



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 26 March 2012

To: Members of the
**EXECUTIVE AND RESOURCES POLICY DEVELOPMENT
AND SCRUTINY COMMITTEE**

Councillor Eric Bosshard (Chairman)

Councillor Russell Jackson (Vice-Chairman)

Councillors Douglas Auld, Julian Benington, Nicholas Bennett J.P., Ruth Bennett,
Judi Ellis, Peter Fookes, Will Harmer, William Huntington-Thresher, Russell Mellor,
Nick Milner, Tom Papworth, Sarah Phillips and Stephen Wells

A meeting of the Executive and Resources Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **WEDNESDAY 4 APRIL 2012 AT
7.00 PM**

MARK BOWEN
Director of Resources

*Copies of the documents referred to below can be obtained from
www.bromley.gov.uk/meetings*

PART 1 AGENDA

Note for Members: Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

STANDARD ITEMS

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

**3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC
ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Thursday 29th March 2012.

**4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING
HELD ON 25TH JANUARY 2012 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 16)**

5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 17 - 20)

6 FORWARD PLAN OF KEY DECISIONS (Pages 21 - 26)

HOLDING THE RESOURCES PORTFOLIO HOLDER TO ACCOUNT

7 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Thursday 29th March 2012.

8 RESOURCES PORTFOLIO - PREVIOUS DECISIONS (Pages 27 - 32)

To note decisions made by the Resources Portfolio Holder following the last meeting of the Committee.

9 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

The Resources Portfolio Holder to present scheduled reports for pre-decision scrutiny on matters where he is minded to make decisions.

a CAPITAL PROGRAMME MONITORING Q3 2011/12 AND ANNUAL CAPITAL REVIEW 2012 TO 2016 (Pages 33 - 38)

b EXTENSION OF EXISTING OCCUPATIONAL HEALTH CONTRACT (Pages 39 - 44)

c KINGSWOOD HOUSE, KINGSWOOD ROAD, SHORTLANDS (Pages 45 - 48)

Shortlands Ward

HOLDING THE EXECUTIVE TO ACCOUNT

10 HOLDING THE CHIEF EXECUTIVE TO ACCOUNT

11 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 49 - 52)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 11th April 2012.

POLICY DEVELOPMENT AND OTHER ITEMS

12 DISASTER RECOVERY PLANS FOR LONDON BOROUGH OF BROMLEY (Pages 53 - 60)

13 ANNUAL PDS REPORT (Pages 61 - 88)

14 UPDATES FROM PDS CHAIRMEN

15 WORK PROGRAMME (Pages 89 - 96)

PART 2 AGENDA

16 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

17 EXEMPT MINUTES OF THE MEETING HELD ON 25TH JANUARY 2012 (Pages 97 - 100)

18 RESOURCES PORTFOLIO - PREVIOUS EXEMPT DECISIONS (Pages 101 - 102)

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

19 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS

a 2 BETTS WAY, ANERLEY (Pages 103 - 108)

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Crystal Palace Ward

b FORMER LEESONS DAY CENTRE, CHIPPERFIELD ROAD, ST PAUL'S CRAY (Pages 109 - 112)

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cray Valley West Ward

c SHEILA STEAD HOUSE, BUSHELL WAY, CHISLEHURST

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Chislehurst Ward

(To follow)

**20 PRE-DECISION SCRUTINY OF EXEMPT
EXECUTIVE REPORTS**

EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 25 January 2012

Present:

Russell Jackson (Vice-Chairman, in the Chair)
Councillors Douglas Auld, Julian Benington,
Nicholas Bennett J.P., Ruth Bennett, Judi Ellis,
Peter Fookes, Will Harmer, William Huntington-Thresher,
Russell Mellor, Nick Milner, Tom Papworth, Sarah Phillips
and Stephen Wells

Also Present:

Councillor Graham Arthur, Councillor Stephen Carr and
Councillor Robert Evans

115 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS

Apologies for absence were received from Councillor Eric Bosshard – in his absence the Vice-Chairman took the chair. Councillors Judi Ellis, Tom Papworth and Stephen Wells sent apologies for arriving late.

116 DECLARATIONS OF INTEREST

Councillor Peter Fookes declared a personal interest in relation to agenda item 6 (Corporate Contracts Register) as Treasurer of Penge and Anerley Age Concern.

117 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

No questions had been received.

118 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 6TH DECEMBER 2011 (EXCLUDING EXEMPT ITEMS)

RESOLVED that the minutes of the meeting held on 6th December 2012 be confirmed as a correct record.

119 MATTERS ARISING FROM PREVIOUS MEETINGS Report RES 12007

The Committee considered matters arising from previous meetings and noted the following matters.

- **Section 106 Agreements:** The Resources Portfolio Holder was meeting with senior officers to consider the use of section 106 balances, and the outcome would be reflected in future capital programme monitoring and revenue services monitoring reports.
- **Total Place Pilots:** The Finance Director reported that the Government had now set up four Whole Place Community Budget Pilots and ten Neighbourhood led Pilots to trial this approach before it was introduced nationwide for 2013/14. It was agreed that a briefing paper would be provided for Members of this Committee.
- **SEN:** Councillor Stephen Wells updated the Committee on the project to provide a local special school for autistic children.

RESOLVED that progress on matters arising be noted.

120 CORPORATE CONTRACTS REGISTER

The Committee received the latest version of the Corporate Contracts Register. Following discussions with the Chairman, this had a new layout that made Contracts Beyond Alert Date Part A and the Main Register Part B. Members noted that, to improve the accuracy and presentation of the Register, it would be issued quarterly in future, and that departments were now required to submit their departmental registers to the relevant PDS Committee prior to the Corporate Register being considered at Executive and Resources PDS Committee.

The Committee discussed the following contracts –

- **Bus Route Design:** Members requested a report for the next meeting on expenditure under this contract since the end of the London Bus Priority Network.
- **Library Cleaning Services/Office Cleaning:** Members requested that officers try to ensure that local companies could participate in these contracts, particularly for library cleaning.
- **Library Book Supply:** It was confirmed that, although officers were working on a joint approach with Bexley, schools were not currently included.
- **Banking Services:** It was confirmed that any contract extension would be on the existing terms of the contract.

The Committee was informed that roughly one third of expenditure on contracts went to local companies.

The Director of Resources advised that the Contracts Register would be circulated earlier in future, and asked Members to alert officers via Democratic Services of any issues that they wanted to raise so that more detailed answers could be given at the meeting.

121 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Forward Plan of Key Decisions which had been published on 17th January 2012.

122 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING

No questions had been received.

123 RESOURCES PORTFOLIO - PREVIOUS DECISIONS

The Committee noted two decisions taken by the Resources Portfolio Holder since the last meeting.

124 REVENUE SERVICES MONITORING REPORT
Report RES1115

The Committee received a report monitoring performance of the Revenues services provided by Liberata up to 30th November 2011. The report included a letter from Amanda Inwood-Field, Liberata's Contract Director, providing an update on each service and statistical data, and representatives from Liberata attended the meeting. Council tax collection was slightly above the previous year, and Bromley was second amongst the twenty London authorities who had responded to a request for benchmarking data. Arrears collection was also improved. As at the end of November, business rate collection was slightly down on the previous year but it was the best reported in London and by the middle of January was above last year.

The Committee was informed that a targeted exercise was being undertaken to check on Single Person Discounts. This had identified 1,000 properties where it was possible that a second person was resident, and further 3,000 properties where data did not match properly. Liberata were also working to reduce the number of properties listed as long term empty – the number had reduced by 82 compared to last year resulting in additional funding through the Government's New Homes Bonus scheme.

Liberata reported on their initiative to reduce sundry debts, particularly in relation to utility companies. This depended on working closely with Council departments. Regular meetings had been held with the highest debtor, Thames Water, resulting in agreements about speeding up dispute resolution, while other companies were responding to late payment interest invoices.

RESOLVED that the information in the report and the letter from Liberata be noted.

**125 HOUSING AND COUNCIL TAX BENEFITS SERVICE
MONITORING REPORT**
Report RES11154

The Committee received a report detailing the levels of performance provided by the Liberata Benefits Service during the period 1st April to 30th November 2011. Liberata was on-target for the year, with the only area of slight under performance being overpayment recovery. This was expected to improve in the final months of the year.

Members commented that although the error rate was going down, the number of complaints was rising. This was probably because the rules were becoming stricter, leading to more dissatisfaction amongst claimants. Officers agreed that more information distinguishing justified and unjustified complaints could be provided in future reports.

In response to questions from Members, it was reported that moving the reception area to the Civic Centre would also involve all Liberata staff transferring, and that an e-billing package had been purchased which would be rolled-out for 2013/14.

RESOLVED that the current levels of performance be noted.

126 TREASURY MANAGEMENT - PERFORMANCE Q3 2011/12
Report RES12014

The Committee received a report summarising treasury management activity during the quarter ended 31st December 2011. The report also updated Members on the Council's investment with Heritable Bank – the latest estimate from the Administrators was that the Council would receive a likely return of between 86% and 90% on its claim.

RESOLVED that the report be noted.

127 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

The Committee considered the following reports for pre-decision scrutiny on matters where the Resources Portfolio Holder was minded to make decisions.

**127.1 TREASURY MANAGEMENT - ANNUAL INVESTMENT
STRATEGY 2012/13**
Report RES12021

The Committee examined the proposed Treasury Management Strategy and Annual Investment Strategy for 2012/13 to 2014/15, which the CIPFA Code of Practice for Treasury Management in the Public Services required to be

approved by full Council, along with the prudential indicators and the Minimum Revenue Provision (MRP) Policy Statement.

A number of UK banks had recently been subject to credit ratings downgrades, restricting the Council's lending options. Following consultation with Sector Treasury Services, the Council's advisors, ratings criteria had been reviewed and revised eligibility bands were proposed to give the Council more options and flexibility.

Members questioned whether money should be invested in Santander Bank plc, given the bank's Spanish ownership, but it was explained that Santander UK was a separate UK subsidiary, with UK assets.

The Committee supported the recommendations.

**128 OUTSOURCING OF CENTRAL INCOME TEAM AND HOUSING
 ACCOMMODATION CHARGES TEAM**
 Report RES12020

As part of the 2012/13 budget process all areas of expenditure had been scrutinised and the option of outsourcing had been considered where appropriate. It was proposed to transfer the Central Income Team and the Housing Accommodation Charges Team from the Council's Exchequer Team to Liberata. Transferring these small teams would have financial and service benefits, reducing duplication and providing resilience.

The Committee supported the proposals.

129 ISARD HOUSE, GLEBE HOUSE DRIVE, HAYES
 Report DRR12/006

The Committee was informed that this former care home had become vacant in March 2011. Following a feasibility study, the Children and Young People Services Department had now concluded that the site was not suitable for its proposed new facility for children with autistic spectrum disorders, and the Portfolio Holder was being recommended to declare the property surplus to Council requirements and authorise its advertisement for sale on the open market.

The Committee supported the proposal to declare Isard House surplus to requirements and to authorise its advertisement for sale.

**130 HOLDING THE RESOURCES PORTFOLIO HOLDER TO
 ACCOUNT**

The Resources Portfolio Holder, Councillor Graham Arthur, attended the meeting and updated the Committee on his work. He focussed on the financial challenges facing the Council, and the largest budget reductions that the Council had ever known. He felt that the Council was taking difficult decisions now that were important for mid-term prospects.

He was looking for further opportunities to make savings through invest to save schemes and shared services, and a further shared services conference was planned for the Spring. The Improvement and Efficiency Sub-Committee and the Organisational Improvement programme were driving greater efficiency and the Council's reserves were being used more effectively. The capital programme had been reduced by taking out schemes that were unlikely to proceed, and he was monitoring post-completion reviews. He was working closely with officers and with Liberata on detailed finance issues such as invoicing and inter-departmental debts.

On public health, he reported that Bromley was acknowledged as a leading authority in London, doing a better job for less money than the NHS had done in the past, and the Health and Wellbeing Board had now dropped its "Shadow" prefix.

He concluded by urging PDS Committees to evaluate the measures being taken to reduce the budget and suggest further savings for 2014/15 and beyond.

Questioned by Members he stated that he was in favour of a move to Councillors using computer "tablets" for committee papers to save printing and distribution costs after the next election, but he had asked for a programme of improvements to the Council Chamber to be re-considered as the cost was excessive. Other Members mentioned key issues that could impact on the Council's finances such as retention of business rates, Council tax benefit localisation and Local Authority Central Services Education Grant (LACSEG.)

Members discussed whether it would be possible to inform Bromley Council tax payers in simple terms about the cost of individual services and facilities at the point of service. The Portfolio Holder agreed that the Council should look at how it informed residents about the costs of services on a case by case basis.

131 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report RES12008

The Committee considered reports on the agenda for the Executive's meeting on 1st February 2012.

(5) Proposals for the Biggin Hill Heritage Centre
Report DRR12/007

The report advised the Executive to endorse the site adjacent to the Memorial Chapel as the most appropriate site for the Heritage Centre and recommended the release of a further £64k of section 106 funds to the Biggin Hill Battle of Britain Trust to allow work on developing the Business Plan and Capital Cost Plan to progress.

The Committee supported the recommendations.

(6) Budget Monitoring 2011/12

Report RES12010

The Committee noted the Budget Monitoring report based on expenditure and activity levels as at the end of November 2011.

(7) 2012/13 Council Tax

Report RES11157

The Committee noted the final issues affecting the 2012/13 budget and the recommendations to Council on the level of the Bromley element of the 2012/13 Council Tax.

The Committee supported the recommendations.

(8) Capital Programme Monitoring Q3 2011/12 and Annual Capital Review 2012 to 2016

Report RES12019

The Committee noted the current position on capital expenditure and receipts including the deletion of £3,156k from the programme.

The Committee supported the recommendations.

(9) Gateway Review 0, 1 and 2: Approval of 2012/13 Operational Building Maintenance Budgets, Planned Maintenance Programmes and Preferred Procurement Option

Report DRR12/009

(10) Gateway Review 0, 1 and 2: Approval of 2012/13 CYP Building Maintenance Budgets, CYP Planned Maintenance Programme and Preferred Procurement Option

Report DRR12/010

The Committee noted the draft Operational and Schools planned maintenance budgets for 2012/13, which focussed on only the very highest priority schemes.

The Committee noted the proposed reductions and savings and supported the recommendations.

132 LOCALISM ACT 2011

Report RES12018

The Committee received a report summarising the key provisions of the Localism Act 2011. The Director of Resources confirmed that the Act allowed local authorities to revert to a committee system of governance; the

opportunity to do this was three days after the annual meeting, rather than only after elections as originally proposed in the Bill.

The Committee considered the Community Right to Bid and also the Community Right to Challenge. The Director confirmed that the Right to Bid related to assets of community value, whether publicly or privately owned, and the Council would have to establish a register of these assets, but detailed guidance and regulations were awaited.

The Constitution Improvement Working Group had been re-convened to make recommendations on matters arising from the Act to the special Council meeting on 26th March.

RESOLVED that the provisions of the Localism Act 2011 be noted.

133 UPDATES FROM PDS CHAIRMEN

PDS Committee Chairmen reported on the work of their Committees as follows –

Adult and Community PDS Committee: Councillor Judi Ellis reported that her Committee was to meet the next day.

Children and Young People PDS Committee: Councillor Stephen Wells reported that his Committee had discussed the 2012/13 budget in some detail at their meeting the previous night. There were considerable pressures both for the next year and beyond that in demand for SEN and SEN transport provision, with a rise in more complex needs. The SEN Working Group was looking at an invest to save project to provide specialist facilities for autistic children within the borough, and they had asked for a report with financial details for their next meeting. The future of education funding was still unknown, and the Committee had requested a report for their next meeting on sold services to academies.

There were a number of other important issues being considered. The Primary School Development Plan Working Group had met on 5th January 2012 to consider the pressure on school places in the north of the borough. He also reported that Ofsted were due to inspect the Children and Young People Services Department in March, and Members inquired about progress in merging the department with Adult and Community Services. The Leader reported that progress would be made over the next few months, and the Panel for the recruitment of the new Director had just met and confirmed the schedule for the appointment.

Asked about the slow progress with on-line admissions and free school meals applications, which the New Technology Working Group's report had highlighted, Councillor Wells confirmed that he had asked officers for a report.

Councillor Judi Ellis highlighted work being carried out by officers on different funding streams to secure grants relating to broken families and back to work

funding. She considered that Members needed to retain an oversight of these programmes where there was likely to be considerable overlap in the people targeted.

Environment PDS Committee: Councillor William Huntington-Thresher reported that his Committee had received a presentation on major public transport improvements for the borough.

Recreation and Renewal PDS Committee: Councillor Sarah Phillips reported that her Committee was meeting the next day to consider the 2012/13 budget. The Committee was also monitoring developments with Bromley Adult Education College, the Bromley Mytime contract and Outer London Fund bids for town centre improvements. Bids had been successful for Bromley and Orpington, but not for Beckenham, and the Committee had re-convened the Working Group to look at options for Beckenham town centre.

Public Protection and Safety PDS Committee: Councillor Douglas Auld reported on his Committee's recent activity. The Committee had met the new Police Borough Commander, Stephanie Roberts, and had visited Bromley Fire Station, establishing that the Fire Service had reorganised its management structure so that senior officers focused on managing functions rather than particular crews and stations. A visit to the new Drug Treatment Unit was planned for 22nd February.

The Committee was also monitoring a number of other issues and initiatives, including the Mentoring Scheme, the Best Bar None scheme, the proposed new CCTV contracts which provided substantial savings to the Council, the control of stray dogs, funding for Bromley Council for Voluntary Youth Services and the 2012/13 budget.

134 WORK PROGRAMME 2012
Report RES12009

The Committee considered its work programme, including scheduled meetings and the progress of PDS working groups. It was noted that Councillor Richard Scoates had been appointed chairman of the Big Society Working Group.

RESOLVED that the work programme be noted.

**135 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE
LOCAL GOVERNMENT (ACCESS TO INFORMATION)
(VARIATION) ORDER 2006, AND THE FREEDOM OF
INFORMATION ACT 2000**

RESOLVED that the Press and public be excluded during consideration of the items of business listed below as it was likely in view of the nature of the business to be transacted or the nature of the proceedings that if

members of the Press and public were present there would be disclosure to them of exempt information.

136 EXEMPT MINUTES OF THE MEETING HELD ON 6TH DECEMBER 2011

The exempt minutes of the meeting held on 6th December 2012 were confirmed.

137 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS

The Committee scrutinised proposed decisions of the Resources Portfolio Holder relating to the following matters -

137.1 BROMLEY VALLEY GYMNASTIC CENTRE, CHIPPERFIELD ROAD, ST PAUL'S CRAY - RENT REVIEW
Report DRR11/150

The Committee supported proposals for the rent review for this property.

137.2 RENEWAL OF PROPERTY INSURANCE CONTRACT
Report RES12029

The Committee supported proposals for renewing the Council's property insurance contract.

138 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS

The Committee considered and commented on part 2 reports on the Executive's agenda for the meeting on 1st February 2012 as follows.

(13) Re-Tendering of Contracts for

- (i) Maintenance of the Council's CCTV System, and**
 - (ii) Staffing and Monitoring of the CTV Control Room**
- Report ES12025

The Committee supported recommendations concerning the award of contracts for the maintenance and staffing of the CCTV control room.

(14) Residential Intermediate Care Services – Contract Extension
Report ACS12004

The Committee supported a recommendation to extend the existing contract with Mission Care for the provision of Intermediate Care.

(15) Diamond Jubilee Celebrations 2012

Report DRR12/003

The Committee supported proposed expenditure relating to celebrations of the Queen's Diamond Jubilee.

(16) Queen's Gardens, Bromley – Proposed Restaurant Development

Report DRR12/008

The Committee supported the Council's disposal of land and participation in the proposed restaurant development.

(17) Capital Receipts

Report RES12019

The Committee noted anticipated capital receipts.

The Meeting ended at 9.52 pm

Chairman

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Agenda Item 5

Report No.
RES12056

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 4th April 2012

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

Title: **MATTERS ARISING FROM PREVIOUS MEETINGS**

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 020 8461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 **Appendix 1** updates Members on matters arising from previous meetings which continue to be "live." Two issues are listed concerning Blue Badge Enforcement and Total Place Pilots.

2. **RECOMMENDATION(S)**

2.1 **The Committee is invited to consider progress on matters arising from previous meetings.**

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	N/A

Corporate Policy

1. Policy Status: Existing policy. The Committee receives an update on matters arising from previous meetings at each meeting.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054
 5. Source of funding: Existing 2011/12 budgets
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Staff

1. Number of staff (current and additional): There are 9 posts (8.22fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes at most a few hours per meeting.
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. The report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of Committee Members.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

<u>Minute Number/ Title</u>	<u>PDS Request</u>	<u>Update</u>	<u>Action By</u>	<u>Completion Date</u>
88. & 99. Blue Badge Enforcement (14 November & 6 December 2011)	Members requested a further update.	See attached briefing note. This note was originally prepared for Audit Sub-Committee on 8 th March, although the figures in paragraph 1 have since been updated.	Director of Environmental Services	March 2012
119. Matters Arising: Total Place Pilots (25 th January 2012)	The Finance Director briefed the Committee that the Government had set up four Whole Place Community Budget Pilots and ten Neighbourhood led pilots before it was rolled out for 2013/14.	Members requested a briefing paper.	Finance Director	April 2012

Minute 99: Blue Badge Fraud Project

1. The Department has advised that since the formal commencement of the Operation in September 2011 there have been two successful criminal prosecutions with a further 2 being investigated by Greenwich Fraud team (GFT) with the intention for prosecution. Also in excess of 20 badges have now been removed from circulation. Internal audit has liaised with the GFT and the Parking section to bring about these successful prosecutions.

2. Each case in its nature is different, and appropriate action depending on the circumstances is required. Given the very high level of initial activity regular weekly meetings took place to assess each case and recommend appropriate action. For the first couple of months resourcing the project was intensive. The activity has now lessened, and at current levels can be sustained from within existing resources. Key roles were;

- Head of Service to give authority for any proposed action and set overall guidance.
- Parking Inspector undertook the lead role in enforcement, visiting properties believed to be fraudulently using a blue badge, and arranging on street operations with wardens and Police, etc.
- Parking Operations Officer who was responsible for coordinating back office record keeping and evidence gathering and investigation, correspondence and staffing the hotline and online reports.
- Administrative support was also required to help establish patterns of use on street. This helped establish when and where regular misuse may have been taking place and advice with the timing of any action.

3. The success was achieved by wardens being given a list of individuals that did not match those of the DWP. Wardens are therefore able to issue Penalty Charge Notices knowing the Badge was not valid and/or report it to Parking Services to investigate further.

With this information to hand Parking Services in appropriate cases were able to;

- Observe the vehicle to establish a pattern, thereby gathering evidence that the abuse was regular and systematic.
- Obtain vehicle keeper details, including home address, so that visits could be made.
- Obtain the details of the Blue Badge user, (often a family member).
- Make further enquires of statutory bodies such as the DVLA.
- Issue a Penalty Charge Notice to the vehicle, which often resulted in the Penalty being paid and the Badge no longer used.
- Write to vehicle owner informing them that by displaying the Blue Badge in question a criminal offence was taking place.

4. The operation confirmed the main abuse of Blue Badge scheme by family members, either by using it when the badge holder is not present, or continuing to use it after they have died. Another main abuse was the photocopying of a badge or fraudulently changing the expiry date.

5. Parking Services will continue with this ongoing initiative and further refine our approach. From analysis of the data it is clear that the use of DWP data is the key to greater success in the future. The role of wardens questioning and inspecting Blue Badges on street and Parking Officers following leads from members of the public, via the hotline or web reporting, will provide a valuable means of identifying and tackling abuse, but less in terms of numbers.

LONDON BOROUGH OF BROMLEY

FORWARD PLAN PUBLISHED ON: 16th March 2012

PERIOD COVERED: April 2012 - July 2012

DATE NEXT FORWARD PLAN PUBLISHED: 16th April 2012

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE?	WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
COUNCIL						
EXECUTIVE						
Extra Care Services - Award of Contract	Executive	11 April 2012	Executive & Resources PDS Committee	Meetings	Contact Officer: Tiffany Southcott Tel: 020 8313 4267 Tiffany.Southcott@bromley.gov.uk	Part 2 report - confidential
Flood and Water Management Act	Executive	11 April 2012	Environment and Executive & Resources PDS Committees	Meetings	Contact Officer: Alastair Berry Tel: 020 8313 4766 Alastair.Baillie@bromley.gov.uk	Report and relevant background documents
Award of Contract - Respite Care for Older People	Executive	23 May 2012	Adult & Community PDS Committee	Meetings	Contact Officer: Andy Crawford Andy.Crawford@bromley.gov.uk	Part 2 report - confidential
Future of the In house ACS Services	Executive	23 May 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Lorna Blackwood Tel: 020 8313 4110 lorna.blackwood@bromley.gov.uk	Part 2 report - confidential
Foster Parent Allowances: Consultation Outcomes	Executive	23 May 2012	Key Stakeholders and CYP PDS Committee	Meetings and written communications	Contact Officer: Kay Weiss kay.weiss@bromley.gov.uk	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE?	WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
Domiciliary Care Services - Award of Framework Contract	Executive	23 May 2012	Executive & Resources PDS Committee	Meetings	Contact Officer: Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk	Report and relevant background documents
Award of Contract - Johnson Court Supported Living Services for People with Learning Difficulties	Executive	25 July 2012	Adult & Community PDS Committee	Meeting	Contact Officer: Tiffany Southcott Tel: 020 8313 4267 Tiffany.Southcott@bromley.gov.uk	Part 2 report - confidential
ADULT & COMMUNITY PORTFOLIO						
Tenancy Strategy	Portfolio Holder for Adult and Community	10 April 2012	Housing Assoc Partners and Adult and Community Services PDS Committee	Meeting	Contact Officer: Kerry O'Driscoll Kerry.O'Driscoll@bromley.gov.uk	Report and relevant background documents
Homelessness Strategy	Portfolio Holder for Adult and Community	10 April 2012	Key Partners in the Housing field and Adult & Community Services PDS Committee	Meetings with partner agencies etc.	Contact Officer: Kerry O'Driscoll Kerry.O'Driscoll@bromley.gov.uk	Report and relevant background documents
Admissions Avoidance	Portfolio Holder for Adult and Community	10 April 2012	Adult & Community Services PDS Committee	Meeting	Contact Officer: Lorna Blackwood Tel: 020 8313 4110 lorna.blackwood@bromley.gov.uk	Report and relevant background documents
Future of In House ACS Services	Portfolio Holder for Adult and Community	10 April 2012	Adult & Community Services PDS Committee	Meetings	Contact Officer: Lorna Blackwood Tel: 020 8313 4110 lorna.blackwood@bromley.gov.uk	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE?	WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
Community Well Being Services for People with Mental ill Health	Portfolio Holder for Adult and Community	10 April 2012	Adult & Community Services PDS Committee	Meetings	Contact Officer: Claire Lynn Tel: 020 8313 4034 claire.lynn@bromley.gov.uk	Report and relevant background documents
Supported Living Services for People with Learning Disabilities - Award of Contract	Portfolio Holder for Adult and Community	19 June 2012	Adult & Community Services PDS Committee	Meeting	Contact Officer: Tiffany Southcott Tel: 020 8313 4267 Tiffany.Southcott@bromley.gov.uk	Part 2 report - Confidential
CHILDREN & YOUNG PEOPLE PORTFOLIO						
Consultation Outcomes - Draft Children's Strategy for 2012-15	Portfolio Holder for Children and Young People	12 June 2012	Key Stakeholders and CYP PDS Committee	Meetings and written communications	Contact Officer: Terri Walters terri.walters@bromley.gov.uk	Report and relevant background documents
Review of CYP Portfolio Holder Plan	Portfolio Holder for Children and Young People	12 June 2012	Key Stakeholders and CYP PDS Committee	Meetings and written communications	Contact Officer: Terri Walters terri.walters@bromley.gov.uk	Reports and relevant background documents
Invest to Save Proposal: SEN	Portfolio Holder for Children and Young People	12 June 2012	Key Stakeholders and CYP PDS Committee	Meetings and written communications	Contact Officer: Bob Garnett Bob.Garnett@bromley.gov.uk	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE?	WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
ENVIRONMENT PORTFOLIO						
Draft Environment Portfolio Plan 2012/13	Portfolio Holder for Environment	17 April 2012	Environment PDS Committee	Meeting	Contact Officer: Gavin Moore Tel: 0208 313 4539 gavin.moore@bromley.gov.uk	Report and relevant background documents
Parking ICT Contract	Portfolio Holder for Environment	03 July 2012	Environment PDS Committee	Meeting	Contact Officer: Ben Stephens Tel: 0208 313 4514 ben.stephens@bromley.gov.uk	Report and relevant background documents
Environment Portfolio Plan 2012/13	Portfolio Holder for Environment	03 July 2012	Environment PDS Committee	Meeting	Contact Officer: Gavin Moore Tel: 0208 313 4539 gavin.moore@bromley.gov.uk	Report and relevant background documents
PUBLIC PROTECTION AND SAFETY PORTFOLIO						
RENEWAL AND RECREATION PORTFOLIO						
RESOURCES PORTFOLIO						
Award of Backup Contract	Portfolio Holder for Resources	04 April 2012	Executive and Resources PDS Committee	Meeting	Contact Officer: Sue Essler Tel: 020 8313 4273 sue.essler@bromley.gov.uk	Part 2 Report - confidential
Award of Contract for Internet Service Provider	Portfolio Holder for Resources	04 April 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Sue Essler Tel: 020 8313 4273 sue.essler@bromley.gov.uk	Part 2 Report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE?	WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
Results of E-auction: confirmation of Supplier	Portfolio Holder for Resources	04 April 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Sue Essler Tel: 020 8313 4273 sue.essler@bromley.gov.uk	Part 2 Report - confidential
2 Betts Way, Anerley - Receipt of offers	Portfolio Holder for Resources	04 April 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Heather Hosking Tel: 020 8313 4421 heather.hosking@bromley.gov.uk	Part 2 report - confidential
Leesons Centre - Terms of offer	Portfolio Holder for Resources	04 April 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Heather Hosking Tel: 020 8313 4421 heather.hosking@bromley.gov.uk	Part 2 report - confidential
Sheila Stead House - Terms of offer	Portfolio Holder for Resources	04 April 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Heather Hosking Tel: 020 8313 4421 heather.hosking@bromley.gov.uk	Part 2 report - confidential

London Borough of Bromley: 020 8464 3333 www.bromley.gov.uk

Contact Officer: Lynn Hill, Democratic Services, Resources Department: 020 8461 7700, lynn.hill@bromley.gov.uk

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Agenda Item 8

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Resources, Councillor Graham Arthur has made the following executive decision:

TREASURY MANAGEMENT - ANNUAL INVESTMENT STRATEGY 2012/13

Reference Report:

ER PDS 250112 Investment Strategy

ER PDS 250112 Investment Strategy Appendix

Decision:

That Council is recommended to adopt the Treasury Management Statement and Annual Investment Strategy for 2012/13 including the prudential indicators and the Minimum Revenue Provision (MRP) policy statement.

Reasons:

The CIPFA Code of Practice on Treasury Management requires that the Council approves an annual treasury strategy in advance of each financial year, a mid-year review report and an annual report following each year. As a number of UK banks have been subject to credit ratings downgrades, restricting the Council's lending options, and following consultation with Sector Treasury Services, the Council's advisors, ratings criteria have been reviewed and revised eligibility bands were proposed to give the Council more options and flexibility.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 25th January 2012 and the Committee supported the proposal.

.....
Councillor Graham Arthur
Portfolio Holder for Resources

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 6 Feb 2012
Implementation Date (subject to call-in): 13 Feb 2012
Decision Reference: RES12001

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Resources, Portfolio Holder for Resources has made the following executive decision:

OUTSOURCING OF CENTRAL INCOME TEAM AND HOUSING ACCOMMODATION CHARGES TEAM

Reference Report:

ER PDS 250112 Central Income Team

ER PDS 250112 Central Income Team Appendix

Decision:

- (1) **The transfer of the Central Income Team and Housing Accommodation Charges function to Liberata be agreed, generating savings of £46,000 p.a.**
- (2) **The approach that changes to the Council's debt recovery, with a more streamlined and proactive approach, will improve the Council's overall cash collection over a 2/3 year period be supported.**

Reasons:

As part of the 2012/13 budget process all areas of expenditure have been scrutinised with a view to delivering services in a more efficient and effective way. This has included looking at the option of outsourcing services where appropriate. Transferring these small teams to Liberata will have financial and service benefits, reducing duplication and providing resilience.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 25th January 2012 and the Committee supported the proposal.

.....
Councillor Graham Arthur
Portfolio Holder for Resources

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 6 Feb 2012
Implementation Date (subject to call-in): 13 Feb 2012
Decision Reference: RES12002

LONDON BOROUGH OF BROMLEY
STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Resources, Councillor Graham Arthur has made the following executive decision:

ISARD HOUSE, GLEBE HOUSE DRIVE, HAYES

Reference Report:

ER PDS 250112 Isard House

Decision:

That Isard House, Glebe House Drive, Hayes be declared surplus to the Council's requirements and advertised for sale on the open market.

Reasons:

This former care home had become vacant in March 2011. The Children and Young People Services Department had conducted a feasibility study to assess whether the site might be used for a proposed new facility for children with autistic spectrum disorders, but had concluded that it was not suitable. The Council's aims include being an authority which manages its assets well, and selling the property will generate a capital receipt.

The proposed decision was scrutinised by the Executive and Resources PDS Committee 25th January 2012 and the Committee supported the proposal.

.....
Councillor Graham Arthur
Portfolio Holder for Resources

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 6 Feb 2012
Implementation Date (subject to call-in): 13 Feb 2012
Decision Reference: RES12003

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

(Summary of a part 2 decision relating to exempt information)

The Portfolio Holder for Resources, Councillor Graham Arthur has made the following executive decision:

BROMLEY VALLEY GYMNASTIC CENTRE, CHIPPERFIELD ROAD, ST PAUL'S CRAY

Reference Report:

None.

Decision:

That the Head of Valuation and Estates is authorised to negotiate the rent review on the basis set out in the report and taking into account comments from the Executive and Resources PDS Committee.

Reasons:

The Bromley Valley Gymnastic Centre (BVGC) had been granted a 28 year lease in 1991, subject to rent reviews every five years. After detailed investigations the most appropriate basis to assess the rent and other relevant factors were established.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 25th January 2012 and the Committee supported the proposal.

.....
Councillor Graham Arthur
Portfolio Holder for Resources

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 6 Feb 2012
Implementation Date (subject to call-in): 13 Feb 2012
Decision Reference: RES12004A

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

(Summary of a part 2 decision relating to exempt information)

The Portfolio Holder for Resources, Councillor Graham Arthur has made the following executive decision:

RENEWAL OF PROPERTY INSURANCE POLICIES

Reference Report:

None.

Decision:

That the Council's property insurance contract be renewed.

Reasons:

The Council's property insurance policies expire on 30th March 2012 and a formal tender procedure was undertaken to obtain quotations for the renewal of the policies.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 25th January 2012 and the Committee supported the proposal.

.....
Councillor Graham Arthur
Portfolio Holder for Resources

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 6 Feb 2012
Implementation Date (subject to call-in): 13 Feb 2012
Decision Reference: RES12005A

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Report No.
RES12054

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Resources Portfolio Holder

**For pre-decision scrutiny by the Executive & Resources PDS
Committee on 4th April 2012**

Date: 4th April 2012

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

Title: **CAPITAL PROGRAMME MONITORING Q3 2011/12 & ANNUAL
CAPITAL REVIEW 2012 TO 2016**

Contact Officer: Martin Reeves, Principal Accountant (Technical & Control)
Tel: 020 8313 4291 E-mail: martin.reeves@bromley.gov.uk

Chief Officer: Director of Resources

Ward: All

1. Reason for report

On 1st February, the Executive received a report summarising the current position on capital expenditure and receipts following the 3rd quarter of 2011/12 and presenting for approval the new capital schemes supported by Chief Officers in the annual capital review process. The Executive agreed a revised Capital Programme for the five year period 2011/12 to 2015/16. This report highlights in paragraphs 3.1 to 3.5 changes agreed by the Executive in respect of the Capital Programme for the Resources Portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are included at Appendix B.

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to endorse the changes approved by the Executive on 1st February.

Corporate Policy

1. Policy Status: Existing policy. Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: Estimated cost N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: N/A (Capital Programme)
 4. Total current budget for this head: £6.4m for the Resources Portfolio over five years 2011/12 to 2015/16
 5. Source of funding: Capital grants, capital receipts and revenue contributions
-

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: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable.
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Capital Expenditure

3.1 A revised Capital Programme was approved by the Executive on 1st February, following a detailed monitoring exercise carried out after the 3rd quarter of 2011/12. The Executive also considered and approved new capital schemes supported by Chief Officers in the annual capital review process. This report identifies changes relating to the Resources Portfolio and the table in paragraph 3.2 summarises the overall position following the Executive meeting.

Capital Monitoring – Q3 variations approved by the Executive on 1st February 2012

3.2 The base position was the revised programme approved by the Executive on 16th November 2011, as amended by any variations approved at subsequent Executive meetings (none in this quarter). In response to the major level of slippage at the end of 2010/11, the monitoring process has been made more robust by the introduction of considerably more challenge and review and, in the December quarter, the entire approved programme was closely reviewed with a significant number of scheme budgets being deleted. The monitoring exercise resulted in a number of amendments to the approved programme for the Resources Portfolio and these are shown in the table below. Further details are included in paragraphs 3.3 and 3.4. The revised Programme for the Resources Portfolio is attached as Appendix A and comments on individual schemes, together with latest 2011/12 expenditure figures, are shown in Appendix B.

Capital Expenditure	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
	£000	£000	£000	£000	£000	£000
Approved Capital Programme (16/11/11)	3,236	1,077	1,610	-	-	5,923
Q3 monitoring variations						
Review of programme (para 3.3)						
- Mortgages	-60	-	-60	-	-	-120
- Review of document management	-	-60	-	-	-	-60
- Digital print strategy	25	-175	25	50	-	-75
Re-phasing of Expenditure (para 3.4)						
- FIS upgrade	-10	10	-	-	-	-
- Joint web platform	-98	98	-	-	-	-
- Performance management & CYP IT	-150	150	-	-	-	-
- Emergency works on surplus sites	-30	30	-	-	-	-
Total Q3 Monitoring Variations	-323	53	-35	50	-	-255
New schemes (para 3.5)	-	-	760	-	-	760
Revised Resources Programme	2,913	1,130	2,335	50	-	6,428

3.3 Review of approved programme – reductions / deletions (total reduction of £255k)

In the latest quarter, a detailed review was carried out on all schemes in the programme approved by the Executive on 16th November 2011. As a result, reductions totalling in excess of £3.1m were identified across the Council, including £255k relating to the Resources Portfolio, and these were approved by the Executive on 1st February. These are listed in the table above and brief comments are provided in Appendix B.

3.4 Scheme rephasing

In final outturn reports in June and July, the Executive was informed of the major slippage at the 2010/11 year end, as a result of which some £25.2m had been rephased from 2010/11 into 2011/12. This is the second monitoring report since July and, as reported, additional challenge and review has been introduced into the process, as a result of which, in the Q2 monitoring report in December, a number of changes were agreed and some £9.4m was rephased from

2011/12 into later years, including £0.9m relating to Resources Portfolio schemes. The Q3 Resources monitoring exercise resulted in changes set out in paragraph 3.3 above and also in further rephasing adjustments totalling £288k from 2011/12 into 2012/13. These are itemised in the table in paragraph 3.2 and Appendix B includes comments on scheme progress.

Annual Capital Review – new scheme proposals

3.5 As part of the normal annual review of the Capital Programme, Chief Officers were invited to come forward with bids for new capital investment. Considerably fewer bids were received than in previous years and Chief Officers agreed to recommend new schemes with a total value of £6.4m, of which just £0.8m would require funding from the Council’s resources in the four years 2012/13 to 2015/16. Only one Resources scheme was put forward and approved, as follows:

Replacement of MD110 telephone switch (£0.76m in 2013/14 to be met from Council resources)
 The Executive approved £760k in 2013/14 to replace the MD110 telephone switch, which was installed in November 1999 and will not be maintained after March 2015. The replacement will ensure business continuity. Shared service and hosted options are currently being investigated, which could lead to a significant reduction in the estimated cost, but discussions are at an early stage. The cost will be met from Council resources (capital receipts).

Post-Completion Reports

3.6 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. Following the major slippage of expenditure at the end of 2010/11, Members have confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme’s non-financial objectives. At the December meeting, the PDS Committee agreed that a post-completion report on the Civic Centre – Emergency Back-up scheme should be submitted and this will be reported to the next meeting.

4. POLICY IMPLICATIONS

4.1 Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 1st February 2012. Changes approved by the Executive for the Resources Portfolio Capital Programme are set out in the table in paragraph 3.2.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns January 2012. Approved Capital Programme (Executive 16/11/11). Q2 & Q3 Monitoring report (Executive 16/11/11 & 1/2/12). Capital appraisal forms September/October 2011. Report to Chief Officers’ Executive 21/12/11.

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 3rd QUARTER MONITORING											
Capital Scheme/Project	Total Revised Estimate	Actual to 31.3.11	2011/2012			2012/13	2013/14	2014/15	2015/16	Responsible Officer	Remarks
			Previous Estimate	Actual to 29/11/11	Revised Estimate	Revised Estimate	Revised Estimate	Revised Estimate	Revised Estimate		
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
PROPERTY DIVISION											
Office accommodation strategy	2000	70	1930		1930					Marc Hume	Essential to maximise capital receipts: £30k c/fwd from 10/11 into 11/12
Emergency Works on Surplus Sites	192	72	60		30	60	30			Heather Hosking	
	2192	142	1990	0	1960	60	30	0	0		
CHIEF EXECUTIVE'S DEPARTMENT											
Capital Ambition - Efficiency and Transformation Funding	100	0	0		0	100				Chris Spellman	100% funding to support improvement and efficiency activity
TOTAL CHIEF EXECUTIVE'S DEPARTMENT	100	0	0	0	0	100	0	0	0		
RESOURCES DIRECTORATE											
Financial systems upgrade/replacement of unsupported software	1025	788	80		70	167				Neil Graham	Essential replacement to enable continued financial management
Civic Centre cabling renewal	400	211	189		189					Sue Essler	
Server Virtualisation	300	135	165		165					Sue Essler	Invest to Save
Digital Print Strategy	125	0	0		25	25	25	50		Dave Starling	
Upgrade of Core Network Hardware	1050	0	0		0	530	520			Sue Essler	Invest to Save scheme - business case required; £142k agreed by Executive 01/09/10
Increasing Network Security	400	222	178		178					Sue Essler	
Joint Web platform	240	74	166		68	98				Mark Bowen	Approved by Executive 16/06/10
Performance Management/Children's Services - information technology	500	92	408		258	150				Sue Essler	
Replacement of Storage Area Network	480	0	0		0	0	480			Sue Essler	Business continuity - need to keep data secure and accessible
Rollout of Windows 7 and Office 2000	520	0	0		0	0	520			Sue Essler	Upgrade of all desktops and laptops
Replacement of MD110 telephone switch	760	0	0		0	0	760			Sue Essler	Essential replacement of switch (installed in 1999; not maintained after 2015)
	5800	1522	1186	0	953	970	2305	50	0		
TOTAL RESOURCES PORTFOLIO	8092	1664	3176	0	2913	1130	2335	50	0		

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 3rd QUARTER MONITORING					
Capital Scheme/Project	2011/2012				Comments for Q3 monitoring
	Actual to 31.3.11	Previous Estimate	Actual to 08/12/11	Revised Estimate	
	£'000's	£'000's	£'000's	£'000's	
PROPERTY DIVISION					
Office accommodation strategy	70	1930	719	1930	Project on target and full spend anticipated in 2011/12.
Emergency Works on Surplus Sites	72	60	2	30	£30k rephased from 2011/12 to 2012/13
	142	1990	721	1960	
CHIEF EXECUTIVE'S DEPARTMENT					
Capital Ambition - Efficiency and Transformation Funding	0	0	0	0	One off funding distributed to LA's when Capital Ambition was disbanded. It was not required/intended to be used in a single year and must be used for Improvement & Efficiency projects. Rephased to 2012/13 in Q2 monitoring.
	0	0	0	0	
RESOURCES DIRECTORATE					
Financial systems upgrade/replacement of unsupported software	788	80	15	70	Spend & commitments to date total £16K and relate to FIS Oracle Support for 20 days. A major upgrade of Oracle due to take place in 12/13. Expected to have to pay c.30% of the cost upfront, so allowance has been made for further spend of £54K this year. The balance of the budget has been re-phased to 12/13.
Civic Centre cabling renewal	211	189	2	189	Project progressing on track. Further planned expenditure this year relates to implementation of VOIP, Lync and Wireless as part of the North Block refurbishment.
Server Virtualisation	135	165	58	165	Project progressing on track. Further planned expenditure this year relates to implementation of additional management tools and associated licences.
Digital Print Strategy	0	0	0	25	This relates to the implementation of Multi-Functional Devices. Originally assumed that this would be funded from the Capital scheme, but it was then decided that they could be funded from Revenue and the cost of the roll-out was funded by the One-Way programme. After implementation, a further review has been undertaken of the revised business need and service requirements. In order to make best use of the print facilities, control and scanning software has been purchased (uni-flow and ecopy) and a need for additional hardware has been identified. £200k had been allocated for this scheme, but the Executive has now agreed to retain a budget of £125K in total to allow for a spend of £25K per annum from 11/12 to 15/16 to fund the lease purchase of the software and the additional hardware. The scheme has been re-phased to reflect this. The project has already generated Revenue budget savings of £147K.
Upgrade of Core Network Hardware	0	0	0	0	Scheme rephased to 12/13 in Q2 monitoring report.
Increasing Network Security	222	178	0	178	Commitments to date of £100K and further planned expenditure of £77K re replacement of web & email filtering software and hardware. On track.
Joint Web platform	74	166	32	68	Spend and commitments to date total £33K. Further planned spend this year of £35K re software, development and updating existing packages. A business case is expected to be made in January for the release of the balance of £98K, but work is unlikely to commence this year so this has been re-phased to 12/13.
Performance Management/Children's Services - information technology	92	408	21	258	£21K has been spent to date & commitments of £57K have been raised. There have been some technical problems and a tender has just been let, consequently the project is likely to be delayed and £150K has been re-phased to 12/13.
Replacement of Storage Area Network	0	0	0	0	Scheme scheduled for 2013/14
Rollout of Windows 7 and Office 2000	0	0	0	0	Scheme scheduled for 2013/14
Replacement of MD110 telephone switch	0	0	0	0	Scheme scheduled for 2013/14
	1522	1186	128	953	
TOTAL RESOURCES PORTFOLIO	1664	3176	849	2913	

Report No.
CEX10

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Resources Portfolio Holder

Date: For pre-decision scrutiny by the Executive and Resources PDS Committee on 4th April 2012

Decision Type: Non-Urgent Executive Non-Key

Title: **EXTENSION OF EXISTING OCCUPATIONAL HEALTH CONTRACT**

Contact Officer: Elaine Pilkington, Occupational Health and Safety Manager
Tel: 020 8313 4386 E-mail: elaine.pilkington@bromley.gov.uk

Chief Officer: Charles Obazuaye, Assistant Chief Executive, Human Resources

Ward: N/A

1. Reason for report

- 1.1. It is proposed to agree a 1+1 year extension to the existing Occupational Health contract, following negotiation with the current provider to further reduce costs.

2. **RECOMMENDATION(S)**

That on grounds of best value and continuity of service, the Resources Portfolio Holder approves the extension of the employee occupational health contract with Preventative Health Care Ltd, from 1 August 2012 to 31 July 2013 with the option to extend by a further year being delegated to the Director of Resources after consultation with the Resources Portfolio holder.

Corporate Policy

1. Policy Status: N/A.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: Estimated cost £105,668 for 2012/13 £105,668 for 2013/14
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: HR / Central Occupational Health and Safety
 4. Total current budget for this head: £ 212,210 for 2012/13 (controllable expenses for OH and H&S Units)
 5. Source of funding: Chief Executives Department / HR division / Budget code 435 004 1717
-

Staff

1. Number of staff (current and additional): 2 x on site medical staff provided by PHC Ltd, Counsellor and 1 part time administrator provided by LBB
 2. If from existing staff resources, number of staff hours: LBB Admin officer 27 hours per week
-

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): 6000 (all LBB employees including all Community / VC school staff and Foundation, VA schools and Academies who purchase the OH service)
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 Our current contract with Preventative Health Care Ltd to provide an occupational health service for LBB employees expires on 31 July 2012. The contract provides a part time Occupational Health Physician, part time Counsellor and a full time Occupational Health Nurse. LBB provide administrative support and the service operates at the civic centre.

LBB have been actively pursuing the possibility of a shared Occupational Health service with Bexley and Croydon over the past 6 months; however a shared service has not proved viable at the present time, and a cost effective alternative needs to remain in place to deliver the service and enable the Authority to explore all options for the future.

- 3.2 The occupational health service provides the following -

- Assessment of new recruits to ensure they are fit for appointment
- Supporting managers with workplace health issues and sickness management
- Dealing with management ill health referrals
- Processing ill health retirement applications
- Providing medical input for risk assessments
- Carrying out workplace visits as necessary
- Administering workplace vaccinations
- Carrying out driver medicals and other examinations as required
- Medical input for case conferences, hearings and employment tribunals
- Provision of a counselling service for employees
- Provision of training in first aid, EpiPen use & medication awareness
- Providing statistical reports in relation to the above
- Organising health promotion events/ initiatives for employees

- 3.3 The service is essential and valued in terms of -

Ensuring all staff including new employees are fit for employment

Maintaining the trend of reduced sickness, which since 2007/8 has fallen from 9.1 days per employee, to 6.9 days (2010 /11), resulting in better attendance, improved productivity, sustained performance and continuity of service delivery

Managing employee sickness issues including those resulting in dismissal or early release under the pension regulations

Meeting our statutory requirements and best practice in terms of employment and employee health

- 3.4 Consultation with stake holders has revealed that LBB managers are very satisfied with the level of service provided. Given the nature of the work, a consistent and reliable service is desirable for the future. The Portfolio holder, Chief Officers, Legal Services and the council's Procurement Manager have also been consulted on this proposal.

4 POLICY IMPLICATIONS

- 4.1 The Council expects high standards of performance from staff and therefore takes seriously its commitment to maintain a healthy and motivated workforce. It is a little bit clichéd, but our staff are our still our greatest resource in delivering an "Excellent Council".

5 FINANCIAL IMPLICATIONS

- 5.1 Negotiations have been carried out with the current provider and have resulted in a 17% reduction in the contract price. This means that whereas the 2011/12 contract price was £127,125, the new contract figure for 2012/13 (and the following year if required) will be **£105,668** representing an annual saving of £ 21,457.

It should be noted that the joint H&S / Occupational Health service brought in £54,000 income (from schools/colleges) during 2011/12, making a significant contribution towards the running costs of the service. A similar level of income is expected for 2012/13.

- 5.2 Benchmarking with other local authorities has revealed that the current provider offers excellent value in terms of cost, with PHC's charges being consistently considerably lower than rival companies. The original tendering exercise revealed a wide gap between PHC and other quotations for the work. Up to date prices have been informally obtained from local occupational health providers which reaffirm the value of our current arrangement.
- 5.3 To ensure best value, the option of the direct employment of an Occupational Health Physician, Occupational Health Adviser / Nurse and Counsellor has been explored. However the cost together with the necessary medical insurances and training liabilities would exceed the contract figure offered by Preventative Healthcare Ltd and carries a greater risk for the organisation.
- 5.4 The contract costs for the next two years are shown below:

2012/13 - £105,668

2013/14 - £105,668

Provision has been made in the HR budget for delivery of the service on this basis.

- 5.5 Employee ill health can be costly and disruptive to essential services. The Occupational Health service aims to encourage employees back to work as soon as possible following health problems, in line with the governments 'Working for a healthier tomorrow' report, thereby significantly reducing the cost of employee absence to the Authority.

6. LEGAL IMPLICATIONS

- 6.1 The service is essential to ensure that the council meets its legal duties and obligations pursuant to the disability provisions of the Equality Act 2010 and the wider framework of health and safety legislation. In particular the council is required, by law, to seek an appropriate and up to date medical perspective in order to inform this legal obligation and consider (where appropriate) whether reasonable adjustments are required and can be made to accommodate health issues at work.
- 6.2 The service falls with Part B of Schedule 3 to the Public Contracts Regulations 2006. This means the specification for the services cannot be discriminatory in favour of UK products or services. Also a contract award notice has to be published in the Official Journal of the EU.
- 6.3 General principles of EU law which will apply mean that whilst there is no need to advertise the service, the award process should be clear and transparent and allow for adequate competition where appropriate. However in the present case benchmarking has indicated that there is,

because of the geographic limitations of the service, no readily identifiable competitor to the present provider.

- 6.4 Under CPR 13.1 a contract award of this value would normally be subject to tendering in order to ascertain best value. However with the support of the Director of Resources and Assistant Director (Finance) it is open to the Portfolio Holder to agree to a waiver of the need for such tendering. This reflects both the timescales within which the award has to be concluded, the attempts made to set up collaborative arrangements with other Boroughs and the benchmarking carried out with other comparative services which indicate that the Council currently has the most competitive rates/service. The use of the waiver will be reported to Audit Sub Committee as part of a bi annual report.

7. PERSONNEL IMPLICATIONS

- 7.1 The extension of the contract will involve no changes in staffing. The administrative hours within the team have recently been reduced over recent years to make cost savings. The contract will remain under the supervision of the Occupational Health and Safety Manager for the 1+1 year term.

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

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Report No.

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Resources Portfolio Holder

Date: For pre-decision scrutiny by the Executive and Resources PDS
Committee on 4th April 2012

Decision Type: Non-Urgent Executive Key

Title: **KINGSWOOD HOUSE, KINGSWOOD ROAD, SHORTLANDS**

Contact Officer: Heather Hosking, Principal Valuer
Tel: 020 8313 4421 E-mail: heather.hosking@bromley.gov.uk

Chief Officer: Director of Renewal and Recreation

Ward: Shortlands

1. Reason for report

This report considers the future of Kingswood House following its permanent closure on 31st March 2012.

2. **RECOMMENDATION(S)**

The Executive and Resources PDS Committee is requested to consider the proposed decision by the Resources Portfolio Holder and

The Resources Portfolio Holder is recommended:

- i) **to agree to the retention of Kingswood House, Kingswood Road, Shortlands, to enable a consideration of alternative Council uses**
- ii) **to authorise the marketing of the property if the alternative uses are not supported.**

Corporate Policy

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

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: Recurring cost. £45,000 pa if retained
 3. Budget head/performance centre: Care Services
 4. Total current budget for this head: £642,000 for 2011/12
 5. Source of funding: Revenue
-

Staff

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

Legal

1. Legal Requirement: Statutory requirement. S123 of the Local Government Act 1972
 2. Call-in: Call-in is applicable
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: Any comments received will be reported at the meeting.

3. COMMENTARY

The Executive agreed in February 2007 to pursue a reprovision programme for the Council's care homes for older people and as part of this process Members agreed at the Executive's meeting on 7th March to the permanent closure of Kingswood House.

Subject to all the residents having moved to suitable alternative accommodation, Kingswood House will close on 31st March.

Kingswood House occupies a triangular site of approximately 1.26 acres (0.512 ha) in an area of residential development. It provided thirty-nine places. Arrangements are in hand for the property to be occupied by a guardian service while it remains unused. It is likely that, under such an arrangement, the Council would be responsible for all utilities and other outgoings.

Two Council uses for this property are currently under consideration. The Education and Care Services Department has identified Kingswood House as a possible location for a respite centre for children with special educational needs and an options appraisal is currently being carried out. The Assistant Director (Housing) in the Renewal and Recreation Department is also considering an opportunity for an invest to save bid relating to the use of this property as temporary accommodation for homeless families. A report on this proposal is being prepared for the Executive's meeting on 23rd May.

In view of the interest in retaining this property for a Council use it is recommended that it be retained to enable these options to be pursued, but that authority be given to market the property if neither proposal is approved by Members of the Executive.



4. POLICY IMPLICATIONS

The Council’s aims include being an authority which manages its assets well.

5. FINANCIAL IMPLICATIONS

The retention of this property is likely to result in costs being incurred. Details of expenditure on utilities are not currently available, but based on other care homes that have been retained while feasibility work on alternative uses is undertaken it is anticipated that it is likely to cost in the region of £45,000 per annum. These costs will be charged to the relevant Department while the feasibility work to inform a decision on future use is undertaken.

6. LEGAL IMPLICATIONS

If the invest to save bids are not progressed and this property is offered for sale the Council will be required under S123 of the 1972 Local Government Act to secure the best consideration reasonably obtainable (unless it grants a lease of 7 years or less) unless it has the benefit of an express or general consent of the Secretary of State. This property will be advertised on the open market to ensure compliance with this requirement.

Non-Applicable Sections:	Personnel Considerations
Background Documents: (Access via Contact Officer)	Report to Executive – Care Home Re-provision Programme – Closure of Kingswood House and Belle Grove, 7 th March 2012.

Report No.
RES12057

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 4th April 2012

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

Title: PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 020 8461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

- 1.1 This report draws the Committee's attention to reports on the agenda for the next meeting of the Executive on 11th April 2012. Members are requested to bring their copy of the agenda for this meeting to the PDS Committee's meeting.
-

2. RECOMMENDATION

- 2.1 The Committee is recommended to select priority issues from the Executive agenda for pre-decision scrutiny.

Corporate Policy

1. Policy Status: Existing policy. One of the roles of PDS Committees is to scrutinise proposals coming before executive bodies for decision - this supports the Excellent Council BBB priority.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344, 054 (2011/12 controllable budget)
 5. Source of funding: Existing budgets
-

Staff

1. Number of staff (current and additional): There are 9 posts (8.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Preparing this report takes less than one hour of staff time per meeting.
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. The report does not involve an executive decision.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of E&R PDS Committee Members.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 At each meeting, E&R PDS Committee Members have the opportunity to carry out pre-decision scrutiny of items for decision at forthcoming meetings. This report identifies the likely reports for the next meeting of the Executive on 11th April 2012 and suggests which ones the Committee should prioritise for pre-decision scrutiny. At the time of writing, this is the draft list of possible reports (the Executive's agenda is published on 28th March 2012) –

Part 1

Financial Monitoring 2011/12 ¹
Council Tax Support: Technical Returns of Council Tax ¹
Local Government Resource Review – Proposals for Business Rates Retention ¹
Update on the Implementation of the Flooding and Water Act 2010 ²
(Scrutinised by Environment PDS Committee on 28th February 2012)

Part 2

Extra Care Housing – Award of Contract ²
Capita Secure Information Systems Contract Variation ¹
Internal Audit Investigation Report
(Considered by Audit Sub-Committee on 8th March 2012)

(Reports marked ¹ are recommended for pre-decision scrutiny by this Committee and reports marked ² are key decisions)

- 3.2 Under the Council's arrangements for decision making by individual executive portfolio holders, reports covering the Resources Portfolio Holder's proposed decisions are set out under separate agenda items.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Forward Plan March 2012

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Report No.
DRR12/041

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Executive & Resources PDS Committee

Date: 4th April 2012

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

Title: Disaster Recovery Plans for London Borough of Bromley

Contact Officer: Stephen Lewis, Emergency Planning Manager
Tel: 020 8313 4388 E-mail: stephen.lewis@bromley.gov.uk

Chief Officer: Nigel Davies, Director of Environmental Services

Ward: n/a

1. Reason for report

Members of the Executive & Resources PDS asked for a Report on the Business Continuity and Disaster Recovery planning for Bromley Council.

2. RECOMMENDATION(S)

2.1 To note the details and make comment on the LBB business continuity and disaster recovery systems in place.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost n/a
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: 113,670
 4. Total current budget for this head: £113,670
 5. Source of funding:
-

Staff

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

Legal

1. Legal Requirement: Statutory requirement.
 2. Call-in: Call-in is not applicable.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 300,000
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: n/a

3. COMMENTARY

- 3.1 The Civil Contingencies Act 2004 imposes a statutory obligation on the Council to have business continuity arrangements in place to ensure it can continue to deliver services in the event of an emergency/disruption.
- 3.2 The London Borough of Bromley has key organisational objectives to meet, based on statutory requirements. All are aimed at providing, maintaining and improving services to the community. Any failures perceived or otherwise will have a negative impact on both the community and the authority. It is therefore important that all reasonable measures are taken to mitigate any likelihood of business or service disruption.
- 3.3 The risk of disruption regarding the Civic Centre could vary in magnitude from catastrophic to trivial, and include; fire, extremes of climate, failure of utilities and accidental or malicious damage of assets or resources. Business Continuity Management (BCM) is the important constituent of 'Disaster Recovery' i.e. the overall process by which risks are identified, evaluated and controlled. It is integrated within the corporate risk management strategy and in turn corporate governance.
- 3.4 In essence BCM is a flexible framework designed to ensure that as an organisation, in this case LBB, it can continue to operate its critical functions in the event of a wide range of disruptive challenges.
- 3.5 The BCM process within LBB is based on the British Standard 25999. It incorporates the BCM programme management of, understanding the organisation, determining BCM strategies, developing and implementing a BCM response and exercising, maintaining and reviewing the plans; whilst embedding a BCM culture within the authority.
- 3.6 The Council is currently undertaking a constant programme to embed business continuity into the organisation's culture, after which time the focus of business continuity will be managed by service and procedural policies. This report outlines progress to date, key issues and the next steps.
- 3.7 The whole process is overseen by the Corporate Business Continuity Group (CBCG) which has 'Terms of Reference' agreed by COE and is led at that level by the 'BCM Champion', Director of Environmental Services Nigel Davies. The CBCG is 'chaired' by the Head of Environmental Protection, Jim Mcgowan.

Business Continuity Plan Status

- 3.8 In September 2007, the Council implemented a new business continuity system which included the production and creation of new business continuity plans covering all departments, divisions and services of the Council.
- 3.9 Key priorities now include ensuring that services localise their plans and keep them up-to-date as well as undertaking exercises to ensure they are fit for purpose.
- 3.10 Since the inception of business continuity planning the Council has made significant progress each year with the assistance of both external and internal audit in this area, which whilst giving strong endorsement of policy and framework, has also given assurances to current capability.

- 3.11 All Council services have business continuity plans in place. Plans are generally based at service or divisional level only; however there are also overarching plans at directorate and corporate level.
- 3.12 In determining how to best mitigate an interruption to service delivery, the magnitude of the potential impact is measured against the likelihood that it will occur. Once these have been established, suitable continuity arrangements are identified and evaluated.



- 3.13 Three distinct tasks are associated with this process, namely:
 Business Impact Analysis (BIA)
 Risk Assessment (RA), and
 Business Continuity Plans (BCPs)
- 3.14 In undertaking the BIA the following points needed to be considered:
 Define the business process i.e. what is provided to whom, how, when, where and why
 Identify potential points of failure
 Determine the impacts of a disruption of service delivery
 Set recovery objectives within predetermined time frames
 Identify resources required to reach the recovery objectives
- 3.15 Risk Assessments are set against four main risk scenarios:
 Damage or denial of access to premises
 Loss or damage to Information and Communication systems (e.g. computers, networks, landline phones, mobile phones etc.)
 Non-availability of staff
 Loss or damage to other key resources
 Loss or disruption to the supply chain such as utilities, contractors or key suppliers
- 3.16 Service manager's deal with risk as a matter of course but risk assessment proves a formal, documented process to identify, evaluate and manage these risks. Agreed risk reduction measures would then be incorporated into BCPs.
- 3.17 When all tasks (above) have been completed BCP's to support the key services can be written.

- 3.18 Business Continuity Plan is the documentation of agreed procedures and information that is developed, and maintained in readiness for use in an emergency or service disruption – to better enable a service, department and / or the Council to continue delivering its critical activities and services. It is important to note that the plan should be accessible given a range of scenarios: it is advised that the BCP is stored both in hard copy and electronically, with at least one copy held off site for added resilience.
- 3.19 There is a standard template for the authority that should be used in all cases. Plans are owned by the Departments and Services and should be subject to regular review as part of the normal business planning process within the authority.

Testing and Exercising

- 3.20 The Council cannot be confident in the business continuity plans and systems unless they are tested and evaluated regularly. The testing and exercising of all key plans in Bromley has been continuing in many areas on many levels. This testing can be effectively achieved through a series of discussions, table top exercises or live exercises. Individual plans are tested – either service continuity arrangements or functional support plans, or at the other end of the spectrum, a full scale organisational wide test can be undertaken. This will however, because of the resource implications and level of disruption to normal business, be a rare event.
- 3.21 There is also an ongoing level of training awareness of business continuity to service managers. The aim of which is to ensure that continuity planning is firmly embedded in the council and such implications are considered across all business activities.
- 3.22 A large scale business continuity exercise called ‘Exercise Coldplay’ was held in December 2008. Set against a national flu pandemic episode, it was a comprehensive large scale table top exercise involving significant representation from the seven council directorates with the Chief Officers Executive (COE) also in attendance.
- 3.23 Lessons learnt across all departments were collated into a factual report compiled by the Emergency Planning Department and this acted as the catalyst for a corporate, departmental and individual services action plan.
- 3.24 In November 2010 a table top exercise was held for managers from Resources Department. This was very well received and as in the previous exercise the single points of failure and learning points from it acted as vehicle for plans to be reviewed and updated.
- 3.25 In November 2011 another table top exercise was held with managers from Adult and Community Services on this occasion external consultants (BISCON) were brought in to write and lead on the tabletop exercise. A similar post exercise was submitted to ACS for action.
- 3.26 Work is now being undertaken with the same external consultants to carry out further annual exercise and an exercise with another department will take place later this year.
- 3.27 During 2011 under the heading of Risk Management, business continuity training has been incorporated into a teaching package for managers across the council. This has been seen as a significant step for those who manage risk within the council and more sessions are being planned for 2012/13.
- 3.28 This guidance has focused on developing business continuity arrangements for a single Service but any disruption large or small will, however, have some implications for the wider organisation.

- 3.29 Actions that need to be taken can be Corporate and need to be included within the BCP with notification, activation and escalation procedures needed, including an emergency response, crisis management, damage assessment and recovery measures / objectives.
- 3.30 The scale of the disruption measures outlined in 7.2 will require different level of response. Planning is now being undertaken in terms of impact assessment of failures and to look at their roles and responsibilities once plans have been activated to ensure, where possible, a rapid recovery.
- 3.31 **Minor incident /disruption**; response by individual service(s) areas, (Operational)
Significant incident /disruption; response by Departmental Management Team, (Tactical)
Major incident / disruption; response by Corporate Management Team (Strategic)
- 3.32 It will be the role of the Emergency Planning Unit to provide information and advice on the procedures that should be followed, should they be required

Key Dates / Conclusion

- 3.33 The recent austerity measures set by Government and directed at local government has meant a great deal of reorganisation for Bromley Council in terms of structure and operating practices within the departmental structures. This in turn has brought difficult challenges to BCPs; the constant state of flux for many service areas has prevented the reassessment of BIAs and the necessary updating of BCPs.
- 3.34 This important area of work should very much be seen as work in progress and in addition to a new business plan, being launched in April 2012, the next headlines for business continuity outlined below.
- 3.35 The Olympics 2012 will inevitably bring transport and logistical disruption, even if everything runs to plan. Through the CBCG managers are being asked to re-examine their existing plans to see if they are still fit for purpose which includes looking at any supply chain that exists during the Olympic period.
- 3.36 The current steps in the Business Continuity Programme:
- **March – May 2012** – Review of existing plans across the council by Emergency Planning, integrating with the Tactical Overview;
 - **Summer / Autumn 2012** – New Business Continuity Plans produced for services taking into account organisational change. To also address changes to Tactical Overview
 - **Autumn 2012** – With the advent of ‘hot desking’, to look at possible alternative premises should any part of the Civic Centre or its facilities be rendered unfit for use. Produce Strategic Overview.
 - **Summer 2014** – Large scale exercise involving up to 150 members of staff testing all key business continuity plans in the Council.
- 3.37 Significant work has and continues to take place to improve the Council’s business continuity arrangements.
- 3.38 A new system is being implemented and the focus now is to ensure managers localise their plans and become more familiar with them by means of testing and exercising.

3.39 There is also a need to ensure that the Council is ready to face the challenges of future events, and an example of this is preparedness for the 2012 Olympics.

4 FINANCIAL IMPLICATIONS

4.1 Testing planned using External Consultants 'BISCON' at a cost of £2970

5 LEGAL IMPLICATIONS

5.1 The Civil Contingencies Act requires all statutory bodies such as local authorities to have Business Continuity Plans in place.

6 PERSONNEL IMPLICATIONS

6.1 The Emergency Planning Unit is the lead department which feeds into the Corporate Business Continuity Group, representing all departments.

Non-Applicable Sections:	Policy Implications
Background Documents: (Access via Contact Officer)	<p>LBB Business Continuity Policy*</p> <p>LBB Business Continuity Terms of Reference*</p> <p>Corporate Business Continuity Plan 2012*</p> <p>Exercise Cold Play – post exercise report</p> <p>Resources Table top – post exercise report</p> <p>ACS table top – post exercise report</p> <p>*All to reviewed at next Corporate BC Group Meeting April 19th, 2012</p>

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Report No.
RES12059

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 4th April 2012

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

Title: ANNUAL POLICY DEVELOPMENT & SCRUTINY REPORT
2011/12

Contact Officer: Graham, Walton, Democratic Services Manager
Tel: 020 8461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

- 1.1 The Council's Constitution requires that a report is made each year to full Council summarising the work carried out by PDS Committees. The report for 2011/12 is attached, including contributions from PDS Committee Chairmen summarising the work of their Committees.
-

2. **RECOMMENDATION(S)**

That the Annual Policy Development and Scrutiny report is approved for submission to full Council, subject to inclusion of the Children and Young People PDS report and any changes proposed by Renewal and Recreation PDS Committee.

Corporate Policy

1. Policy Status: Existing policy. Article 6 (para 6.03 (d)) of the Constitution sets out the requirement for an annual PDS report.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: No cost The cost of writing and producing the annual report is met from within existing budgets.
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054
 5. Source of funding: 2011/12 Revenue Budget
-

Staff

1. Number of staff (current and additional): The Democratic Services Team consists of nine posts (8.22 fte).
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. There is no executive decision involved.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All Members of the Council and interested members of the public.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 Article 6, Section 6.03 (d) of the Constitution requires that an Annual PDS Report be submitted to Full Council on the Policy Development and Scrutiny functions, PDS budget and amended working methods if appropriate.
- 3.2 The draft Annual Report for 2011/12 is attached. The report follows the established structure combining some general information about PDS work in Bromley with contributions from each PDS Chairman in respect of work for their Committees during the year.
- 3.3 The Renewal and Recreation PDS Committee is due to consider its contribution to the report at its meeting on 27th March – any changes from this meeting will be reported. The Children and Young People PDS Committee is not due to consider its report until its next meeting on 12th June – this should still be before the completed report is due to be considered by full Council at the meeting on 25th June 2012.
- 3.4 Subject to confirmation of these two sections, the Committee is asked to endorse the report for submission to Full Council.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Constitution of the London Borough of Bromley, Article 6 Previous annual PDS reports.

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THE LONDON BOROUGH

**Policy Development & Scrutiny
Annual Report 2011/12**

For submission to Full Council

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1. Foreword by the Chairman of the Executive and Resources Policy Development and Scrutiny Committee

- 1.1 On behalf of all my colleagues who are engaged in Policy Development and Scrutiny Committees in the London Borough of Bromley, I have pleasure in presenting our Annual Report 2011/12, which summarises the work that has been carried out by the Committees during the Council year.
- 1.2 We have conducted the most challenging budget process undertaken by the Council in recent times. It was carried out against the backdrop of a reducing local government settlement as part of the Government's plans to reduce the structural deficit of the UK economy.
- 1.3 The Council will need to emerge as a different organization in the medium term. We face having fewer resources, leading to fewer buildings and staff. This has required the streamlining of the organization, the retention of skilled staff, coupled with the ongoing drive to optimize the use of assets, delivering value for money and safeguarding essential services.
- 1.4 We face significant changes in the future such as the Local Government Finance Review, the Localism Act, welfare reforms, and changes in education, health and social care. We can expect increasing and unprecedented financial volatility, uncertainty and risk in the financial markets, which will present a challenge to the Council to deliver a balanced budget over the coming years. This Committee has therefore decided to set up a working group to study how these changes will affect the Council and Bromley Borough in general and how we can benefit from them.
- 1.5 The role of the PDS Committees has become more critical than ever for contributing to the shape and changes required of the organization to ensure we deliver the best possible services to the residents of Bromley whilst retaining one of the lowest Council Tax levels.
- 1.6 All PDS Committees deserve praise for having grasped the challenges presented to them by the changed economic circumstances. I would like to thank all committee members and the Council's officers for their dedication, diligence and hard work for ensuring that Bromley Council can continue to provide the essential services, which are so important to our community

**Cllr. Eric Bosshard, Chairman,
Executive and Resources PDS Committee**

2. Policy Development and Scrutiny Chairmen 2011/12



Cllr Eric Bosshard
Executive & Resources



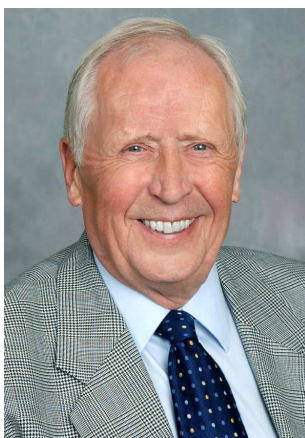
Cllr Judi Ellis
Adult and Community



Cllr Stephen Wells
Children & Young People



Cllr William Huntington-Thresher
Environment



Cllr Douglas Auld
Public Protection and Safety



Cllr Sarah Phillips
Renewal & Recreation

3. Policy Development and Scrutiny in Bromley

- 3.1 Six Policy Development and Scrutiny (PDS) Committees at Bromley discharge the overview and scrutiny functions conferred by sections 21 and 32 of the Local Government Act 2000. The Executive and Resources PDS Committee has an over-arching, co-ordinating role on behalf of the other five PDS Committees and is required by the Council's Constitution to present Full Council with an Annual Report "on the Policy Development and Scrutiny functions and PDS budget, and amended working methods if appropriate" (Article 6, Section 6.03 (d) of the Constitution).
- 3.2 The PDS Committees mirror the Council's executive portfolios:
- Executive and Resources
(covering both the Resources Portfolio and the Executive)
 - Adult and Community
 - Children and Young People
 - Environment
 - Public Protection and Safety
 - Renewal and Recreation
- 3.3 Although they have no decision-making powers, PDS Committees have key roles in contributing to policy development and scrutinising the decisions of the Executive and individual Portfolio Holders.

Policy Reviews

- 3.4 PDS Committees advise Portfolio Holders, the Executive and full Council on policies, budget and service delivery. PDS Committees can commission groups of Councillors to review an issue or policy so assisting a Portfolio Holder or the Executive to improve a service or function affecting local people. This can be linked to a forthcoming decision by a Portfolio Holder or the Executive or to assist in formulating fresh, new policy. In each case detailed, evidence-based assessments are carried out and recommendations made in a report. In the process, Councillors can speak to a broad range of people to help gather information for their evidence-based reports.

One-Off Reviews

- 3.5 In addition to in-depth policy reviews, PDS Committees can also review a topical issue at Committee with comments and recommendations referred on to the Portfolio Holder. These reviews are often based around a presentation or an evidence-giving session with expert witnesses.

Performance and Budget Monitoring

- 3.6 PDS Committees monitor the performance of services and functions within their remit, assessing performance against key performance indicators and policy objectives. Concerns are reported to a Portfolio Holder who can then, if necessary, be called to a PDS Committee meeting to account for the performance of his or her Portfolio.

- 3.7 PDS Committees are also involved in the budget setting process and provide considered comment and recommendations for the Executive to take account of when formulating the Council's annual budget. Similarly, PDS Committees also monitor in-year spend of budgets and raise concerns where there is any possibility of overspend or other issues affecting spending priorities.

Call-in

- 3.8 The call-in process is a key means by which PDS Committees can hold the Executive to account. Any five Councillors can call in a decision and prevent it from taking immediate effect until it has been considered by a PDS Committee. The Committee can then interview the Portfolio Holder and officers and consider whether the decision was appropriate, within the Council's policy framework and whether it should be reconsidered. If the Committee feels that the decision should be reversed or altered, it can make a recommendation to the Executive, which then has to reconsider the matter.
- 3.9 At the time of writing, one call-in has been made during 2011/12. This concerned a decision by the Portfolio Holder for Children and Young People not to support a bid for Seed Challenge Funding from Alexandra Junior School. The call-in was due to be considered by the Children and Young People PDS Committee on 20th March 2012, but one Member withdrew support and the matter was not taken any further.
- 3.10 This continued low level of call-in reflects an emphasis given to pre-decision scrutiny leading to better and more robust decisions which are less likely to be challenged.

4. Report from Executive & Resources PDS Committee

Chairman: Cllr. Eric Bosshard
Vice-Chairman: Cllr. Russell Jackson

Introduction

- 4.1 2011/12 has been a busy year with 10 scheduled meetings and additional work group meetings. Our regular meetings were scheduled to precede the Executive's meetings so that all their decisions could be pre-scrutinized. We dedicated one policy development meeting to a Financial Seminar by the Chief Financial Officer to keep members informed of the general financial situation affecting the Council and the cost savings needing to be made in response to the changes in financial support from central Government.

Scrutiny of the Executive and the Resources Portfolio Holder

- 4.2 The Committee's principal role is to pre-scrutinize the decisions of the Executive and the Resources Portfolio Holder. This committee has worked very hard to achieve this task and the workload of some meetings has been very heavy indeed.
- 4.3 During the year we have reviewed the proposed Core Strategy and Organizational Re-design, studied proposals for various development sites in Bromley, the replacement of Chislehurst Road Bridge, the purchase of investment properties, the provision of environmental and building services, the streamlining of the Library Service and proposals for the Biggin Hill Heritage Centre, scrutinized the activities of the HR department, the Council's insurances and the Council's legal services, monitored the Housing Benefits and Revenues services, Liberata and the operation of section 106 agreements, and received a report on Blue Badge parking issues and a report from the New Technology Working Group and its progress report on the implementation of its recommendations.
- 4.4 Our Member of Parliament for Bromley & Chislehurst, Mr. Bob Neill, M.P., Parliamentary Undersecretary of State, Communities and Local Government, attended one meeting to present the Localism Bill, which was going through committee stage at the time. This was a very informative meeting and triggered a lively question and answer exchange between members and Bob Neill. The bill has since become law and its aspects affecting constitutional matters of the Council have been taken up by the Constitutional Working Group, which reported to the Special Council Meeting on 26th March 2012.
- 4.5 Our Committee invited the Leader of the Council, the Resources Portfolio Holder and the Chief Executive to report on their activities and to answer questions. These bi-annual meetings are very valuable for keeping members of our Committee up to date with recent developments affecting the Council and I would like to thank the speakers for having made the effort to come and speak to our Committee.

4.6 The Leader of the Council and the Resources Portfolio Holder have attended all our meetings as have senior officers to answer questions on matters in their areas of responsibility. I would like to thank them all for their valuable contributions.

Policy Development and Working Groups

4.7 The parlous state of the Nation's finances has continued to affect our Council and efforts are ongoing to effect savings across the board, without endangering frontline services. We held again a Finance Seminar this year to update members on the issues, which affect the Council's finances and its ability to continue to fund essential activities and services. This seminar was presented by the Chief Financial Officer and was very successful.

4.8 In addition Policy Development scrutinized the gateway reports on the procurement strategy for domiciliary care and supported living services for people with learning difficulties, the provision of NHS funds for dementia, agency staff contracts, and the proposed governance of Crystal Palace Park.

4.9 We have set up a working group to focus on improving opportunities for volunteering and community participation across the Borough.

4.10 We have decided to form a working group to review the implications of the proposed Community Budgets contained in the Localism Bill for the Council and business opportunities in Bromley in general. Its remit will be akin to examining the concept of Total Place in Bromley.

Reports and Communication

4.11 Reports are an important source of information for Members on issues, which are to be decided by the Executive and the Portfolio Holders and which PDS Committees need to pre-scrutinize. Last year's significant improvement in the timely dispatch of papers to members came under some strain this year due to re-organizations in the Council, but remained on the whole satisfactory. In order to reduce the workload of our Committee on routine matters, it has been decided to streamline the flow of reports. This should allow our Committee more time to scrutinize important issues.

4.12 Report writing remains a weak element in the reporting activity, as too many reports are verbose and repetitive in parts. Due to the financial pressures and the re-organization of the Council's activities, improving report writing has not been the most urgent imperative, but efforts will be renewed this coming year.

Conclusions

4.13 Over the past year this Committee has worked hard to scrutinize fully the Executive's and Resources Portfolio Holder's decisions and to review many aspects of the Council's business. We have reviewed the proposed Core Strategy and Organizational Re-design, proposals for various development sites in Bromley, the replacement of Chislehurst Road Bridge, the purchase of investment properties, the provision of environmental and building services, the streamlining of the Library Service and proposals for the Biggin Hill Heritage Centre, scrutinized the activities of

the HR department, the Council's insurances and the Council's legal services, monitored the Housing Benefits and Revenues service, Liberata and the operation of section 106 agreements, and received the New Technology Working Group's report. Certain aspects of the Localism Bill affecting the Council have been studied by the Constitutional Working Group and reported to the Special Council Meeting on 26 March 2012.

- 4.14 The task to find the significant budget savings demanded by the Government has again been the dominant challenge this year. It is very pleasing to report that the necessary cost savings for 2011/2012 have been achieved, without impairing the delivery of frontline services.
- 4.15 The pressure to achieve the additional savings in the next three years will be a very significant challenge. Some fundamental, and possibly painful, changes will need to be made to the quantum and delivery of Council services, but every effort will be made to safeguard essential services.

Cllr. Eric Bosshard
Chairman, Executive & Resources PDS Committee

5. Report from Adult and Community PDS Committee

Chairman: Cllr. Judi Ellis
Vice-Chairman: Cllr. Roger Charsley

Health Scrutiny Meetings of the Adult and Community PDS Committee

- 5.1 The changes to health care provision have led to a complex agenda, and holding separate meetings has given the Committee the opportunity to undertake in depth scrutiny; enabled closer working with Bromley Link and the opportunity for national and local changes to be fully reported and communicated to residents.
- 5.2 The first meeting in July 2011 was taken up with a statement from and questions to the Chief Executive of the South London Healthcare NHS Trust about the new trust and future plans.
- 5.3 The second meeting in November 2011 discussed -
- The proposed changes to Orpington Hospital and the Orpington Needs Assessment;
 - An update from Oxleas Foundation Trust including provision of older people's mental health in patient care;
 - A proposed model of care for cancer services;
 - A report from Bromley Link on discharge from the PRUH; and
 - An update from the Chief Executive of the South London Healthcare NHS Trust.
- 5.4 The third meeting in February 2012 covered –
- the Stroke Service provision at the PRUH;
 - the Dementia Needs assessment;
 - the action plan (following Bromley Link report) on discharge from the PRUH;
 - NHS, South East London – Bromley Intermediate Care Consultation; and
 - An update on the Orpington Health Services project.

Adult and Community PDS Committee

- 5.5 We held seven meetings throughout the year looking at -

Housing issues -

- The Annual and mid year Housing and Residential Services Report on Social Housing;
- Housing related support for older people;
- Homelessness/Housing Need;
- Empty Properties;
- Private rental sector;
- Review of Registration on the Housing register; and
- GLA Pan London mobility scheme.

Learning disabilities

- Short break services;
- Day Activities;

- Direct payments;
- Supported Living; and
- Integrated transition strategy.

Older People Strategies

- Residential/Nursing Home Respite Care;
- Blue Badges – Criteria, process and complaints; and
- Provision of in-patient services [Oxleas];

Strategy Updates

- Dementia;
- Transition;
- Adults with Autism;
- The impact of revised personal budgets and charging policy; and
- Safeguarding.

Budget Issues

5.6 Each meeting of the Committee looked at a budget area in depth and this has been closely linked to commissioning issues.

5.7 The commissioning issues scrutinised were -

- Advocacy – providing a voice and signposting for people who have difficulties speaking for themselves;
- Brokerage – Services for people who do not meet the Council's criteria for social care;
- Information advice and guidance Services;
- Community Links Bromley – support for the third sector;
- Substance Misuse;
- Visual impairment – provision of equipment and books; and
- Services for people with physical disabilities.

Complaints

5.8 This is an important report as it is an excellent scrutiny indicator.

Questions from the Public

5.9 We have had a large number of questions from the public this year and would like to thank the questioners for their continued interest in and support for the work of the Committee.

Briefing papers

5.10 Briefing papers have replaced Items for Information and are to help Members increase their background knowledge of items on the agenda or to update Members following a report redrafted to reflect their comments.

Conclusion

5.11 My thanks go to all Elected and Co-opted Members for their dedication and commitment to Bromley in the last year. This has been another challenging year, and detailed information had to be absorbed and assimilated. This was needed to ensure that the targeted savings could be made without the loss of quality control and clearly communicated.

- 5.12 All Members understand the economic climate and the need to scrutinise proposed savings to ensure that they do not have serious long term financial implications or severely damage the support given to the most vulnerable residents in the Borough.
- 5.13 The Committee has been directly supported by Anne Watts, Assistant Director, Strategic Development for the first half of the year and replaced following reorganisation by Angela Buchanan for the second.
- 5.14 Philippa Stone was the Democratic Services Officer for the first half of the year and then seamlessly replaced by Helen Long for the second. The Committee continues to receive good quality and timely reports and this has been appreciated by the Members of the Committee. Our thanks go to the supporting officers and to all the officers who write the reports and attend the meetings.

Cllr. Judi Ellis
Chairman, Adult and Community PDS Committee

6. Report from Children and Young People PDS Committee

Chairman: Cllr. Stephen Wells
Vice-Chairman: Cllr. Diana MacMull

(Text to be added for CYP PDS Committee on 12th June 2012)

7. Report from Environment PDS Committee

Chairman: Cllr. William Huntington-Thresher
Vice-Chairman: Cllr. Ellie Harmer

Introduction

- 7.1 The services provided within the Environment Portfolio affect every resident of Bromley. Clean streets, traffic congestion, the condition of highways and pavements, and parks provision, are all considered to be matters of high importance by residents. The Committee has continued to build on work carried out in the past and has kept major issues under review.

Scrutiny of the Portfolio Holder and Executive

- 7.2 The Committee seeks to fulfil this role by:
- Early consideration of the priorities and milestones to be included in the Environment Portfolio Plan, followed by a half yearly review of progress in November each year.
 - Monitoring of service performance against expectations set out in the Portfolio Plan.
 - Pre-decision scrutiny of relevant Portfolio Holder and Executive decisions
 - Scrutiny of budget monitoring and the 2012/13 budget options and proposals.
- 7.3 In advising on the 2012/13 budget proposals, the Committee focussed on: supporting the work of Friends Groups; protecting weekly paper collections; and mitigating the potential impact on standards of highways and footways maintenance

Working Groups

- 7.3 The Committee has sought to focus its efforts, directly and through Working Groups, on issues of concern to the public. Four Working Groups were constituted for at least part of 2011-12:

Waste Minimisation

Councillors: William Huntington–Thresher (Chairman), Reg Adams, Lydia Buttinger and Samaris Huntington–Thresher.

The Waste Minimisation Working Group met seven times during the year, and focussed primarily on 3 major topics: expansion of Food Waste recycling to Flats; developing a Green Garden Waste subscription trial scheme; and options for an alternative service provider for textile collections.

Highway Assets

Councillors: William Huntington–Thresher (Chairman), Samaris Huntington-Thresher, Julian Grainger and David Hastings.

The Working Group advised on a range of issues, including the levels of maintenance provided to footways and residential roads. It recommended that planned footway maintenance be restricted to defective areas as an economy measure. It also recommended changes to materials used for replacement and new crossovers, resulting in further ongoing savings. Levels of service for street lighting were considered, and night-time inspections of street lighting have now been moved to monthly on a trial basis in the lead up to the new street lighting contract.

Transport Statement

Councillors: William Huntington-Thresher; Nicholas Milner and Julian Grainger.

The Transport Statement Working Group met in July 2011 to consider the draft Local Improvement Plan (LIP). The Working Groups' comments were endorsed by the PDS Committee. The proposed LIP was approved by the Portfolio Holder in September 2011, and subsequently agreement was reached with TfL on the final version of the Plan. In turn, this facilitated development of the TfL funded work programme for 2012/13.

Following a presentation by TfL on the potential for extending rail and tram links to the borough, the PDS Committee endorsed the priority for a link from Bromley North to Lewisham DLR or direct to Docklands. The Transport Statement Working Group was reconvened to take forward this issue. The revised membership comprises: Councillors William Huntington-Thresher; Ellie Harmer; Nicholas Milner; Nicholas Bennett; and David Jefferys.

Parking

Councillors Samaris Huntington-Thresher (Chairman), William Huntington-Thresher, Sarah Phillips and Michael Turner.

The Parking Working Group was reconvened in January 2012 to scrutinise proposals for a new Parking Strategy, which would form part of Bromley's new Transport Policy. The Working Group's proposals were endorsed by the PDS Committee and the revised Strategy then agreed by the Portfolio Holder. The Working Group met again in February 2012 to scrutinise a proposed new system of parking charges.

The PDS Committee endorsed proposals to extend CCTV monitoring of key town centre locations on evenings and Sundays.

Major topics addressed by the Committee during the year

Children's Travel to School

- 7.5 The Committee considered a report into the work of the School Travel programme, which seeks to reduce traffic congestion around schools and improve road safety. Members endorsed a continued but more focused programme of activity, and commended the team's achievements.

- 7.6 The Committee also examined the future of the School Crossing Patrol. Fast tracking of physical measures to protect children's safety was agreed, and the Committee endorsed proposals to release TfL funding to assist schools to sustain the service.

Road Safety and Traffic Management Schemes

- 7.7 Pre-decision scrutiny was given to a wide variety of traffic management and road safety schemes. In June 2011, the Committee reviewed in depth how such schemes are selected, designed and consulted on, and how agreement is reached on the final design. An evidence based approach was supported, with an emphasis on involving ward Members at an early stage.

Winter Operations

- 7.8 The Committee reviewed the effectiveness of the Council's preparations for clearing winter snow, in the light of lessons learned during 2009 and 2010 and the development of the Snow Friends initiative...

Friends Groups

- 7.9 The committee congratulated residents for their outstanding involvement in Friends Groups in caring for and improving the local environment. The successfully Friends of Parks and Street Friends schemes have now expanded to include Snow Friends with over 3000 residents volunteering.

Contract review

- 7.10 The Committee continue to carry out detailed reviews of existing contracts, as well as careful pre-decision scrutiny of recommended contract awards. The main contract examined during the year was that for street cleansing, which will deliver significant savings and efficiency improvements.
- 7.11 Other contracts examined during the course of the year were the Inspection of Streetworks; the Waste Management contract extension; and Gateway reports on Parking ICT, Parking Bailiffs and Debt Collection, and Street Lighting.

Metropolitan Police Traffic Presentation

- 7.12 The Committee received a presentation from the Police on their role in traffic enforcement and road safety. Continued partnership working was emphasised with road users, schools and the Council's Road Safety team. The Police felt that accident rates could be reduced still further with a targeted approach, tackling specific locations where serious injuries or fatalities had occurred.

**Councillor William Huntington-Thresher
Chairman, Environment PDS Committee**

8. Report from Public Protection and Safety PDS Committee

Chairman: Councillor Douglas Auld
Vice-Chairman: Councillor Kate Lymer

- 8.1 In the municipal year 2011/12, the above Committee met on seven occasions. Attendance by Councillor Members including four occasions when alternates were present was 95.2%. Co-opted members represented Bromley Community Engagement Forum, Bromley Victim Support, Bromley Neighbourhood Watch, Bromley Youth Council and Bromley Federation of Residents' Associations. May 2011 saw a change of Portfolio Holder with Cllr Peter Morgan moving to Renewal and Resources and Cllr Tim Stevens being appointed the Portfolio Holder for Public Protection and Safety.

Scrutiny

- 8.2 Each meeting has, taking into account the Portfolio Plan and budgetary constraints, scrutinised reports prior to them going forward to the Portfolio Holder for decision. These scrutinised reports included:-

- The Portfolio Plan.
- A proposal by the Fire service that the Council should provide funds to employ a Fire Risk Reduction officer.
- The monitoring of Portfolio, Safer Bromley partnership and Divisional budgets.
- A report concerning the tendering for CCTV services.
- Licensing Fees.
- Out of Hours Service.
- Review of the Food Safety Team.
- Enforcement Policy for Environmental Services.
- Review of Environmental Protection Services.
- Review and proposals relating to the Best Bar None Award Scheme.
- Bromley Council for Voluntary Youth Services – Funding.
- Use of Community Service funding.
- Fees for Public Protection Services.

Other Issues and Reports

- 8.3 Among other issues and reports considered during the year were:-
- The Borough Police Commander's updates regarding crime trends and Police initiatives and operations.
 - The Mentoring Scheme.
 - Adult Safeguarding.
 - Presentations on the Protecting the Elderly Portfolio Initiative.
 - The Substance Misuse Commission Annual Report.
 - The Draft Budget for 2012/13

- A presentation by James Cleverly
 - The Bethlem Royal Hospital Annual Update
- 8.4 Perhaps of particular note are the items relating to the serious public disorder last August, James Cleverly's comments regarding policing numbers now and in the future and the Bethlem Royal Hospital update.
- 8.5 During the Chief Superintendent's initial update regarding the disturbances mention was made of the excellent level of cooperation between the Director of Environmental Services, the Portfolio holder and the Police. The emergency planning arrangements put into place by the Division over a period of years proved to be invaluable and images from the Council's CCTV system forwarded to the Police enabled them to identify and arrest many suspects. The Committee has continued to receive updates on the progress of the enquiry, arrests and convictions.
- 8.6 Within the next few weeks fifty-nine of the Borough's one hundred and nineteen PCSOs will have left to commence training to become police officers. Only six replacements are promised immediately with more to arrive in late August or September. When James Cleverly attended the PDS Committee meeting in March he was asked to comment on this. He confirmed that the above was indeed the current case and said that discussions were continuing between the Greater London assembly and the metropolitan Police in an attempt to resolve the matter.
- 8.7 The annual update from the Bethlem Royal Hospital was also presented at the March meeting by the Hospital's Chief Executive. The Chairman of the Hospital Trust and other members of staff were present. Attention focussed on the escape by four adolescent patients from a unit at the Hospital in late February. All four are now back in custody, the last being detained while trying to leave the country. It was ascertained that the escape had taken place over a period of about half an hour at approximately lunchtime on a Sunday when the ratio of patients to staff was seven to five. It had involved the removal by the patients of a secure window including the frame. Contributions were made by many of the Members present concerning this most serious occurrence. The Hospital's Chief executive stated that he could not reply to some of the questions as a Police enquiry, a separate independent review and an internal human resources investigation were in progress. Several recommendations were made by Members of the committee for the Portfolio Holder to consider.

Visits

- 8.8 Visits were made by Committee Members to:-
- Bromley Fire Station
 - The Drug and Alcohol Treatment Centre
 - The Bethlem Royal Hospital

Members accompanying officers on duties including Environmental Health, Trading Standards, Licensing and the Voluntary Youth Service summer programme are either in being or are in the process of being arranged.

Budget Savings 2011/12

8.9 For the year 2011/12 budget savings of £274k were achieved. In addition to this further “notional” savings of £70k were achieved by reducing office accommodation requirements by 50%. The bulk of the £274k being the result of seven full and part time posts being relinquished.

Budget Savings 2012/13

8.10 For the year 2012/13 further budget savings of 3369k (plus an additional £25k licensing income to offset income shortfall) have been identified. The main components of this sum being:-

A reduction in the Community safety Fund (Government Grant)	£113k
Efficiencies from sharing services	£100k
Staffing reductions	£63k
Savings from joint procurement of CCTV services	£59K
Efficiencies in running expenses	£34k

8.11 In the last three years although management staff has reduced by 40% and significant reductions have been achieved in the Public Protection controllable budget, levels of service remain largely unaffected.

8.12 The savings over these years have been achieved with a minimum of reduction in service.

Achievements

8.13 The division’s achievements are many and include:-

- Since 2003 direct intervention and disruption of rogue traders has saved older residents in the Borough more than £1.5m.
- Following the serious disorder in August 2011, the Council’s CCTV unit provided the Police with thousands of images of scenes of crime and of suspects.
- Compared with other south east London boroughs, Bromley has the highest percentage of food premises meeting basic standards of food hygiene.
- Environmental Health Services (.g. Food Safety, Environmental Protection) has the second lowest spend in London.
- Trading Standards is in the bottom quartile of spend for London and yet has submitted the highest number of intelligence reports to London’s Regional Hub.

Services Provided

8.14 The services provided by the Public Protection Division are wide and varied and although the core strategy function of ensuring adequate standards of public health remain the Division has had to evolve and expand to comply with the new statutory

responsibilities such as the licensing of public houses. It also implements and maintains local policies developed by Members.

Immediate Future

- 8.15 With the smallest budget in the Council it would be easy to say that with the reduction in staff numbers and changes in working practices already achieved there remains little “fat” on the bone to cut away. Certainly with the Division’s statutory responsibilities and other works deemed necessary by the Council there would appear to be little or no scope for further reductions in staff numbers. Nevertheless other means of savings and generating income have to be examined. An example of this is the joint CCTV contracts with the London Borough of Lewisham which will save this Borough at least a quarter of a million pounds over five years. A dog kennelling scheme is also in the offing on an invest to save basis and will initially break even in terms of savings and latterly generate income.
- 8.16 There is a high degree of experience, expertise and skill within the Division and a start has been made to generate funds by selling these capabilities to outside agencies and businesses. The following two matters are examples of this –
- The Council has invested a relatively small amount to purchase additional noise recording and CCTV equipment. Interest has been expressed by a number of registered housing associations to hire this equipment to counter anti-social behaviour and additionally to pay a fee for the use of the officers’ technical expertise and their report writing skills.
 - Two members of the Trading Standards staff are now qualified to manage instruction classes to the owners and managers of businesses in relation to the prevention of sales of alcohol, cigarettes etc to under age persons. Again, fees are charged for this instruction.
- 8.17 More significant savings may be possible by sharing some of the Public Protection regulatory services with the neighbouring boroughs of Bexley and Croydon. There is a current project to progress this issue and the proposed first step in the year 2012/13 is to introduce a shared management structure which has the potential to realise approximately £100k.
- 8.18 It is by these and other similar means that it is hoped the net cost of financing the Division will be further reduced.
- 8.19 It remains for me to thank my fellow Councillors, the Co-opted Committee members and the Council Officer for their commitment, support and contributions made during the year.

Cllr Douglas Auld
Chairman, Public Protection and Safety PDS Committee

9. Report from Renewal and Recreation PDS Committee

Chairman: Cllr. Sarah Phillips
Vice-Chairman: Cllr. Pauline Tunnicliffe

Introduction

- 9.1 The Committee will have met 5 times this municipal year. Each meeting has scrutinised the reports for decision by the Renewal and Recreation Portfolio Holder and considered policy development of key areas of the Portfolio, with the exception of the January 2011 meeting which considered the draft Council budget for 2012/13. Monitoring performance against the Renewal and Recreation Department's Building a Better Bromley priorities has been central to the Committee's work. One working group was re-convened during the year, namely the Beckenham and West Wickham Working Group.

Employment and Skills

- 9.2 In October the Committee considered an interim report on a review of the Bromley Adult Education College, and considered various options for the future including possible merger with the Bromley College of Further and Higher Education. The report set out the role and membership of the review board. A further report on the review came before the Committee in December. Of six options considered, two were escalated for further detailed analysis: (a) remaining as a core, scaled down directly provided adult education service and (b) merging with Bromley College of Further and Higher Education. Following discussion of the merits of the options, Members recommended that the Director of Renewal and Recreation commences consultation with staff at Bromley Adult Education College and their representatives on the review, both in the short and medium term and its potential implications for staff and to continue with detailed discussions with the Bromley College of Further and Higher Education on the potential opportunities for adult learning in the longer term. Results of this more detailed work on the merger option were reported to the March PDS meeting alongside a report on fees and charges at the College during 2012/13 financial year.

Town Centres

- 9.3 Reports providing updates to members on developments in the Town Centres were considered at the Committee's October and December meetings. In October the report outlined the detail and funding timetable for the Outer London Fund Round 2 and the feedback on the 'Invest Bromley' conference (which took place in September). Members agreed the content of the Round 2 funding bid to the Outer London Fund, noting that it was anticipated that Round 2 would be over subscribed and very competitive with only the most robust and high quality bids likely to be supported. The bid was finalised in consultation with the Chairman of the Renewal and Recreation PDS Committee and the Leader of the Council, to meet the extended submission deadline of mid November. Members agreed that Executive approval be sought for agreement for any necessary matched funding that may be required, prior

to submitting a bid to TfL for Area Based funding towards the Beckenham Public Realm project. Members also agreed that further consideration be given to the creation of amenity and parking space at the Stables Town Green at rear of 86-132 High Street Beckenham. Other Town Centre issues under discussion in October were a report updating Members on progress in developing the Bromley North Village Public Realm Improvement Project - seeking authority to undertake public consultation on the draft plans prior to submission to the Transport for London (TfL) approval process – and a report seeking to inform the Committee of the scope of the proposed Penge Town Centre Renewal Strategy and the proposed timetable for production of the strategy document.

- 9.4 Also considered in October was a report seeking Council support in principal for the establishment of a Business Improvement District (BID) in Orpington town centre, along with authorisation for officers to work alongside the Orpington Business Forum (OBF) on the BID project, and for the release of £44,310 from Section 106 funds to support this process, which would be matched to £10,000 allocated from the Outer London Fund round 1. Members supported in principal the formation of a Business Improvement District (BID) for Orpington Town Centre and approved the use of officer time to work towards the establishment of the BID. They also agreed the draw down of £44,310 from the Section 106 funding from the Nugent development, which added to the Outer London Fund money would be available to cover the costs of the BID project. It is expected that as a result of this work a draft BID Proposal will be provided to Members for their consideration at the first Committee meeting of the new municipal year.
- 9.5 At the December meeting Members considered a report which outlined progress in delivering the Town Centres Development Programme and provided an update on the detail of the Outer London Fund (OLF) Round 2 bid submissions. An update was also provided on the six week period of public consultation on the outline designs for improvements to the public realm in Bromley North Village. As a result of discussions around this report Members agreed that the Beckenham and West Wickham Town Centres Working Party be reconvened to review the OLF Round 2 proposals for Beckenham Town Centre and to recommend new proposals for the Town Centre to form the basis of an area based bid to TfL in 2012. The membership of the Working Party comprises Councillors Sarah Phillips, Michael Tickner, Nicholas Bennett, Stephen Wells and Peter Fookes, along with invited representatives of residents and business groups. The outcome of the Working Party's considerations will be reported back to the Committee in summer 2012, with an interim report considered at the March meeting.
- 9.6 Also at the December meeting Members considered a report referred from the Environmental Portfolio Holder regarding the release of funds for the installation of a Variable Messaging System for Bromley town centre – as a way of providing the information drivers needed (in real time) and help efficiently redistribute parking demand to car parks with spare capacity. Members were advised that the VMS system was considered an essential requirement to support the successful implementation of Phase 1 of the Bromley Area Action Plan. Members resolved that the Portfolio Holder be recommended to agree implementation of the VMS given that the proposed scheme provides value for money and will contribute positively to Bromley Town Centre's economy.

9.7 In March Members considered the planned expenditure on the Town Centre Management Initiative Fund – including consideration of the town centre events programme and the expected expenditure on Christmas lights for 2012/13 financial year; and a report providing an update on the Bromley North Village Public Realm Improvement Scheme, including an assessment of the situation with regards to Area Action Plan Site A and a report on the plans for the Queen’s Diamond Jubilee celebrations.

Leisure and Culture

9.8 At the July meeting of the Committee, Members considered a number of reports dealing with Leisure and Culture, including Bromley MyTime Contract Options (which was a Part 2 report), Library Shared Services, the London 2012 Olympics and Paralympics and the proposed Norman Park Multi Hub Site, and also considered membership of the Arts and Sports Consultative Panel – to which Councillors Ruth Bennett, Alexa Michael, Peter Fortune, Nicholas Milner and John Getgood were appointed.

9.9 Following a discussion of the Library Shared Service report, updating Members on the options to be considered for the future management of the Library Service including a “shared services” arrangement with the London Borough of Bexley. Members concluded that there should be no reduction in operating hours of the service without further consultation with staff representatives, ward Councillors and library users, but agreed that opportunities to generate income should be investigated and a further report be submitted to Members on the outcome. Members did not support the option to implement charges for the People’s Network. Members further asked that the option of transferring a shared service into a trust be investigated further urgently in order to achieve possible savings on business rates.

9.10 The Committee considered a report providing Members with an update regarding the ongoing developments in respect to the London 2012 Olympic and Paralympic Games (the 2012 Games), and outlines the current arrangements that are in place within Bromley in respect to the anticipated impact the 2012 Games may have. In particular this report dealt with the proposed Host Borough Co-operation and Licence Agreement; City Look and Feel grant funding and the Olympic Torch Relay.

9.11 At the July meeting Members also considered a report detailing proposals for the development of a multisport hub site at Norman Park. This outlined proposals to seek a leisure investment and management company to design, construct, manage, fund and operate a new multi sport hub site at Norman Park, which would incorporate the current athletics track and playing pitches within the park. Following discussion of the report Members recommended that officers be asked to continue to develop proposals for a multi hub site at Norman Park and bring a further report back to the Committee on the outcome of the tender process and the details of the proposals received.

9.12 At the October meeting the Committee considered a report examining different options for the future governance of Crystal Palace Park and recommending that management of the park in the form of a ‘not-for-profit’ organisation be further

investigated. The report also suggested pursuing discussions with established and experienced organisations such as the National Trust, English Heritage and other industry sectors with a history and reputation for managing green spaces. The Committee considered the Community Organisations that would be represented on the Executive Board.

- 9.13 At the December meeting Members considered the Mytime Active draft Service Delivery Plan for 2012/13 and received a presentation from Mr Dennis Barkway and Mr Steve Price of Mytime Active. Following a question and answer session, Members approved the Delivery Plan and the Investment Fund programme of works for 2012/13.
- 9.14 Members were provided with an update on the outcome of the first stage application to the Heritage Lottery Fund (HLF) for financial support to extend the borough's museum service into part of the vacated library building at the Priory, Orpington. This highlighted the HLF's decision not to offer a first round pass and therefore financial support. At a regional level the HLF had indicated that they viewed the application as a priority and would wish to see it re-submitted with a reduced grant request so enabling a decision to be taken at regional rather than national level. The Committee supported the recommendation to the Executive that re-submission of the first stage application to the Heritage Lottery Fund be approved with a further report provided to a future Executive meeting on the outcome of the application.
- 9.15 At the December meeting Members also received a report providing an update on the 'Trust Option' for Libraries. The report identified that as a consequence of the Government determining the baseline for rateable values earlier than predicted, it would not be possible to establish a joint Libraries Trust with Bromley and Bexley within the necessary timescales.
- 9.16 The March meeting agenda included reports for consideration by Members on the Orpington Leisure Centre Roof (a post-completion report) and on the Biggin Hill Leisure Centre (again a post completion report).

Finance and Performance Monitoring

- 9.17 Throughout the year the Committee has received regular performance monitoring and budget monitoring reports, including quarterly updates on the Capital Programme.
- 9.18 In January 2012 Members considered a draft 2012/13 Budget for the Renewal and Recreation Portfolio incorporating cost pressures and initial draft budget saving options as reported to the Executive on 11 January 2012. Expenditure pressures on services within the Renewal and Recreation Portfolio were identified in relation to the Adult Education Centre, income from planning applications and income from building control. Savings options across the Portfolio were also detailed for the consideration of Members. Members' attention was drawn to the summary table in the report which outlined savings options relating to the Renewal and Recreation Portfolio. The Head of Finance reported that the quoted £276k for 2012/13 was in addition to savings already achieved of just over £1m making an overall saving of £1.3m for 2012/13 followed by an additional £943k in 2013/14.

Conclusion

9.19 In conclusion it has been a very busy and exciting year for the Renewal and Recreation PDS Committee and I would like to thank all members of the Committee for their input and support. I would also like to thank all Officers in the Renewal and Recreation Department with whom I have enjoyed working.

Cllr. Sarah Phillips
Chairman, Renewal and Recreation PDS Committee

Report No.
RES12058

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 4th April 2012

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

Title: WORK PROGRAMME 2012

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 020 8461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

- 1.1 This report offers the Committee the opportunity to consider its work programme, including scheduled meetings and all PDS working groups. The Committee has ten meetings scheduled during 2011/12, and nine in 2012/13 – the dates are set out in Appendix 1.
-

2. **RECOMMENDATION**

The Committee is requested to consider -

- (a) its work programme schedule (paragraphs 3.1 – 3.3 and appendices 1 and 2);
- (b) the progress of PDS Working Groups (paragraphs 3.4 – 3.5 and appendix 3).

Corporate Policy

1. Policy Status: Existing policy. All PDS Committees receive a report on their work programmes at each meeting.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054 (controllable budget)
 5. Source of funding: Existing budgets
-

Staff

1. Number of staff (current and additional): There are 9 posts (8.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Maintaining the Committee's work programme usually takes less than an hour per meeting.
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. The report does not involve an executive decision.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of this Committee to use in controlling their on-going work.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Meeting Schedule

- 3.1 Each PDS Committee determines its own work programme, balancing the roles of –
- holding the Executive to account
 - policy development and review
 - external scrutiny

This Committee has the additional role of providing a lead on scrutiny issues and coordinating PDS work.

- 3.2 As identified in the Policy Development and Scrutiny Toolkit, and at a time of limited staff and financial resources, PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a meeting focused on a single key issue or any other method.
- 3.3 Schedules of the Committee's meetings in 2011/12 and 2012/13 are attached at [Appendix 1](#) and [Appendix 2](#). The timing of meetings is tied to the need to pre-scrutinise Executive agendas. Provisional dates for question and answer sessions with the Leader, Resources Portfolio Holder and Chief Executive will be included in the 2012/13 programme by the next meeting.

Working Groups

- 3.4 In [Appendix 3](#), PDS Working Groups and other sub-groups are set out. The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews.
- 3.5 In recent years, the Committee has examined a number of issues through its Working Groups. Part of the Committee's workload may include follow-up work on some of these reviews.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Work Programme reports.

Meeting 1: Thursday 19th May 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Report of the New Technology WG
HR Update

Meeting 2: Wednesday 15th June 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Bob Neill, Parliamentary Under Secretary of State, Communities and Local Government
Section 106 Monitoring report

Meeting 3: Tuesday 12th July 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Leader
Housing Benefits and Revenues Monitoring Reports
Insurance Annual Report

Meeting 4: Wednesday 31st August 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Resources Portfolio Holder
Council Legal Services

Meeting 5: Wednesday 12th October 2011 (Cancelled)

Meeting 6: Tuesday 8th November 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Chief Executive
Progress report on implementation of New Technology Working Group recommendations

Meeting 7: Tuesday 6th December 2011

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
The Leader
Section 106 Monitoring report

Meeting 8: Wednesday 4th January 2012 (Cancelled)

Meeting 9: Wednesday 25th January 2012

Standard items (Matters Arising/Contracts Register/PDS Updates/Work Programme)
Treasury Management Q3 Monitoring Report
Housing Benefits and Revenues Monitoring Reports
Resources Portfolio Holder
Localism Act 2011
Draft 2012/13 Budget

Meeting 10: Wednesday 4th April 2012

Standard items (Matters Arising/Forward Plan /PDS Updates/Work Programme)
Chief Executive
Disaster Recovery
Annual PDS Report

Meeting 1: Thursday 17th May 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
HR Update

Meeting 2: Thursday 14th June 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register

Meeting 3: Wednesday 18th July 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 4: Thursday 6th September 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 5: Thursday 18th October 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register

Meeting 6: Wednesday 21st November 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 7: Thursday 3rd January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register

Meeting 8: Thursday 31st January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)

Meeting 9: Wednesday 27th March 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register
Annual PDS Report

To be Programmed:

Housing Benefit, Revenues and It Monitoring Reports
Section 106 Monitoring Report
HR Update
Report from the Big Society Working Group
Scrutiny of the Leader, Resources Portfolio Holder and Chief Executive

PDS WORKING GROUPS 2011/12

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Big Society	First meeting held on 10 th January 2012.	Cllrs Ruth Bennett, Richard Scoates, Nicholas Bennett, Kathy Bance and Russell Mellor
ADULT & COMMUNITY PDS		
Health Scrutiny Sub-Committee	Ongoing – meetings are scheduled twice a year.	All PDS Members
Accommodation and Care for Older People (formerly Care Homes Reference Group)	Ongoing	Cllrs Ruth Bennett, Charles Rideout, Angela Clayton Turner, Leslie Marks, Ray Clay, Ken Keepen, Marion Purl & Barbara Campedelli
CHILDREN AND YOUNG PEOPLE PDS		
Primary School Development Plan Working Group	Re-convened 5 th January 2012	Cllrs Stephen Wells, Judi Ellis, Tom Papworth and Ian Payne
Performance Data Working Group	Re-convened in March 2012	Cllrs Stephen Wells, Judi Ellis, Tom Papworth and Ian Payne
ENVIRONMENT PDS		
Waste Minimisation & Recycling	Re-appointed June 2011	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
Transport Statement Working Group	Met in July 2011 to consider the Local Improvement Plan: now reconvened to consider rail links.	Cllrs William Huntington-Thresher, Nicholas Bennett, Ellie Harmer, David Jefferys and Nicholas Milner

Highway Assets Working Group	Appointed June 2011	Cllrs William Huntington-Thresher, Samaris Huntington-Thresher, Julian Grainger and David Hastings
Parking Working Group	Re-convened in January 2012 to consider a new parking strategy.	Cllrs Samaris Huntington-Thresher, William Huntington-Thresher, Sarah Phillips and Michael Turner
PUBLIC PROTECTION & SAFETY PDS - none at present		
RENEWAL & RECREATION PDS		
Beckenham & West Wickham Town Centres Working Group	Re-convened January 2012 – holding monthly meetings. Interim report to R&R PDS Committee on 27 th March 2012.	Cllrs Michael Tickner, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells

Agenda Item 17

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Agenda Item 18

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Agenda Item 19a

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of the Local Government Act 1972.

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Agenda Item 19b

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