbreak control readiness, processes and structures and begin considering undertaking scenario planning on how outbreaks will be managed within key settings (e.g. Care Home, Schools, Hospitals etc.) • Establish a local data-hub to co-ordinate and communicate local information and data on tracing and testing in the local area. • Make LA and Partner owned and operated workplaces and settings safe by ensuring social distancing and core H&S requirements and reporting are being managed and adhered to 	<p>CT Lead in Bromley is Dr Jenny Selway</p> <p>Health Protection Covid Board established with representation from Environmental Health, Housing, Education, Communications, Public Protection, ASC, CCG, GP, BHC, Police, VCS.</p> <p>Structures under review as part of Bromley Outbreak Control Plan. Scenario planning completed. Local Data hub in development. Data mapped LA and Partner sites being made safe.</p>
<p>Point 2: Supporting and protecting vulnerable groups</p>	<ul style="list-style-type: none"> • Consider specific residents and groups who may need additional support as a result of being asked to self-isolate. A number of groups have been identified as potentially highly impacted by the expansion of requirements to self-isolate • Understand local vulnerability and develop local approach to address these • Consider the role of volunteering and assistance services going forward and how these can support local response. 	<p>Local workshops to identify groups and identify details of support via scenario work.</p> <p>Impact checklist for vulnerable people completed. Volunteers receiving appropriate training. Systems in place and ready to support Test and trace.</p>
<p>Point 3: Understanding and mitigating wider community impact</p>	<ul style="list-style-type: none"> • Understand and plan to mitigate impacts of extended scope of self-isolation in your area. These impacts include impacts on local economies, businesses and enterprises, community groups, essential services and workforce, and local enforcement. • Develop/update local business continuity plans to prepare for scenarios where large proportions of the local workforce are asked to self-isolate (especially those required to deliver critical face-to-face or in-office services). • Additional considerations: local level SIT rep reporting (for high risk services), sharing of best practice, planning for the next phases of the 	<p>Volunteer and assistance plans in place and ready to support. Local authority impact work with businesses in place. Not yet completed.</p> <p>SIT rep template will be put on SharePoint to enable access for</p>

	easing of restrictions and regular engagement with critical local businesses in key sectors etc.	reporting. Contact Tracing Lead accessing best practice resources available.
Point 4: Leading the local partnership response	<ul style="list-style-type: none"> • Ensure a ‘whole-area’ approach is taken to responding to the potential expansion of self-isolation and general increased risk as lock-down is incrementally eased. Consider inviting key partners to be part of the proposed Local Area Contact Tracing Working Groups (CCG, Police, VCS), supporting local area-based data hub to co-ordinate local information, and /or developing joint-action plans between the local authority, CCG and police partners. 	All relevant agencies are part of Health Protection Covid Board. Local Contact Tracing Working Group in process of being set up and will develop Action Plan jointly with partners
Point 5: Connecting and engaging local communities	<ul style="list-style-type: none"> • Consider level of support LAs are able to provide in supporting the local uptake and outreach of the national testing and tracing model. • Develop understanding of the potential outreach and engagement gaps • Consider mitigating the risk of low-take up and engagement with hard-to-reach groups and communities. 	LBB staff will support Test and Trace including Public Health, EHOs. Commissioned clinical services may be asked to support. Addressed in workshop and scenario work. Scenario work identified details for SOPs.
Point 6: Building London regional resilience and mutual aid	<p>It appears highly likely that this variation may continue into the future and as such developing regional resilience within London appears to be a critical consideration e.g.</p> <ul style="list-style-type: none"> • Voluntary secondment of resource into LCRC to support rapid regional deployment of resource to areas of pressure and need. • Establishment of more formal mutual aid and sit-rep reporting within localities in London. 	Verbal assurance from London LCRC that they are well resourced. Not yet developed.

APPENDIX 3 - CONTACT TRACING APPROACH



Digital Enablers

- **CTAS (Contact Tracing and Advice Service):** This is the back-bone of the contact tracing system. It is a multi-functional web-based tool that is the repository of data for contact tracing from which all tiers will operate, it allows members of the public to input data, and cascades automated advice out through emails and texts.
- **App-based contact tracing:** This will form the basis for mass contact tracing (awaiting further clarity from Central Government on this)

Main actions

1. To notify confirmed case about test result and advise her/him to self-isolate for 7 days or till symptoms subside if longer than 7 days
2. To ascertain close contacts of the confirmed case and advise them to quarantine for 14 days
3. If contacts become unwell during 14-day quarantine period, to be tested and follow pathway for confirmed case if Covid-19 positive

Phase 1: Non-App Pathway

1. Intake from those testing Covid-19 positive from Pillar 1 and 2 testing¹ - includes Care Home staff testing, home testing, regional drive through testing, mobile unit testing, and NHS testing
2. People testing positive will be asked to log-in to CTAS and enter their own information and that of their close contacts; based on which CTAS will send out automated advice
3. For lab confirmed Covid-19 positive cases, the case details will be logged by the lab onto CTAS. CTAS will then generate an automated text to the case and advise case to self-isolate and invite him/her to log-on to CTAS and enter information on contacts
4. Tier 3 call handlers will ensure that this loop is completed for cases and their contacts
5. In case Tier 3 call handlers are unable to complete this process for a given case and contacts, they will escalate the case to Tier 2 call handlers
6. Tier 2 call handlers will then assess whether there is any complexity identified or not in the situation (complexity could be an outbreak scenario or a case/ contacts with complex needs)
7. If no complexity is identified, then Tier 2 call handler will interview the case and give the person the appropriate self-isolation advice and ascertain the details of close contacts. Then they will log this information onto CTAS and automated advice will be sent to contacts, failing which the contacts will be followed up by Tier 3 call handlers
8. If complexity is identified, then case is passed on to Tier 1 (LCRC) call handler to manage.
9. In all cases and contacts, call handlers will ascertain whether there are additional support needs, and accordingly refer on to Local Authorities for this support
10. The anticipated role for Local Authorities is not to undertake universal contact tracing, but otherwise to focus on responses to outbreaks in local complex and 'high-risk' settings working in collaboration with Tier 1 of the national model.

Phase 2: App Pathway – TBC

¹ Pillar 1: swab testing in PHE labs and NHS hospitals for those with a clinical need, and health and care workers; Pillar 2: swab testing for essential workers and their households, as well as other groups that meet the eligibility criteria as set out in government guidance

APPENDIX 4 - COMMUNICATION RESOURCES IN DETAIL

Scenario	LAs Role (dependent on local need and resourcing)	Resource implications	Resources required
Baseline outreach activities	<ul style="list-style-type: none"> ➤ Raise awareness & generate community understanding ➤ Promote the Government’s communications messages via existing channels ➤ Promoting take up of the app (awaiting clarity from Central Government on this), but also promoting awareness of alternative approaches for those who remain resistant to the app ➤ Engage with partners, VCS and other agencies to spread the message ➤ Regular engagement and sharing of best practice among LAs ➤ LAs nominating local communications leads ➤ Participate in London Test and Trace Communications group to share best practice 	<p>Website, twitter, facebook, leaflets, “easy read” resources</p> <p>“Bromley-ise” messages</p> <p>Writing capability</p>	<p>£300</p> <p>£1,000</p> <p>£2,500</p>
Enhanced support of the new solution	<p><i>As above plus</i></p> <ul style="list-style-type: none"> ➤ Undertaking local gap/outreach analysis: identification of ‘hard to reach’ and at-risk groups using local intelligence ➤ Targeted and bespoke local communications – via existing partnerships and channels, or via development of targeted, local guides and communications material for hard to reach groups ➤ Commissioning of additional insight gathering activities (surveys, forums, workshops etc.) to gather qualitative feedback and intelligence ➤ Establishment of outreach communications strategy ➤ Bespoke support for hard to reach or vulnerable residents ➤ Development of local digital outreach and digital inclusion programmes to support awareness and uptake of the Track and Trace service ➤ Pan-London coordination/alignment/sharing resources 	<p>Local ads for hard to reach audiences</p>	<p>£500</p>

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Report No.
DRR20/003

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **LEADER**
For pre-decision scrutiny by the Renewal, Recreation and Housing Policy, Development and Scrutiny Committee

Date: July 2020

Decision Type: Non-Urgent Executive Key

Title: **ESSENTIAL HOUSEHOLD GOODS**

Contact Officer: Tracey Wilson, Head of Compliance & Strategy
E-mail: tracey.wilson@bromley.gov.uk

Chief Officer: Sara Bowrey: Director, Housing, Planning & Regeneration

Ward: All wards

1. Reason for report

1.1 This report sets out the reasons for establishing a new Framework Agreement for the provision of essential household items needed to meet the basic requirements of homeless people leaving temporary accommodation and moving into settled accommodation

1.2 The current framework agreement expires 31st March 2021.

2. **RECOMMENDATION(S)**

2.1 **The Renewal, Recreation and Housing PDS Committee are asked to note and comment on the contents and recommendations contained within this report.**

2.2 **The Leader is asked to:**

Approve the request to proceed to procurement to establish a new Framework Agreement for the Provision of essential household goods at an estimated annual value of £259k to commence on 1 April 2021 for a period of three years with the option to extend for two years (whole life value of £1,295k).

Impact on Vulnerable Adults and Children

1. Summary of Impact: To support vulnerable people/families to return to or remain in the community to ease exceptional pressures on families through the provision of essential household items
-

Corporate Policy

1. Policy Status: Existing Policy: Updated Policy – Appendix 1
 2. BBB Priority: Children and Young People Excellent Council Supporting Independence
-

Financial

1. Cost of proposal: Estimated Cost : £1,295k total; £875k (Housing) plus £420k (Setting Up Home Allowance (SUHA))
 2. Ongoing costs: Recurring cost: £175k per annum (Housing) plus £84k (SUHA) (estimated)
 3. Budget head/performance centre: Bromley Welfare Fund; SUHA budget
 4. Total current budget for this head: £639k (Welfare Fund balance as at 31st March 2020). £70k SUHA
 5. Source of funding: Bromley Welfare Fund earmarked reserve. SUHA budget
-

Personnel

1. Number of staff (current and additional): current: 1 part time member of staff
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Statutory Requirement: Care Leavers Setting up Home Allowance is a statutory requirement. The Welfare Fund is not a statutory requirement but assists in fulfilling statutory rehousing duties.
 2. Call-in: Call-in is applicable
-

Procurement

1. Summary of Procurement Implications:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected):

Approximately 5,000 – 6,000 enquiries are received each year and 2000 -3000 of these households are at imminent risk of homelessness. There are currently in excess of 1650 households placed in temporary accommodation to whom the Council has a statutory rehousing duty under the homelessness legislation. This number is currently rising by between 12 and 15 households per

month. Around 550 families are assisted to move into settled accommodation each year. Approximately 100 care leavers are assisted through the Setting Up Home Allowance each year.

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not applicable
2. Summary of Ward Councillors comments: Not applicable

3. COMMENTARY

- 3.1 The Welfare Reform Act (2012) ended the provision of Community Care Grants and Crisis Loans under the Discretionary Social Fund for living expenses provided by the Department for Work and Pensions. Funding was transferred to Local Authorities from 1 April 2013. Whilst there is no statutory duty requiring Local Authorities to deliver a specific scheme to administer this funding, the Council considers it in the best interests of the community to run such a scheme and in July 2014 the Resources Portfolio Holder approved the adoption of a white goods and furniture welfare scheme from 2015/16.

The scheme replaced the Bromley Welfare Fund following the government decision to withdraw ongoing funding. The fund has primarily been used to award furniture and white goods to people leaving temporary accommodation or an institution.

- 3.2 It was agreed that the scheme would be restricted both in terms of eligibility criteria and goods available (cookers, fridges, freezers and beds) which have been identified as the minimum items required for the Council to meet its statutory duty to provide suitable settled accommodation for statutory homeless households. A Framework Agreement consisting of three lots was tendered in early 2017

Lot 1: Supply and fit of specified white goods

Lot 2: Supply of specified beds

Lot 3: Supply of household goods

- 3.3 Members approved five suppliers to be appointed to the Framework. Previously, one of the suppliers on the framework has stopped trading and another supplier wanted to increase their prices to an extent that was not competitive. It is recognised that the limited number of organisations could, potentially, limit options for the smooth delivery of the service but as the Council is not bound solely to the use of the Framework it would be able to go back out to the market under a separate tendering exercise if required.
- 3.4 Whilst reviewing the service in 2017 it was identified that Children's Social Care, Leaving Care Team regularly purchase a number of comparable items. Under the Children Leaving Care Act, care leavers are entitled to a setting up home allowance to ensure that they have the essential household items needed to set up a new home. The Leaving Care Team were purchasing these essential living items on an ad hoc basis which does not ensure best value for money. Analysis of expenditure over a year confirmed that the white goods and beds could have been purchased more economically using the framework and with faster delivery times. Any delays in moving Care Leavers into independent living result in additional placement costs.
- 3.5 There are currently 207 Care Leavers and approximately 100 care leavers are assisted through SUHA each year (setting up home allowance). £2,500 funding is available to each Care Leaver and they can use this for items such as: bed, wardrobe, cooker, washing machine, kettle, toaster, sofa, television, curtains, carpet, bedding, towels etc.
- 3.6 It is still the recommendation that the Children's Leaving Care Team are able to access this framework to purchase essential household items for their care leavers.
- 3.7 It is recommended to tender for a new Framework Agreement to begin 01 April 2021 when the current Framework is due to expire. The Framework will be for a period of three years with the option to extend for two years

4. SUMMARY OF THE BUSINESS CASE

- i) The Bromley Welfare Fund exists to provide furniture and white goods to people leaving temporary accommodation or an institution. In using a framework, this will provide best value for money and prevent households from experiencing unnecessary delays in expensive accommodation
- ii) The initial Framework Agreement was put in place for four years. However, given the limited number of suppliers as mentioned above, Commissioners are of the opinion that the establishment of a new Framework Agreement with an existing framework if suitable would allow a cost effective, flexible, reliable approach to service delivery.

4.1 SERVICE PROFILE/DATA ANALYSIS

4.1.1 All applications to the Welfare Fund are quality checked to ensure compliance before an award is agreed. Figure 1 gives an overview of costings and numbers for the last financial year.

Figures 2 and 3 details the total number and type of items authorised in 2017/18, 2018/19 and for the last financial year 2019/20

Figure 4 shows the number of care leavers assisted through SUHA (setting up home allowance) each year

Figure 1:

Bromley Welfare Fund 2019/20 highlights	
○	Total Spend: £161,799
○	487 applications during the last financial year
○	387 households awarded items
○	£418 – average award amount per household
○	£13,483 - average cost of welfare fund awards each month

Figure 2:

Welfare Fund Annual Report					
2017/2018		2018/2019		2019/2020	
Electric Cooker	178	Electric Cooker	131	Electric Cooker	188
Gas Cooker	115	Gas Cooker	86	Gas Cooker	98
Fridge Freezer	269	Fridge Freezer	203	Fridge Freezer	262
Fridge (stand alone)	18	Fridge (stand alone)	24	Fridge (stand alone)	24
Freezer (stand alone)	17	Freezer (stand alone)	20	Freezer (stand alone)	23
Single Bed	252	Single Bed	234	Single Bed	244
Double Bed	26	Double Bed	23	Double Bed	20
Bunk Bed + Mattresses	9	Bunk Bed + Mattresses	8	Bunk Bed + Mattresses	19
Single Mattresses	255	Single Mattresses	218	Single Mattresses	244
Double Mattresses	27	Double Mattresses	20	Double Mattresses	24
Total Items	1,166		967		1,146

Figure 3:

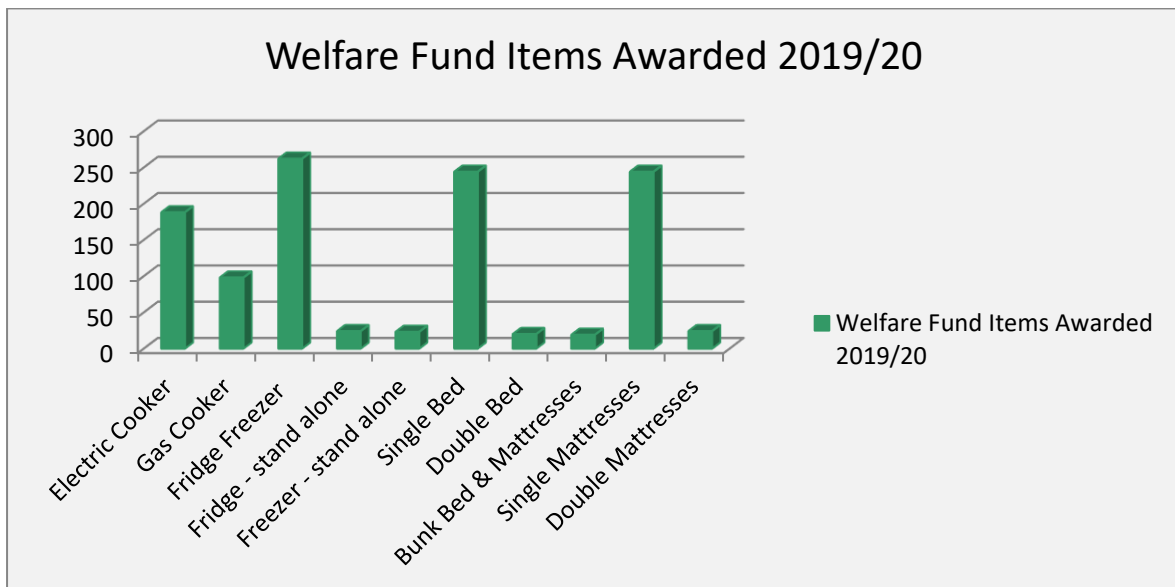
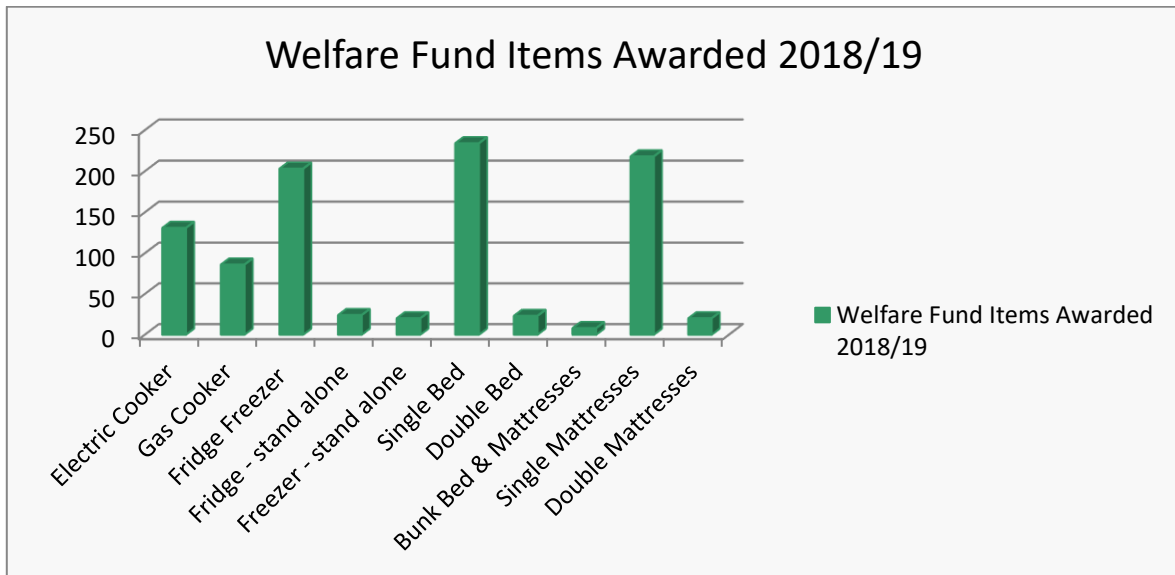
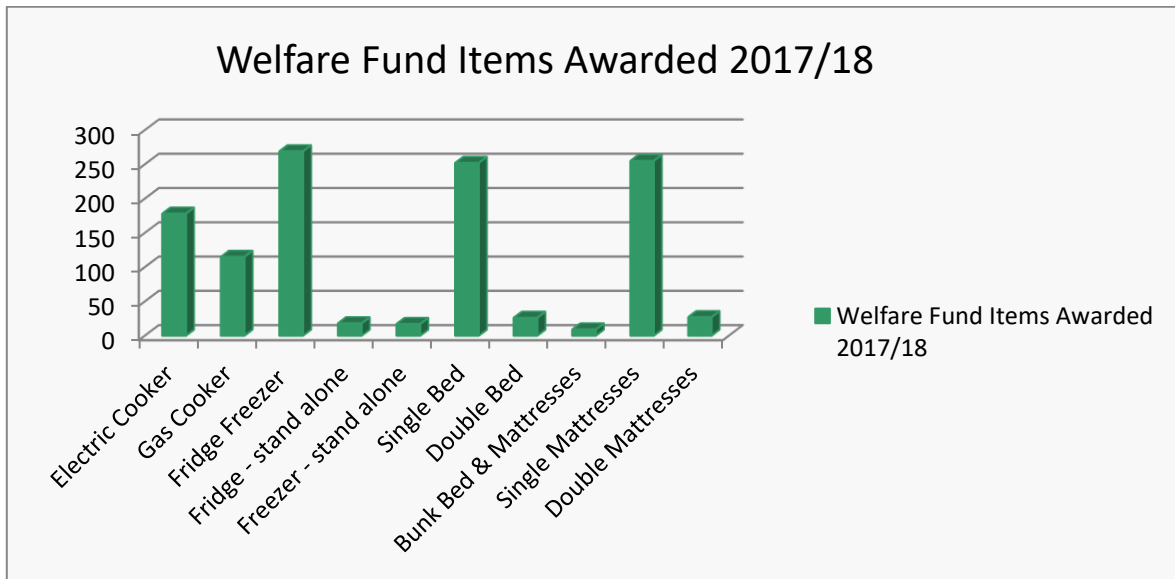


Figure 4:

Care Leavers assisted via Setting Up Home Allowance funding	
2018/18	106
2018/19	97
2019/20	102

4.2 OPTIONS APPRAISAL

- 4.2.1 The following options have been considered at this time
- 4.2.2 Re-tender for an existing framework agreement – there are existing frameworks available where one or more suppliers have been evaluated against criteria such as financial stability, track record, experience and technical and professional ability within their market
- 4.2.3 Re-tender for an existing framework agreement is via a mini competition which allows for expansion beyond the existing framework’s original specification to meet specific requirements. All of the contractors on the relevant lot are invited to tender.
- 4.2.4 Re-tender for a call-off framework where goods/services are defined and priced, against which an order is placed with the supplier that best meets requirements
- 4.2.5 Spot purchase as when there is a requirement but this can present a risk in terms of warranty and safeguarding for vulnerable households
- 4.2.6 De-commission the service and cease to provide funded essential household items for vulnerable households
- 4.2.7 Decommissioning the service would mean asking clients to fund the money for essential items themselves.
- 4.2.8 This could mean that households on a low income would need to request a budgeting advance, (if eligible) which is repayable. This loan could take in excess of 6 weeks to be given, plus additional time to order and receive items. The household may choose to take out loans with very high interest rates, resulting in further stress to an already pressured household. There is a financial cost of keeping households in expensive furnished nightly paid accommodation whilst they try to source money for essential items.

4.3 PREFERRED OPTION

- 4.3.1 The preferred option is to re-tender for a new framework, ideally an existing framework that is already established. This option gives the best value for money, flexibility and products will have a commercial warranty.

Re-tendering for a new framework will allow households to have the essential items they require to settle into their new home, this includes people leaving nightly paid temporary accommodation and moving into the private rented sector, people moving on from refuges

after experiencing domestic violence, people leaving hospital after a long stay or leaving prison. This will also assist us to make best use of available accommodation for our clients in a timely manner such as private rented sector accommodation, so that we don't lose opportunities to re-house our clients as they arise.

Provision of essential household items also helps in the prevention of further stressors for households with safeguarding issues for example providing beds for children who are known to social services and are moving out of temporary accommodation into settled accommodation

4.3.2 387 households have been assisted this year through Bromley Welfare Fund which has assisted them to remain in their homes or to aid them in resettling in alternative accommodation

4.3.3 The contract term will be for three years with an option to extend for two years

4.3.4 The estimated total contract value based on current costs over the maximum five years is £1,295k.

4.4 MARKET CONSIDERATIONS

4.4.1 There are a number of suppliers/retailers that could currently provide a very similar cost (please refer to Figure 5. below) however this would mean spot purchasing, which is a risk in terms of requirements and we wouldn't have the same assurances for our households, some of which are very vulnerable. Many retailers do not provide a more enhanced service such as fitting, installation, taking the item to the room of choice, removing any old appliances, arranging a convenient delivery time and providing reminders. The providers we use are DBS checked and ensure that they operate as environmentally friendly as they can.

Figure 5

Essential Household Goods market research									
Provider	single bed	single mattress	fridge freezer	gas cooker	gas cooker installation cost	electric cooker	electric cooker installation cost	delivery cost	delivery timescales i.e number of days/hours
Current Contracted Provider	£151.13 single bed and mattress (delivery included)	91.33 (delivery included)	181.33 (+ £49.50 delivery cost)	£250.21 including installation (+ £49.50 delivery cost)	included	£227.82 including installation (+ £49.50 delivery cost)	included	£49.50 for white goods	next day for beds/mattresses/electric cooker 3-4 days for gas cooker - due to installation
Argos	£59	£79	£149.99	£179.99	£259.99 includes delivery, installation and recycling	£159.99	£239.99 includes delivery, installation and recycling	£3.95	Same day delivery if ordered by 6pm
AO.com	N/A	N/A	£149	£179	£80 fitted same day	£165	£70 fitted same day	£5 next day delivery	Depends on item
Ikea	£25	£65	£200	N/A	N/A	N/A	N/A	Delivery cost dependant on size of order: £3.95, £9.95 or £19.95 . £39	Monday to Sunday Dependent on postcode
Amazon	£38	£18.95	£189.99 (via fridgemaster)	£200 (supplied by AO)	N/A	£179.00	N/A	Free	Next day dependent on business
Currys	N/A	N/A	£130	£179	£85.00	£160	£75.00	Free	3-5 working days
Wayfair	£64.99	£44.99	N/A	N/A	N/A	N/A	N/A	£40.00	Dependent on product

- 4.4.2 Market research shows that there are established existing frameworks which could be an option, as this would save time and cost
- 4.4.3 As part of the Localism Act in 2011, community care grants and crisis loans were abolished and a limited amount of funding was given to each authority to develop their own local welfare assistance according to need for their communities

5. STAKEHOLDER ENGAGEMENT

- 5.1 Recipients of the scheme are some of the most vulnerable members of the community with high representation from particular equality groups; in particular vulnerable due to disability, mental health, pregnancy or young children and people including those leaving care.
- 5.2 With the removal of the national funding streams set out in paragraph 3.1 of this report and in light of wider welfare reform, such households have reduced access to funds to assist in move on to settled accommodation without access to the welfare fund for the provision of essential; living items these households would not have the financial means to gain essential household goods resulting increased time and cost in the provision of temporary and emergency housing
- 5.3 The number of households requiring assistance is currently increasing, in excess of 1,650 households are currently living in temporary accommodation pending move-on.
- 5.4 Prior to contract award in early 2017, Commissioners consulted with current providers as well as other Local Authorities operating similar schemes to ensure that as many providers as possible were aware of the Council's intentions. Consultation was undertaken with stakeholders including

third sector agencies and support providers at the onset of the scheme with regular updates to ensure that the scheme continues to operate effectively to target those most in need. Other Local Authorities continue to operate very similar schemes – providing basic, limited items for households most in need

5.5 As this service currently exists there will not be an impact on other projects or IT or Customer Services, the current scheme and the way in which it operates is well established

6. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS

6.1 **Estimated Contract Value** – £259k per annum; £1,295k over maximum 5 year period

6.2 **Other Associated Costs** – N/A

6.3 **Proposed Contract Period** – three years with option to extend for two years

6.4 Tender documentation is in the process of being developed: Service Specification, Evaluation Criteria, Instructions to Tender will be made available for interested parties by the end of July 2020

6.5 The contract will be awarded on a framework basis

6.6 Tenders will be evaluated based on 60% Price and 40% Quality. Price evaluation of tenders will be based on prices submitted for items as listed in Lots 1 and 2 only and standard 2 day delivery charge based on each delivery being at least two items. Successful tenderers will then be expected to provide up to date catalogues which includes pricing and the top 5 providers will be selected based on score.

6.7 Figure 5 below shows approximate dates for tendering process

Figure 5

Documents made available from	03 rd August 2020
Closing date for Questions & Answers	31 st August 2020
Closing date for Return of Tenders	07th September 2020
Evaluation of submitted tenders commences	08 th September
Clarification Interviews	Council will notify interested parties if required
Anticipated Award date and advise tenderers	29 th September 2020
Stand still period ends	13 th October 2020
Contract Commencement Date	01 st April 2021

7. SUSTAINABILITY AND IMPACT ASSESSMENTS

- 7.1 The continuation of this scheme will prevent an increased cost in other service areas. The highest numbers of people assisted are those leaving temporary accommodation and institutions.
- 7.2 Requests will be directed by the Council to a designated team which will prevent client/customer conflict, inequality in decision making and lessen the pressure on individual service budgets.
- 7.3 Applications are made through a referring agent for example: social workers, support workers, housing officer, probation officer etc.
- 7.4 Sufficient contingency has been built into the budget to cover any sudden fluctuations in demand and in addition the policy explains the limitations of the scheme which are discretionary and limited.
- 7.5 Ongoing use of a the scheme ensures that households can be moved on more quickly minimising time spent in costly temporary accommodation and reduces the risk of non-recovery of costs of such accommodation.
- 7.6 By offering the service in this way, there has been an reduction in administration costs as well as the opportunity to coordinate different forms of support to individuals.
- 7.7 Inclusion of the care leavers setting up home allowance items, would ensure the provision of equipment and household items to ensure young care leavers have the appropriate equipment and household items to set up a safe, secure and stable home.

8. POLICY CONSIDERATIONS

- 8.1 The Welfare Fund policy (Appendix 1) supports Bromley Welfare Fund to ensure that it is clear and makes best use of the scheme.

The policy makes it clear that:

- It will not make monetary payments directly to the applicant
 - Specified items will be awarded, for example beds, mattresses, cooker, fridge freezer
 - It is the tenants responsibility or nominated person to ensure they are available at the agreed time to take delivery of items, items will not be re-delivered
 - Items that become lost or damaged will not be replaced
 - In the event of the client moving home, items will not be removed and refitted at the new address
- 8.2 The objective of this service assists in achieving the targets set out in Building a Better Bromley and the Homelessness Strategy to promote independence and reduce homelessness and minimise the use and length of stay in emergency accommodation for vulnerable people and families.
 - 8.3 Although the welfare fund is not a statutory service, we are asking for the authority to continue this scheme also helps to ensure that the Council meets its statutory rehousing duties for homeless people. The provision of essential household goods for eligible households can assist in offering

suitable long term housing, by assisting clients to move on from costly temporary accommodation. By re-procuring, we aim to deliver a better service and increased efficiencies.

- 8.4 When completing a review of suitability of s188 and s193 accommodation, consideration of appropriate adjustments under PSED (public sector equality duty) must be evidenced for each individual clients needs.

9. IT AND GDPR CONSIDERATIONS

- 9.1 IT and GDPR have been considered and there is an established process and recording mechanisms already in place.

10. PROCUREMENT RULES

- 10.1 This report seeks approval to proceed to procurement to establish a new Framework Agreement for the Provision of essential household goods. The new Framework is to commence on the 1st April 2021 for three years with the option to extend for two years.
- 10.2 Due to the estimated contract value and the classification of the contract as a supplies contract, the procurement process shall comply with the Public Contract Regulations 2015 for an OJEU procurement process. These obligations include the following:
- i) The tender must be advertised in OJEU and Contracts Finder.
 - ii) The relevant contract award notices must subsequently be published.
 - iii) The procurement must comply with EU Treaty principles of transparency and equal treatment.
 - iv) The procurement must conform with the information provided in the OJEU advert regarding any conditions for participation; time limits for contacting/responding to the authority; and the award procedure to be applied.
 - v) Time limits imposed, such as for responding to adverts and tenders, must be reasonable and proportionate.
- 10.3 The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain the formal Approval of the Portfolio Holder following the Agreement of the Assistant Director Governance & Contracts, the Director of Corporate Services, the Director of Finance, the Chief Officer and the Budget Holder for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 10.4 In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council's e-procurement system.
- 10.5 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

11. FINANCIAL CONSIDERATIONS

- 11.1 The table below sets out the spend on essential household goods over the last three financial years:

	Housing	Children's	Total
	£'000	£'000	£'000
2017/18	109	90	199
2018/19	111	68	179
2019/20	162	95	257

- 11.2 The provision of these goods for households in temporary accommodation is funded from the Bromley Welfare Fund earmarked reserve. As at 31st March 2020, the balance on the reserve is £639k.
- 11.3 It is currently estimated that housing expenditure will total £175k per annum for 2020/21 onwards, which would exhaust the earmarked reserve during 2023/24. The continued funding for this scheme past this date will therefore need to be considered as part of the housing element of the medium term financial strategy.
- 11.4 The setting up home allowance (SUHA) is funded from Children's Social Care core funding. Spend can fluctuate over the years due to the number of care leavers in the borough. However, over the last three years it has averaged at around £84k per annum. There is budget available in the service to continue with this arrangement.
- 11.5 This £84k figure is the total expenditure on all essential household goods for the Leaving Care Service. It would be the maximum expenditure under this arrangement as the Leaving Care Service does use other procurement methods to obtain essential household goods.

12. PERSONNEL CONSIDERATIONS

- 12.1 No staffing implications

13. LEGAL CONSIDERATIONS

- 13.1 The Council has the legal power to secure the provision of the products and services described in this report in support of its various statutory functions together with an express legal power under section 111 of the Local Government Act 1972 to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. These powers enable the Council to provide and commission through a contract or a framework the goods and related services outlined in this report including the statutory duty towards care leavers ; public health powers and also in connection with the prevention of homelessness through the provision of furniture or other goods by gift or loan under the Housing Act 1996.
- 13.2 This report seeks approval to proceed to procurement for provision of essential household goods using either an external or internally set up Framework, at a total estimated value of circa. £1,295k over the five year contract period (3 plus 2 extension).
- 13.3 Under the Public Contract Regulations 2015 (Regulations) the procurement of these supplies is a public contract within the meaning of the Regulations. As the value exceeds the relevant threshold under the Regulations the Council is required to carry out a fully compliant EU Procurement exercise. Regulations 33 and 37 however accepts compliance where the Council call-off from an EU compliant framework set by a central purchasing body which is expressed as being available to the Council and is used within the rules set up by the

framework. The report explains that consideration is being given to procure from such a Framework, by way of a direct award or mini competition call-off contract. Such a Framework must be used compliantly on order to satisfy the Regulations. Alternatively the council may set up its own framework under the Regulations

- 13.4 The procurement implications together with compliance with the Council's Contract Procedure Rules (CPR's) to agree i) to proceeding to procurement for the supplies have both been properly explained elsewhere in this report.
- 13.5 It is also recommended that the report author must consult the legal department regarding the terms and conditions of the framework agreement and the call-off contract.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Appendix 1 – Welfare Fund Policy

Bromley Welfare Fund

1. Introduction

The Welfare Fund has been set up to assist the most vulnerable and financially excluded residents to either remain or to establish themselves in the community by providing essential items. As the fund is limited, there are strict criteria about how and to whom assistance will be offered.

The purpose of this policy is to detail Bromley Council's high level objectives in respect of Bromley Welfare Fund (BWF) and detail how the Council operates the scheme, including the factors that will be taken into account when considering if a BWF award can be made. Each case will be treated strictly on its merits and all applicants will be treated equally and fairly.

The Welfare Fund will assist successful applicants moving into settled accommodation by providing household items that are essential for basic living, health, safety or sanitation to enable a client become established in their new home. It will not make monetary payments directly to the applicant.

2. Statement of Objectives

All applications will be treated on their individual merits based on the information and supporting evidence provided in conjunction with consideration of the current pressures on the available funds. This may mean that not all applications can be agreed.

A BWF award will usually be an urgent, one off provision to enable a client to become established in their new home

The fund will be used with the intention of:

- preventing serious risk to the health, well-being or safety of the Bromley's most vulnerable and financially excluded residents;
- easing severe financial pressure caused by starting a new tenancy;
- helping those, without alternative means, to either establish themselves in the community as a transition from care or prison or to remain in their community.

3. Policy

3.1. Main Features of the Scheme

The main features of the Bromley Welfare Fund are that:

- it is not a statutory requirement for Bromley Council to provide this fund. As such, Bromley Council may choose to vary the way in which this funding is used according to community needs and available funds;
- an applicant does not have a statutory right to an award. All awards are discretionary
- the total expenditure in any one year resulting from awards under this scheme will not exceed the value of the funding available

- although there is not a statutory right of appeal, Bromley Council have elected to operate an internal review procedure for appeals;
- applications cannot be made by the person requiring the items themselves but by their advocates/applicant. See section 3.3, point 1.

3.2. Eligibility Criteria

An application will only be considered where the applicant requires **essential assistance to either remain or establish themselves in the community** and satisfies **ALL** of the following criteria:

1. Must be aged 16 or over.
2. Must have been resident in the London Borough of Bromley for at least 6 months or have been housed as a result of a duty owed by Bromley Council.
3. Must have lived in their current property for no more than 6 weeks at the time of application.
4. Must not have additional income/savings that can be relied upon to meet the need to which they are presenting.
5. Must not be excluded from applying for public funds on the basis of immigration status.
6. Must not have applied for a BWF award in the past 12 months
7. Must not have applied for items you have previously been awarded
8. Must be without sufficient resources which would in turn cause serious risk to their own, or their family's health or safety or well-being.
9. Must not be eligible to receive or have received assistance for the requested funding or loans from other public funds.
10. Must be in receipt of one of the following; Universal Credit, Income Support, Job Seekers Allowance, Employment and Support Allowance, Carer's Allowance, Disability Living Allowance, Personal Independence Payments, Housing Benefit
11. Must not be requesting a replacement item

There is no guarantee that meeting these criteria will result in an award from the Bromley Welfare Fund as each application will be treated on their individual merits.

3.3. Applications

1. An application for a BWF award must be made via a referral from a Landlord, Support and Resettlement Officer, Housing Officer, Support Officer or Care Manager using the online application form on the London Borough Bromley website.
2. Applications from people not meeting the minimum eligibility criteria will not be considered.
3. It is the applicants responsibility to ensure that the correct items are requested at the time of completing the Welfare Fund application, additional items cannot be added at a later date.

3.4. Supporting Evidence

1. It is the responsibility of the applicant to collate and provide evidence in support of the application on behalf of their client. Failure to do so will result in a delay with the application being assessed and a decision could be made in the absence of supporting information which could result in requested items not being awarded
2. Evidence should be provided electronically via secure e-mail, or in person at the Civic Centre or by recorded delivery to **Welfare Fund, Housing Needs Team, 2nd Floor North Block, Stockwell Close, Bromley, Kent, BR1 3UH.**

3. The following evidence should be provided for the intended recipient of the items:
 - a. Proof of income, including benefit entitlement
 - b. Proof that the applicant has pursued other available options:
 - i. e-mails to charities, budgeting loans etc
 - ii. proof of the date the tenancy started
 - iii. proof of residency in the borough for the previous 6 months
 - iv. proof of income and expenditure for all members of the household
4. We may request any other reasonable evidence in support of an application for BWF award. The referrer will be asked to provide the evidence and it must be provided within two weeks of the request although this will be extended in appropriate circumstances.
5. We reserve the right to verify any information or evidence that the applicant supplies, in appropriate circumstances, with other Council departments, government agencies and external organisations or individuals. We may also use the information for the detection/prevention of fraud.
6. If the applicant is unable to or does not provide the required evidence on behalf of their client, in the agreed time, we may treat the application as withdrawn by the applicant and we will not be under an obligation to assess it.
7. In applying this Policy, the decision maker will take into account any alternative funding provision including but not limited to, Discretionary Housing Payment, Disability Care Allowance, Personal Independence Payment

3.5. Assessing an Application

We aim to have assessed an application and, where successful, provided the awarded items to the applicant within two weeks of receiving the application for items

In deciding whether to make a BWF award we will give regard to the client's circumstances including:

- any sources of credit such as cash cards, store cards, credit cards, cheque cards, cheque accounts, overdraft facilities, loan arrangements
- any existing benefit payments which could be used to purchase the requested items (e.g. Disability Living Allowance or Personal Independence Payments)
- the income and expenditure of all occupiers of the household
- the level of indebtedness of all occupiers of the household
- any medical issues, or other exceptional needs, of all occupiers of the household
- whether the circumstances of the client are such that a BWF award would alleviate the problem for the client

We will also consider the following factors when assessing an application:

- the possible impact on the Council of not making such an award, e.g. the client becoming homeless and the costs associated with this
- other existing or possible future pressures on the available fund
- any other special circumstance of which we become aware of during the application process

The possible outcome of an application is to award fully, partially or not at all.

3.6. Successful Awards

The Bromley Welfare Fund will only award goods and make payments directly to the supplier. We will never make payment directly to the applicant/client and will not reimburse for any goods the applicant chooses to purchase themselves.

The items that the BWF usually awards are: Beds*, Mattresses*, Cooker, Fridge Freezer

*A single person will only be considered for a single bed and single mattress

Other items or services may be considered at the Council's sole discretion, if they are deemed essential to assist a family experiencing exceptional pressure to establish or maintain a home in the community

3.7. Notification

We will notify the applicant of the outcome of their request on the day the decision is made. This may be by letter, email, SMS (text) or a combination of these methods.

Where the request for a BWF award is unsuccessful or not met in full we will explain the reasons why the decision was made, and explain the applicant's right of appeal.

We may, with the client's permission, also inform a support worker or advice agency of a decision.

3.8. Delivery and Installation of Goods

It is the applicant's and client's responsibility to ensure that they, or someone else on their behalf, are available at the property to accept the delivery at the pre-arranged time and date. If delivery is unable to take place as there is no one available to grant access to the property, the items will not be re-delivered

It is the applicant's or client's responsibility to ensure that the correct items are ordered and checked immediately upon receipt of delivery. If the item needs to be returned as the wrong item was ordered (i.e. the wrong sized item or the wrong type of cooker), it will not be possible to exchange/replace the item.

If the wrong type of cooker (gas or electric) is ordered and installation is unable to take place, it will become the client's responsibility to arrange for their own installation, we will not exchange/replace the item.

3.9. Responsibility for Awarded Items

Once an application has been assessed and goods have been provided in a satisfactory condition, Bromley Council does not have any responsibility to maintain, replace, dispose of or service the awarded items.

If the items become lost or damaged they will not be replaced by the BWF.

If the client subsequently moves to another property, BWF will not assist with removal or refitting of any previously awarded items.

3.10. Right to Appeal

BWF awards are not subject to a statutory appeals process. Appeals will therefore be decided by the Council.

We will operate the following policy for dealing with appeals about either the decision not to make an award or what items are awarded:

- An applicant/client who wants an explanation of a BWF application decision may request one in writing within 21 days of notification of the decision and we will explain how the decision was made.
- An applicant/client who disagrees with a decision may appeal the decision within 21 days of the BWF decision being notified to the applicant.
- Appeals or requests for an explanation can be made by the applicant or a representative, providing they have permission to act on the client's behalf and must be made in writing or electronically
- The officer reviewing the decision will not have been involved in the making of the original decision.
- The reviewer may request further information and the applicant/client will have 21 days to respond. If the information is not provided in this timescale the review will be undertaken on the information held.
- The reviewer will provide a written or electronic response to the applicant or their client. The review decision is final and there is no further right to review.

3.11. Fraudulent Applications

The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim a BWF award might have committed an offence under the Fraud Act 2006.

If we suspect that fraud may have occurred, the matter will be investigated as appropriate and this could lead to criminal proceedings.

In the event that it comes to the Council's attention that an award has been made as a result of misleading information, deception or fraud the Council will seek repayment of the monetary value of the grant from the recipient.

The Council may take action to recover the sum through the appropriate legal processes and in accordance with its Fair Debt Collection Policy. Punitive action may also be undertaken in accordance with the Council's Anti-Fraud Strategy.

Where it comes to the Council's attention that the applicant/client has received a grant, payment or loan from another source for the same purpose as that for which a grant has been awarded under this Policy, the Council may seek repayment of the monetary value of the award.

Where it comes to the Council's attention that the client has sold an item for which a grant was provided (except where the item can reasonably be expected to be at the end of its useful life) the Council may seek repayment of the monetary value of the grant.

3.12. Publicity

We will publicise the scheme and provide information to relevant agencies, stakeholders and other Council services.

3.13. Definitions

Family/Families

A family shall normally be considered to be individuals or couples with a dependent child or children, or a woman who is over 24 weeks pregnant.

Child

A child is a person under the age of 18 years.

Occupiers of the household/ household members

Anyone who resides within the house

Exceptional Pressures

Exceptional Pressures are considered to be acute needs arising from circumstances that may be eased by provision of essential items.

Exceptional pressures may include acute domestic difficulties for example, the breakdown of a relationship (especially where domestic violence is involved) or the onset of, or deterioration in, a disability of a member of the family.

Exceptional pressures may also arise from unforeseen calamities or natural disasters for example; a house fire or a natural disaster such as flooding.

Report No.
ACH20-030

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: The Leader of the Council

Date: For Pre-Decision Scrutiny by the Adult Care & Health Services Policy Development Scrutiny Committee

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **CONSIDERATION FOR AGREEMENT TO EXEMPT FROM TENDERING THE PUBLIC HEALTH SERVICE LEVEL AGREEMENTS WITH GENERAL PRACTICES**

Contact Officer: Mimi Morris-Cotterill, Assistant Director (Public Health)
Tel: 020 8461 7779 E-mail: mimi.morris-cotterill@bromley.gov.uk

Chief Officer: Dr Nada Lemic, Director of Public Health

Ward: Borough-wide

1. REASON FOR REPORT

- 1.1 This report sets out a review of the performance of Service Level Agreements with Bromley GP Practices for the delivery of specified Public Health programmes and outlines the future commissioning intentions for these services.
-

2. RECOMMENDATION(S)

- 2.1 The Adult Care & Health PDS Committee is asked to note and comment on the contents of this report prior to the Leader being requested to:
- i) Approve the direct award of Service Level Agreements to Bromley GPs for the provision of NHS Health Checks and Sexual Health Services, via an exemption from tendering as per Section 3 and 13 of the Council's Contract Procedure Rules, for a period of 3 years from 1st April 2021 to 31st March 2024 with the option to extend for a further period of up to 2 years.
 - ii) Delegate Authority to the Director of Public Health, in consultation with the Assistant Director Governance & Contracts, the Director of Corporate Services, the Director of Finance and the Portfolio Holder for Adult Care & Health to agree the extension period and to authorise any variation to the SLAs in line with any changes in clinical guidance.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Public Health programmes benefit vulnerable adults and children

Corporate Policy

1. Policy Status: Existing Policy .
 2. BBB Priority: Children & Young People; Excellent Council; Safe Bromley; Supporting Independence and Healthy Bromley
-

Financial

1. Cost of proposal: Estimated cost £2,100k over the maximum 5 year period
 2. Ongoing costs: Recurring Cost. £420k per annum (estimated)
 3. Budget head/performance centre: Public Health
 4. Total current budget for this head: £3,143k (Sexual Health) / £637k (NHS Health Checks)
 5. Source of funding: Public Health Grant
-

Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Call-in Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Approx 95,000 people eligible for an NHS Health Check. Part of the borough-wide Sexual Health Services.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 This report reviews the provision of NHS Health Checks and Sexual Health Services by GP practices under the Public Health Service Level Agreements (SLAs) with Bromley GP Practices.
- 3.2 The current SLAs were awarded for a period of three years, expiring on 31st March 2021 via an exemption from tendering. Approval was granted in September 2017 (CS18051).
- 3.3 GP participation in these Public Health Programmes remains vital as GP Practices hold patient lists covering the local population and have direct access to those patients the Public Health programmes seek to target. All registered GP Practices in the Borough deliver one or more elements of these services.

Current Commissioning Arrangements

- 3.4 All 44 registered GP Practices in the Borough have signed up to deliver one or more elements of these services. This excellent engagement of GP Practices is indicative of the good relationships that Public Health has with these primary care contractors. It will serve as the foundation for developing integrated preventative models with community providers in the future.
- 3.5 Each Service Level Agreement (SLA) is held with the individual General Practice and the budget allocated across each individual contractor is in general relatively low: an average of £10k per annum. Additionally, there is no guarantee of any payment through the contract as it is based on actuals against a set of competitive prices included in the service specification.

NHS Health Checks

- 3.6 This programme is designed to prevent vascular disease and local authorities are mandated to offer NHS Health Checks to 20% of the total eligible population per year. No target is set for the percentage of those eligible to receive a health check but continuous improvement to the percentage is expected and is one of the five statutory requirements:
 - Invite each eligible person aged 40-74 for an NHS Health Check once in every five years and for each person to be recalled every five years if they remain eligible;
 - Risk assessment to include specific tests and measurements;
 - Each person having their NHS Health Check is told their cardiovascular risk score, and other results are communicated to them;
 - Record specific information and data and, where the risk assessment is conducted outside the person's GP Practice, information to be forward to the person's GP;
 - Improve continuously the percentage of eligible individuals having an NHS Health Check.
- 3.7 Payment to practices is based on completed checks - £16 for each check carried out and while practices are not paid for the invitation, there is an administration fee of £6 for each completed check payable to GP practices; this fee covers management of the NHS Health Checks register, data entry and necessary follow ups as a result of the checks.

- 3.8 To control spend, Bromley caps those eligible to receive an NHS Health Check to 10% of the eligible population. The current uptake is below this level so there is no concern that the NHS Health Checks budget will overspend.
- 3.9 GP practices under the current SLA have met the competency levels specified in the SLA service specifications and have delivered all elements of the NHS Health Checks to the required standard.

Sexual Health Services

- 3.10 GPs in Bromley are commissioned to provide an integrated sexual health service model in primary care. Under the GP SLA, opportunistic STI screening is offered by participating practices to their patients who do not have symptoms but are at risk of an infection and to offer HIV testing to new patients at registration.
- 3.11 Practices are also commissioned to increase the uptake of Long Acting Reversible Contraception (LARC). LARC is a more cost effective, non-user dependent method. It is recommended by NICE as an effective method to prevent unplanned pregnancies, including teenage conceptions.
- 3.12 There are three levels of provision and practices eligible to participate can opt to deliver any one of these levels depending on the clinical qualifications of the practice team:
- Basic Level 1 – STI screening to include the opportunistic dual testing of Chlamydia and Gonorrhoea under the national Chlamydia Screening Programme for young people under 25, STIs and HIV testing for adult patients plus condom distribution;
 - Level 1 – Basic Level 1 plus provision of LARC which is outside the scope of services contracted under standard GP contracts;
 - Level 2 – Essentially Level 1 service but participating practices can also provide, by referral, services to non-registered patients as well as their registered patients.
- 3.13 While all practices have signed up to the GP SLA for provision of Sexual Health Services, and similar to NHS Health Checks, performance is variable across the borough, with some providing a consistently high volume of activities and others comparatively low. However, all participating practices continue to meet the clinical standards specified in the SLA.
- 3.14 Practices with fewer activities tend to be smaller and are often single-handed. Notwithstanding the lower level of activities, they continue to capture positive infections amongst their patients. This means these practices are targeting appropriately those at risk of STIs which fulfils the key objectives of early intervention for this group of patients.
- 3.15 All participating practices are required to generate quarterly performance monitoring reports to the Sexual Health team in Public Health. Where inconsistencies are found, practices will be contacted for clarification and where deemed necessary, a monitoring visit.

4. SUMMARY OF THE BUSINESS CASE

i) NHS Health Checks

- As a statutory requirement, NHS Health Checks are offered to all those who are eligible once every 5 years with the requirement of yearly improvement in the number of offers made to eligible patients. Eligible patients can only be identified through GP

registers which includes clinical information held by practices that is not available anywhere else. Once eligible patients are identified, GP practices are required to manage the invitations and to update the register. The actual checks itself can be carried out by other providers.

- In the past, other providers including a number of Community Pharmacies and an outreach service were procured. However, their inability to meet the statutory requirement of ensuring test results are transferred back to the patient's clinical record held by GP practices had been an ongoing issue. This had also been identified by internal audit as an area of risk. As a result of these, these providers have been decommissioned and GP practices remain the main provider of NHS Health Checks.

ii) **Sexual Health Services**

- General practitioners in Bromley are commissioned to offer an integrated sexual health services which include opportunistic STI screening and provision of Long Acting Reversible Contraception (LARC).
- Practices are also commissioned to increase the uptake of Long Acting Reversible Contraception (LARC). Bromley GP provision has been ranked the second highest in London consistently over a number of years.

iii) In term of performance, there has been year on year increase and improvement in both the offer and the uptake of NHS Health Checks thereby meeting the statutory requirement of securing improvement in the percentage of eligible persons in its area participating in the NHS Health Checks. With Sexual Health Services, practices continue to improve not only in performance but also quality especially in LARC provision.

iv) The implementation of these SLAs has streamlined the commissioning activity of these services as well as improving the contract and budget monitoring processes and payment arrangements. The SLAs are in essence cost and volume contracts and Commissioners have the flexibility to control spending and therefore the ability to respond to financial requirements of the Council.

v) All 44 GP practices in the Borough have signed up to deliver one or both elements of these services. This has helped to address waiting times and improve service access that is especially vital to the delivery of sexual health services. Continuation of the SLA will retain the pool of skilled workforce developed over the years and available to deliver services that are local and accessible to our residents.

4.1 SERVICE PROFILE/DATA ANALYSIS

4.1.1 GP practices deliver significant level of activities for both programmes and continue to offer value for money.

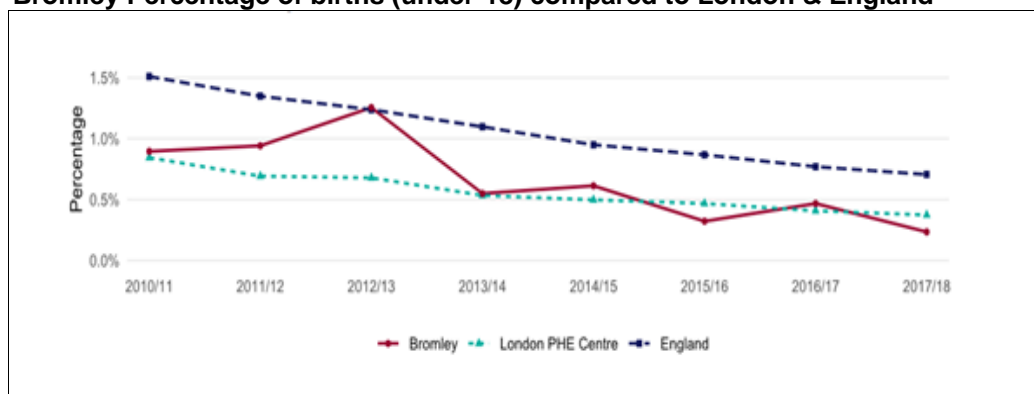
4.1.2 In terms of performance, there has been year on year increase and improvement in both the offer until the last quarter of 2019 due to COVID-19 pandemic. However an increase in the uptake of NHS Health Checks ensures Bromley is meeting the statutory requirement of securing improvement.

National targets		Bromley 2016-17	Bromley 2017-18	Bromley 2018-19	Bromley 2019-20
Total eligible population		95,190	95,969	96,633	97,495
	Target %				
The number and percentage of eligible population aged 40-74 eligible for an NHS Health Check who were offered an NHS Health Check	20%	17,524 (18.4%)	18,594 (19.3%)	21,177 (21.9%)	17361 (17.8%)
The number and percentage of eligible population aged 40-74years offered an NHS Health Check, who received an NHS Health Check	50%	6,738 (38.5%)	8119 (45.1%)	8684 (41.0%)	8038 (46.3%)
The percentage of eligible population aged 40-74years who received an NHS Health Check	10%	7.1%	8.5%	9%	8.2%

4.1.3 With Sexual Health Services, practices continue to improve in performance especially in the provision of LARC which has shown to lower rates of teenage conceptions and their increased uptake could help reduce unintended pregnancies.

4.1.4 Bromley continues to show a fall in teenage pregnancies. Between 1998 and 2017, the decrease in the under-18s conception rate in Bromley was 53%, compared to 62% in England.

Bromley Percentage of births (under-18) compared to London & England



Extract from PH England Laser Report 2018

4.1.5 In 2018/19, a total of 2,619 LARC were fitted across all sexual health clinics commissioned by Bromley. Of these, 1,655 were fitted in GP Practices which attributed to a rate of 26.1 per 1,000 female population which is lower than the England rate of 29.2. but much higher than the rate for London of 14.0. Bromley GP Practices rank consistently the second highest in London and play an important role in the continued reduction of unplanned pregnancies, in particular teenage conception rates in Bromley

4.2 OPTIONS APPRAISAL

4.2.1 **Option 1:** Do nothing and allow the SLAs to end on the expiry date.
Benefits: None

Disadvantages: This is not an option as the Council has a statutory responsibility to ensure that these programmes are provided.

4.2.2 **Option 2:** Tender the Service.

Benefits: Testing the market to determine viability of procuring the service

Disadvantages

- Previous Market considerations have established that there is a very limited number of suppliers who could undertake these Services.
- When alternative providers have been commissioned to provide the Services, they have been identified as being significantly more expensive than the GP practices and there has been noted delays in transferring the results back to the patient's primary care medical records, which is a mandatory requirements.
- Re-tendering of the Service is unlikely to achieve any financial savings.

4.2.3 **Option 3:** Approve direct award to GP practices, via an exemption from tendering, for a period of 3 years with the option to extend the SLAs for a further period of up to 2 years (3+2):

Benefits

- GPs are best placed to identify potential patients as they hold the local patient lists and therefore have direct access to the patients being targeted by the programmes. This is a unique position that is not held by any other potential providers in the market.
- GPs are able to enter the results of the NHS Health Checks directly onto the clinical system which is a mandatory requirement as they form a part of the patients primary care medical record.
- GPs are able to easily able to correct management of any ongoing risk factors for the patient as well as administration of the NHS Health Check Register and recall system.
- GP practices provide the unique opportunity for the delivery of additional services, and are the only providers in the market that has the opportunity to offer a range of services to compliment the programme as well as the ability to offer the programme in a number of delivery points across the borough. These are readily accessible to the population and have more opening hours than community clinics.

Disadvantages: None identified

4.3 **PREFERRED OPTION**

4.3.1 Option 3: Approve the award of SLAs to GP Practices via an exemption from tendering.

4.3.2 While the actual NHS Health Checks and Sexual Health Services may be delivered by other providers, GP practices will continue to remain as the main provider due to their unique ability to deliver all statutory elements of the programmes and the additional benefits listed in 4.2.3 above.

4.3.3 It is proposed a direct award, via an exemption from tendering, be granted for a period of 3 years with the option to extend for a further period of up to 2 years to

support the continuation of NHS Health Checks and Sexual Health Programmes in primary care, and to grant delegated authority to the Director of Public Health in consultation with the Portfolio Holder and relevant Officers as required by Contract Procedure Rules to extend the SLA and agree any variations to the SLAs in accordance with any changes in clinical guidance.

4.4 MARKET CONSIDERATIONS

4.4.1 Previous market considerations for primary care provision of these services conclude that general practices are the only providers in the market place who can, from both clinical and operational perspective, deliver these services safely and effectively. As practices hold the local patient lists, they have direct access to patients being targeted by these programmes.

4.4.2 GP practices are the only providers that can offer an end to end process when delivering the NHS Health Checks. This is a unique position that is not held by any other potential provider in the market.

5. STAKEHOLDER ENGAGEMENT

5.1 A comprehensive patient satisfaction survey of patients who have received an NHS health check has shown a high level of user satisfaction. Of those surveyed, patients also indicated that the check had motivated them to make lifestyle changes that improve their health and wellbeing.

5.2 Recent engagement at their Cluster meetings regarding future sexual health services, GPs have indicated their willingness to continue with provision of the service and is receptive to a different model of delivery that is in line with PCN development with potential to further improve access. They would, however, welcome a longer term agreement in order to embed changes within the new PCN structure.

6. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS

6.1 **Estimated Contract Value** – £2.1m overall value over the 3 + 2 period, although the individual agreements are a low value per annum

6.2 **Other Associated Costs** – None identified

6.3 **Proposed Contract Period** – 3 years from 1st April 2021 to 31st March 2024 with the option to extend for a further period of up to 2 years (with authority to extend the SLAs and agree any variations delegated to the Director of Public Health in consultation with the Portfolio Holder and relevant Officers).

6.4 The request for exemption from tendering for the Public Health Service Level Agreements with General Practices for NHS Health Checks and Sexual Health Services is in line with CPR 13.1.

7. SUSTAINABILITY AND IMPACT ASSESSMENTS

- 7.1 This option provides an adequate timeframe for the exploration of a different model of delivery that aligns with the new PCN place based provision that has the potential of enhancing clinical expertise and improving quality. This will bring about improvements with a positive impact on system capacity, making services more accessible to local residents.
- 7.2 The new model of delivering at PCN level will also achieve economy of scale leading to a more sustainable financial position.

8. POLICY CONSIDERATIONS

- 8.1 This report is in relation to the business processes that will be established or maintained to administer existing contracted services. Authorisation to commission these services remain with Members working within the stipulation and statutory responsibilities laid out in the Public Health grant. The work is in accordance with the Health and Social Care Act 2012 and the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012.

9. IT AND GDPR CONSIDERATIONS

- 9.1 If the provision of the NHS Health Checks and Sexual Health Programme were commissioned from alternative providers, there would need to be significant discussions around patient data and how this would be transferred to GPs.
- 9.2 Provision of the programmes by an alternative provider would require a review of current IT processes including system integration considerations.

10. PROCUREMENT RULES

- 10.1 This report seeks authorisation, via an exemption to competitive tendering, to award Service Level Agreements to GP Surgeries for a period of 3 years with the option to extend for a further period of up to 2 years at an estimated whole life value of approx. £2.1m.
- 10.2 This action is permissible under the general waiver power of the Council (CPR3.1). The Council's specific requirements for authorising an exemption are covered in Contract Procedure Rule 13 with the need to obtain the Approval of the Leader of the Council following Agreement by the Portfolio Holder, the Chief Officer, the Assistant Director of Governance & Contracts, the Director of Corporate Services and the Director of Finance for a contract of this value. In accordance with Contract Procedure Rule 2.1.2, Officers must take all necessary professional advice.
- 10.3 As the Contract Value is over £25k, an award notice will need to be published on Contracts Finder.
- 10.4 As the value is above the EU threshold, the justification cited at paragraph 10.1, is permissible under Regulation 32 of the Public Contracts Regulations 2015.

10.5 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

11. FINANCIAL CONSIDERATIONS

11.1 The budget and expenditure relating to these SLAs with GPs for the past four financial years is set out in the table below:

	2016/17		2017/18		2018/19		2019/20	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Sexual Health	264	236	264	253	244	207	244	226
NHS Health Checks	176	120	176	178	176	175	176	198
	440	356	440	431	420	382	420	424

11.2 Based on current levels of expenditure, the value of the proposed SLAs is around £420k per annum, totalling £2.1m over 5 years.

11.3 It is anticipated that the cost of the SLAs will be contained within the existing budget for the service. Any variations as a result of changes in levels of activity will be dealt with as part of future Public Health budget considerations.

12. PERSONNEL CONSIDERATIONS

12.1 None identified.

13. LEGAL CONSIDERATIONS

13.1 In order to comply with Council's statutory duties under the Health and Social Care Act 2012 and the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations, the Council has duty to procure the services outlined in this report by way of contracts with the GP Surgery providers.

13.2 NHS Health Checks and Sexual Health Services contracts are public contracts within the meaning of the Public Contracts Regulations 2015 (the Regulations). As the value (here £2M over 5 years) is above the light touch threshold, full adherence to EU procurement rules is required. However Regulation 32 provides an exemption and allows negotiated procedure without prior publication, where services can be supplied only by a particular economic operator because competition is absent for technical reasons or for the protection of exclusive rights, including intellectual property rights, where no reasonable alternative or substitute exists and the absence of competition is not the result of an artificial narrowing down of the parameters of the procurement.

13.3 The report explains the reasons for taking the negotiated procedure course by way of direct awards to GP Practices for reasons which would appear to be justified in the circumstances, in particular the uniquely advantageous position of GP Practices in relation to their ability to ascertain eligibility and systems recording for which an effective, efficient and economic market does not exist.

13.4 The report recommendations are seeking a decision to approve an exemption from Council's Procurement Rules (CPR) 8.2 requiring a Competitive Procurement by way of an exemption under CPR 13. The decision is consistent with CPR 13.1 which gives authority to the Leader to agree an exemption to the need for competitive tendering and the award of the new contracts where the estimated cumulative value of the contracts (including the value of all exemptions) exceeds £1m as more fully explained in section 10.2 of this report under the Procurement comments.

Non-Applicable Sections:	None
Background Documents: (Access via Contact Officer)	N/A

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Report No.
ACH20024

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: LEADER OF THE COUNCIL

**With pre-decision scrutiny from Adult Care & Health Policy
and Development Scrutiny Committee**

Date: July 2020

Decision Type: Non-Urgent Non-Executive Key

Title: CONTRACT AWARD: INFRASTRUCTURE SUPPORT
SERVICES TO THE VOLUNTARY, COMMUNITY AND SOCIAL
ENTERPRISE SECTOR – SUMMARY REPORT

Contact Officer: Gerry Clark, Senior Commissioning Officer
Tel: 020 8313 4024 E-mail: gerry.clark@bromley.gov.uk

Chief Officer: Kim Carey, Interim Director of Adult Social Care

Ward: All

1. Reason for report

- 1.1 On 27th November 2019, Executive gave approval to proceed to procurement of the Infrastructure Support Service to the Voluntary, Community and Social Enterprise (VCSE) Sector in Bromley, to enable continuity of this service via a new contract from 1 October 2020, as detailed in Gateway Report (ACS 19019). The current service is delivered by Community Links Bromley via two separate contracts which end on 30th September 2020.
- 1.2 In accordance with the Council's financial and contractual requirements, this report sets out the results of the tendering process and seeks Executive approval to award the contract. The report should be read in conjunction with the accompanying Part 2 Report.

2. RECOMMENDATION(S)

- 2.1 Adult Care and Health PDS is asked to note and comment on the contents of the report.
- 2.2 The Leader of the Council is recommended to:
 - i) Award the Contract for the provision of the Infrastructure Support to the VCSE Sector as detailed in the accompanying Part 2 Report. The proposed contract will commence on 1st October 2020 for a five year period with the option to extend for up to a further two years.
 - ii) Delegate to the Director of Adult Services, in consultation with the Portfolio Holder for Adult Care & Health Services, the Assistant Director Governance & Contracts, the Director of Finance and the Director of Corporate Services, authorisation to exercise the extension period of up to 2 years.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Procurement of a service to support the voluntary and community sector who provide a range of non-statutory early intervention and preventative services to the local population.
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Supporting Independence
-

Financial

1. Cost of proposal: Detailed in Part 2 Report
 2. Ongoing costs: Detailed in Part 2 Report
 3. Budget head/performance centre: Programmes Division
 4. Total current budget for this head: £160k
 5. Source of funding: Better Care Fund
-

Personnel

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Non-statutory – Government Guidance
 2. Call-in: Applicable
-

Procurement

1. Summary of Procurement Implications: The procurement was undertaken in compliance with the requirements of the Public Contracts Regulations 2015.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Support offer to approx. 1200 voluntary, community and social enterprise organisations in Bromley.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not applicable
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 The existing Support Service to the Voluntary, Community and Social Enterprise (VCSE) Sector contract has been in place with Community Links Bromley since 2018. There were no further options to extend the contract and a procurement exercise has been undertaken following Executive approval of the recommendations set out in the Gateway Report No. ACH19019 on 27th November 2019.
- 3.2 A procurement process has taken place over the last six months in accordance with the timescales set out in the Gateway Report. This report details the outcome of the tender process.
- 3.3 The Council supports the capacity and sustainability of the local Voluntary, Community and Social enterprise sector (VCSE) by providing a dedicated resource, ensuring there is support available to co-ordinate, advocate and strengthen the sector and to reflect the needs of the local population.

4. DESCRIPTION OF SERVICE AND SUMMARY OF THE BUSINESS CASE

- i) The service is aimed at supporting the economic and social growth of the voluntary and community sector in Bromley, focused on creating a sustainable market. The expected outcomes, measured through key performance indicators, are to:
- Increase the capacity and effectiveness of the sector
 - Build capacity and capability in local communities by demonstrating social and economic impact
 - Leverage external funding to the sector to increase capacity
 - Create a sustainable and vibrant sector.
- ii) The service provides information, advice and guidance on funding, investment and volunteering. It also represents the sector within strategic partnerships throughout the borough and supports the Voluntary Sector Strategic Network, which is a network of local organisations for engaging and influencing at a strategic level.
- iii) The service is currently provided via two separate contracts:
- a) 'Support to VCSE', with an annual value of £48k delivered by Community Links Bromley;
- b) 'Support to the Sector', with an annual value of £112k delivered by Community Links Bromley as one of the Bromley Third Sector Enterprise partners responsible for the Bromley Well contract.

These two services, together with the allocated funding are being combined to form a single contract with an estimated annual value of £160k and with a planned contract start date of October 2020. A variation to the Bromley Well contract has been agreed.

- iv) The Support to VCSE contract was originally let on a fixed price basis and the new tender has been undertaken on the same basis. Bidders were required to submit a pricing schedule that detailed the annual costs of delivering the service. No inflationary uplifts will be provided over the life time of the contract, therefore, bidders were asked to factor in inflationary increases into their bids.

5. CONTRACT AWARD RECOMMENDATION

- 5.1 **Recommended Provider:** Please see Part 2 Report
- 5.2 **Estimated Contract Value (annual and whole life)** – Please see Part 2 Report
- 5.3 **Proposed Contract Period** – 5 years with the option to extend for a further 2 years (5+2).
- 5.4 The tender process was undertaken in accordance with the recommendations set out in the Gateway Report approved by Executive on 27th November 2019. The consultation and engagement process informed the development of the service specification.

- 5.5 The tender was undertaken electronically using the Pro-Contract portal with bidders being required to submit both Stage 1 (SQ) and Stage 2 responses together, in accordance with the Public Contracts Regulations 2015 (Light Touch Regime).
- 5.6 Evaluation of the bid was undertaken using the Council's standard split of 40% quality and 60% price. The results were then fed into the evaluation matrix based on the Chartered Institute of Public Finance & Accountancy (CIPFA) Evaluation Model.
- 5.7 The evaluation of the bidder's response to the quality questions (40%) was undertaken against the following criteria and weightings:

Question	Criteria	Weightings
1	Financial Resources & Contract Affordability	5%
2	Information Governance and Security	5%
3	Service Outcomes	20%
4	Funding and Investment	15%
5	Volunteering	15%
6	Strategic Voice	15%
7	Information, Advice and Guidance	10%
8	Strategic Partnership	10%
9	Social Value	5%
TOTAL:		100%

- 5.8 The tender was evaluated on the response to questions in accordance with the Public Contract Regulations 2015. The results of the evaluation process are detailed in Part 2 Report.
- 5.9 The contract specification sets out the requirements upon providers and the intended outcomes for users of the service. Contract performance and service user outcomes will be robustly measured by the Contract Compliance Team in conjunction with commissioners through a combination of inspections, key performance indicators (KPIs) and outcome returns from the provider. There is a set of KPIs within the specification and the successful bidder has outlined how they intend to deliver on these. Targets will be finalised with the provider as part of the contract mobilisation process.
- 5.10 – 5.16 Please see Part 2 Report

6. MARKET CONSIDERATIONS

- 6.1 Community Links Bromley (CLB) has been responsible for providing the infrastructure support and running the volunteer centre in the Borough for many years. Bromley Council has contributed funding on an annual basis to the organisation to provide this function. The service has not been subject to competitive tendering in the past. Although there are no obvious additional providers locally who provide 'infrastructure support' to the sector, neighbouring boroughs have similar VCSE organisations which manage similar services within their locality. There are also a number of consultancy companies who work with businesses, social enterprises and other public sector organisations offering training and advice on fundraising, social investment and business development.
- 6.2 In order to gain feedback from potential providers and the sector on the commissioning intentions and to develop competition, a market engagement event was held in November 2019. The event was advertised via Pro-Contract and Eventbrite and was attended by twenty people. Presentations were given by key Council staff to help providers understand Bromley's direction of travel and the tender opportunity. The event also included group discussions that were used to help finalise the service specification and tender documents.
- 6.3 Those who attended the event were overwhelmingly in support of making the infrastructure support independent of the Bromley Well service. Key issues for all, especially for smaller organisations, were

funding and investment support, a volunteers framework and practical guidance on engaging volunteers from all sectors of the borough. The event provided commissioners with assurance that the proposed service reflected the needs of the sector.

7. STAKEHOLDER ENGAGEMENT

- 7.1 Stakeholders were contacted as part of the tender process. As well as local organisations being represented at the Soft Market event, the VSSN was consulted. Members of the BTSE Board, who run the Bromley Well service, were asked to comment on the proposals and to consider the implications of moving the Support to the Sector element of the Bromley Well contract, to a separate contract (i.e. combining it with the VCSE Support contract).
- 7.2 Colleagues within the Council were advised of the requirement to retender the service and were invited to comment on the proposed service specification, either through face to face meetings or by email.

8. SUSTAINABILITY AND IMPACT ASSESSMENTS

- 8.1 The Public Sector Equality Duty (PSED) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. This contract award has been informed by a generic equalities impact assessment, which found that the proposed revised service will have a wider reach than the current service contract, and should therefore ensure that equal access to VCSE support and available funding opportunities is given to all eligible community groups in the borough.

9. POLICY CONSIDERATIONS

- 9.1 The Local Government and Public Involvement in Health Act 2007 places great emphasis on the role of the third sector and explicitly states that local authorities have a duty to inform consult and involve local citizens, local voluntary and community groups and businesses. It sets out clear expectations that the third sector should be involved in designing and shaping key decisions across the country, and that the sector should be a key partner to local government in creating strong and sustainable communities. The provider will represent voluntary and community sector on key borough and multi-borough partnerships at local forums and boards and will be required (via CLB) to build capacity within the sector.
- 9.2 The [Public Services \(Social Value\) Act](#) came into force on 31 January 2013. It requires people who commission public services to think about how they can also secure wider social, economic and environmental benefits. The Act is a tool to help commissioners get more value for money out of procurement. It also encourages commissioners to talk to their local provider market or community to design better services, often finding new and innovative solutions to difficult problems. The Act is significant because it supports the commissioning options appraisal process, which will ultimately result in the most effective and efficient commissioned provision. Additionally the Act seeks to ensure that public spending is used to generate social value in addition to the goods and services it purchases. The voluntary and community sector are integral to developing social value in commissioning.

10. IT AND GDPR CONSIDERATIONS

- 10.1 The tender has been evaluated and undertaken in accordance with current GDPR considerations. There are no internal IT considerations as the service is contracted with external organisations.

11. PROCUREMENT RULES

- 11.1 Procurement rules of the proposed contract award are detailed in Part 2 report.

12. FINANCIAL CONSIDERATIONS

12.1 Financial considerations of the proposed contract award are detailed in Part 2 report.

13. PERSONNEL CONSIDERATIONS

13.1 There are no internal staffing implications resulting from this tender as it is fully contracted with external organisations.

14. LEGAL CONSIDERATIONS

14.1 Legal considerations of the proposed contract award are detailed in Part 2 report.

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	ACH19019 Gateway 0/1 Proceed to procurement for support to the Voluntary, Community and Social Enterprise Sector ACH2024 Contract Award: VCSE Infrastructure Support Service Part 2

Report No.

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LEADER

Date: July 2020

Decision Type: Non-Urgent Executive Key

Title: CONTRACT FOR PROVISION OF AGENCY WORKERS

Contact Officer: Emma Downie, Head of HR Business, Systems & Reward
Tel: 0208 313 4082 E-mail: emma.downie@bromley.gov.uk

Chief Officer: Charles Obazuaye, Director of HR & Customer Services
Tel: 0208 313 4381 E-mail: charles.obazuaye@bromley.gov.uk

Ward: Wards

1. Reason for report

The Council's current arrangement with Adecco for the supply of agency workers expires on 21st April 2021. There is no provision in the contract for further extension.

This paper provides Members with an overview of the future options that have been reviewed and the reasoning behind our recommendations.

The accompanying Part 2 report provides detail on the proposed award of contract.

2. **RECOMMENDATION**

The Leader is asked to agree the award of contract via a compliant framework, as detailed in the accompanying Part 2 report, for the supply of agency staff.

Impact on Vulnerable Adults and Children

1. Summary of Impact:
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: Estimated cost is anticipated to be around £12.5m per annum. Annual costs will vary depending on demand, costs will be contained within existing employee budgets.
 2. Ongoing costs: £12.5m per annum (on average) funded from existing employee budgets
 3. Budget head/performance centre: Employee budgets across departments of the Council
 4. Total current budget for this head: £12.5m per annum anticipated in 2020/21
 5. Source of funding: Existing staffing budgets
-

Personnel

1. Number of staff (current and additional): Varies depending on demand
 2. If from existing staff resources, number of staff hours: Varies depending on demand
-

Legal

Legal Requirement: No statutory requirement or Government guidance. Agency Worker Regulations apply.

2. Call-in: Applicable Not Applicable: Further Details
-

Procurement

1. Summary of Procurement Implications:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected):
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 Adecco have been the Council's Managed Service Provider (MSP) for the provision of Agency Staff since 2013 originally via the ESPO Mstar framework. In 2017, Members agreed to enter into the MStar2 framework to continue with Adecco until 2020 with a subsequent 1 year extension granted.
- 3.2 The MStar2 contract with Adecco expires on 21st April 2021.
- 3.3 Social and Healthcare services continue to be the highest level of usage but generally agency staff are used in most departments across the Council. The bulk of the total spend relates to direct payment of workers.
- 3.4 As the Council progresses with its Transformation agenda there will be a need to ensure staffing structures remain sufficiently flexible to support business need and service requirements. The continued use of agency staff in the short term may therefore need to be considered in certain instances as structures realign. In addition, the volatility of the Social Care recruitment market means that Locum workers will continue to need to be procured to ensure that the Council meets its statutory responsibilities. However, the perm to agency ratio is in the region of 80% permanent to 20% agency.
- 3.5 The agency contract is instrumental in managing the temporary recruitment staffing needs of the Council. The contract helps to fill critical posts urgently and the cap on rates, via the London Councils' Memorandum of Understanding, is attempting to stabilise the social care market although this continues to be problematic due to the high levels of demand and insufficient levels of supply. In addition managers are finding the use of agency staff to be a viable reduced risk option when managing a service that is going through a period of transition. This is likely to increase as the Council continues its transformation journey and a more flexible approach to service

Current arrangements

- 3.6 As Bromley's Managed Service Provider (MSP), Adecco undertakes to provide the majority of required staff itself. Adecco's main business is the supply of professional administrative staff. For specialist areas, Adecco has it's own key suppliers to undertake such work on their behalf.

ESPO Managed Services for Temporary Agency Resources (MStar3)

- 3.7 In order to maximise efficiencies, Bromley had previously been part of a working group in collaboration with other London boroughs to undertake a mini-competition against a national framework (MStar3) set up by the Eastern Shires Purchasing Organisation (ESPO).
- 3.8 The ESPO framework has two options for the provision of agency staff under Lot 1 Managed Service Provision – a Neutral Vendor solution and a Master Vendor solution. Both options allow direct award of contract from the framework.
- 3.9 A Managed Service Provider takes responsibility for delivering services on behalf of the customer as an alternative to the customer managing multiple individual agencies.
- 3.10 A Neutral Vendor (Lot 1a) is one that does not provide workers directly but manages a supply chain of multiple agencies.
- 3.11 A Master Vendor (Lot 1b) operates with a view to providing all staff from their own agency base, only going to additional agencies when the roles cannot be filled.
- 3.12 Both of the offerings under the MSTAR3 framework work on a pence per hour mark up charge for both the agency and the neutral or managed vendor. This mark up does not change when pay rates increase or decrease, so the mark up received by the agency and the neutral or managed vendor will not change should pay rates change.
- 3.13 The market has changed significantly since Bromley let its current arrangement in 2013. Pay rates across the board have lowered and the shape of the provider market has shifted, which provides more competitive pricing, as well as value added benefits. The Memorandum of Understanding, an

agreement between London Boroughs to cap qualified Social Care rates is also in place. It would therefore be hoped that any future contract for Bromley, either a neutral vendor or managed service, would be likely to provide efficiencies for the authority.

- 3.14 The accompanying Part 2 report provides detail on the options considered and the recommended option.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 As stated elsewhere in the report the use of temporary staff mainly as a stop gap pending permanent recruitment of qualified/experienced staff in children's and adult's services is key to the work of the department and the Council's ambition for children and young people in the borough. The Recruitment and Retention chaired by the Director of HR & Customer Services continues to monitor the balance between perm and locum qualified staff which stands at approximately 80% permanent compared to 20% agency across both Children and Adults.

5. POLICY IMPLICATIONS

- 5.1 As the Council continues with its Transforming Bromley agenda, the need for flexibility in staffing resources will continue to be a key driver.
- 5.2 The Covid-19 crisis has further shown the need for flexibility to help with additional and fluctuating workloads.
- 5.3 It is hoped that the reliance of agency staff for both Children's and Adult's Social Care will diminish over time as the workforce becomes more stabilised. The Council's Apprenticeship Scheme is also anticipated to reduce the need to engage temporary workers through Adecco particularly for Administrative type roles where these are deemed necessary to fill.

6. FINANCIAL IMPLICATIONS

- 6.1 See accompanying Part 2 report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications arising from the report mainly because the Council, irrespective of how agency workers are procured, is not the employer of agency staff.
- 7.2 The Agency Worker Regulations (AWR) impose significant duties and obligations on hirers (end users) of agency staff as well as the employment agencies. In short, the aim of the AWR is to ensure that agency workers receive equal treatment in respect of some aspects of employment.
- 7.3 The regulations, in place since 2011, allow two main rights to agency workers, namely
- a) Day one rights giving agency workers the right to communal facilities e.g. canteen, car parking facilities etc and the right to vacancy information.
 - b) Week 12 rights i.e. the right to the same basic pay and terms and conditions of service as directly employed staff.

8. LEGAL IMPLICATIONS

- 8.1 See accompanying Part 2 report.

9. PROCUREMENT IMPLICATIONS

- 9.1 See accompanying Part 2 report.

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	[Title of document and date]

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