



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 6 June 2012

To: Members of the

**EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Councillor Eric Bosshard (Chairman)

Councillor Russell Mellor (Vice-Chairman)

Councillors Douglas Auld, Nicholas Bennett J.P., Ruth Bennett, Judi Ellis,
John Getgood, Will Harmer, Brian Humphrys, William Huntington-Thresher,
Nick Milner, Ernest Noad, Tom Papworth and Sarah Phillips

A meeting of the Executive and Resources Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **THURSDAY 14 JUNE 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 Friday 8th June 2012.

- 4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING
HELD ON 17TH MAY 2012 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 16)**

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

6 FORWARD PLAN OF KEY DECISIONS (Pages 21 - 24)

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 the Resources Portfolio Holder 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 Friday 8th June 2012.

8 RESOURCES PORTFOLIO - PREVIOUS DECISIONS (Pages 25 - 26)

To note decisions the Portfolio Holder made since 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 THE BROMLEY YOUTH EMPLOYMENT PROJECT (Pages 27 - 34)

HOLDING THE EXECUTIVE TO ACCOUNT

10 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 35 - 38)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 20th June 2012.

POLICY DEVELOPMENT AND OTHER ITEMS

11 HR WORKING GROUP UPDATE (Pages 39 - 48)

12 CAPITA SECURE INFORMATION SYSTEMS CONTRACT MONITORING REPORT (Pages 49 - 76)

13 ANNUAL PDS REPORT (Pages 77 - 116)

14 UPDATES FROM PDS CHAIRMEN

15 WORK PROGRAMME (Pages 117 - 122)

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 17TH MAY 2012 (Pages 123 - 126) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 18 RESOURCES PORTFOLIO - PREVIOUS EXEMPT DECISIONS (Pages 127 - 128) | 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 THE OAKFIELD CENTRE, OAKFIELD ROAD, PENGE (Pages 129 - 134) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Penge and Cator | |
| 20 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |

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EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 17 May 2012

Present:

Councillor Eric Bosshard (Chairman)
Russell Mellor (Vice-Chairman)
Councillors Douglas Auld, Nicholas Bennett J.P.,
Ruth Bennett, Judi Ellis, Peter Fookes, Will Harmer,
Brian Humphrys, William Huntington-Thresher,
Nick Milner, Sarah Phillips and Richard Scoates

Also Present:

Councillor Graham Arthur, Councillor Stephen Carr and
Councillor Stephen Wells

160 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor John Getgood, who was replaced by Councillor Peter Fookes and from Ernest Noad. Councillor Tom Papworth apologised for arriving late.

161 DECLARATIONS OF INTEREST

Councillor Peter Fookes declared a personal interest in relation to agenda item 7 (Corporate Contracts Register) in relation to Penge and Anerley Age Concern.

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

No questions had been received.

163 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 4TH APRIL 2012 (EXCLUDING EXEMPT ITEMS)

In relation to minute 148 (Holding the Chief Executive to Account), Councillor Peter Fookes stated that he was still awaiting an apology from the distribution company responsible for delivering party political material alongside the Council's environmental newsletter. The Leader responded that he would follow up the matter.

RESOLVED that the minutes of the meeting held on 4th April 2012 (excluding exempt items) be confirmed as a correct record.

164 MATTERS ARISING FROM PREVIOUS MEETINGS
Report RES12081

The Committee considered the following matters arising from minutes of previous meetings.

Minutes 88, 89 & 143 Blue Badge Enforcement - A note giving the Committee further details about recent prosecutions had been circulated. Members were concerned that the levels of fines awarded by the courts were too low, and the Council's actual costs in bringing prosecutions were not being covered. The Committee was informed that the court was obliged to take into account the defendant's circumstances, and sometimes the court did not award costs. Members queried whether all penalty charge notices had been paid and suggested that successful prosecutions be listed on the Council's website and clearer warnings be given on application forms for blue badges that the Council would prosecute in cases of fraudulent use. A Member commented that LB Wandsworth appeared to put greater effort into taking action against offenders, and Members needed to know more about what other boroughs did. The Committee concluded that they needed a further report for their next meeting.

Minute 159 (Council Organisation Chart) - It was confirmed that the chart was being updated and would be ready before the Committee's next meeting in June.

RESOLVED that the Matters Arising be noted, and a report be submitted to the next meeting on blue badge enforcement.

165 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Forward Plan of Key Decisions published on 16th April 2012.

166 CORPORATE CONTRACT REGISTER

The Committee received the latest update of the Corporate Contracts Register. It was confirmed that the format of the Register was being revamped to provide a more useful document for Members – in particular, the current Register only contained the contract costs at the time each contract was awarded, when it needed to reflect current costs including any waivers and extensions. In future, all PDS Committees would see their part of the Register before it came to Executive and Resources PDS Committee. The Contracts Register would now go to PDS Members bi-monthly rather than every cycle.

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

Three oral questions and one written question had been submitted for the Resources Portfolio Holder by Councillor Nicholas Bennett; these are set out below.

Question (1) If he will arrange for a report to the Executive detailing the pension and compensation arrangements for each officer on senior management grades who has left the Council's service in 2010-11 and 2011-12?

Reply:

Councillor Arthur stated that he would agree to a report being provided with the core data pursuant to the Data Protection principles re confidentiality of personal data.

Councillor Bennett asked that a full report come back to the next meeting as a part 2 item which provided a detailed breakdown of the pension and compensation arrangements for individual senior officers, which in the past was what Members would have seen.

Question (2) How many staff employed
(i) as employees
(ii) as consultants
are paid through a company or sole trader account?

Reply:

- (i) There are 2,374 people employed by the Council. Out of this 1 member of staff is paid as a sole trader and one via their company but by Comensura not by the Council.
- (ii) There are currently 2 consultants working at the council, 1 in the Property Division and 1 in CYP. Both are paid through their company.

In response to further questions from Councillor Bennett, officers clarified the distinction between directly employed staff and consultants engaged to work for the Council, and confirmed that there were no instances of employees being paid through companies to avoid tax. Councillor Bennett requested further information for the next meeting.

Question (3) What are the formulae used to calculate staff costs sought in legal cases?

Reply:

The provisions for the charging of staff costs vary according to the types of proceedings and whether they are civil or criminal.

In civil cases there are prescribed hourly rates and other rates for the type of work involved e.g. writing of letters, preparation and court attendance.

Where cases are prosecuted in the criminal courts then costs claimed will depend on the type of prosecution. Costs are at the discretion of the court and the court is obliged to take into account the means of the defendant. The amount of any fine is likely to influence the costs awarded. The legal costs which will be sought will vary depending on when the case is disposed of. Officer time from instructing departments can be applied for to reflect time spent on investigation.

In response, Councillor Bennett explained that he had just spent three days at Bexley Magistrates Court with Licensing officers and he felt that the costs being sought were inadequate, especially as they did not include the time spent attending the court. Councillor Arthur agreed that he would discuss the matter with the Director of Resources.

Written Question:

If he will list all “invest to save” schemes introduced since 2006 showing

- (i) the original business case including forecast cost and anticipated savings
- (ii) actual cost at latest available date
- (iii) savings realised?

The reply is attached as an appendix to these minutes. Councillor Bennett asked for clarification of the final two columns in the table in the reply and the original expectation of savings in the business case.

168 RESOURCES PORTFOLIO - PREVIOUS DECISIONS

The committee noted five decisions taken by the Resources Portfolio Holder since the last meeting.

169 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report RES 12082

The Committee scrutinised reports on the part one agenda for the meeting of the Executive on 23rd May 2012.

(6) NHS Social Care Funds Investment Plan – Learning Disability Health Facilitator
Report ACS12026

The proposal in the report was to draw down funding for a two year time limited post of Learning Disability Health Facilitator supported by a part time Data Analyst to work with GPs and other health and social care professionals to improve access to health services for people with a

learning disability. The proposal had been supported by the Health and Wellbeing Board earlier that day.

Councillor Judi Ellis objected that this role was already being carried out, cautioning against duplication, and she questioned why there had not been consultation with existing staff or with the Learning Disability Partnership Board. She would discuss the proposals with officers before the meeting of the Executive.

The Committee supported the proposals, subject to noting the concerns raised by Councillor Ellis.

(7) Invest to Save – Reference from Improvement and Efficiency Sub-Committee

Report RES12085

The Improvement and Efficiency Sub-Committee had submitted a request to the Executive that they be given delegated authority to determine Invest to Save bids requiring up to £200k. It was confirmed that the “loans fund” referred to in the original report to the Sub-Committee was purely internal. Members discussed the payback period for invest to save schemes – it was normally three years, although this could be longer for larger schemes, and costs were scrutinised through the budget monitoring process.

The Committee supported the proposals.

(8) Bromley Town Centre – Increased Parking Capacity

Report ES12077

The report summarised proposals to improve car parking capacity in Bromley town centre in the light of the redevelopment of the Westmoreland Road Car Park. The proposals were in three phases, with additional back-up options. The Environment PDS Committee would carry out detailed scrutiny of each scheme. It was confirmed that the Council did have demand/footfall figures to support the proposals, which were primarily about maintaining parking capacity for the town centre.

Members proposed exploring whether businesses could be persuaded to provide spaces to Council staff to free up other spaces. They also suggested that private residents could offer their driveways, although it was pointed out that a market for this already operated on-line.

The relative cost of the schemes in the three phases was compared: phase 1 appeared to represent much better value in cost/benefit terms. It was commented that the Council would benefit through overall business rate growth, although one Member suggested checking the impact on the business rate valuation of the Civic Centre of charging for using the St Blaise car park at weekends.

The Committee supported the proposal to fund phase 1 of the improvements.

170 HR UPDATE
Report RES12089

The Committee received its regular report on staffing numbers and people in post. There were 442.64 externally funded posts – officers confirmed that the number had declined, and that the Council always had in place an “exit strategy” for when funding was withdrawn. Many of these posts in the former Adult and Community Services Department related to the PCT learning disability re-provision, while most of the posts in Environmental Services were Transport for London funded. Councillor Judi Ellis suggested that officers check whether staff involved in the joint SEN project with LB Bexley were included in the figures.

Councillor Nicholas Bennett requested a report to the next meeting on any issues outstanding from the HR Working Group’s report.

RESOLVED that the report be noted.

171 UPDATES FROM PDS CHAIRMEN

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

Care Services (formerly Adult and Community PDS): Councillor Judi Ellis summarised the important issues considered at the last meeting of the Adult and Community PDS Committee on 10th April. Three reports had been scrutinised concerning housing issues - a Property Purchase Initiative, the homelessness Strategy 2012-17 and changes to funding for Empty Property Grants and Loans and Nomination Periods. The Committee had also noted that the Council was withdrawing funding for the Admissions Avoidance Service as the level of activity did not produce sufficient successful outcomes and lack of control over emergency activity. The Committee continued to monitor the impact of charges on Day Centres, and had also scrutinised the mental health budget at this meeting.

Education (formerly Children and Young People PDS): Councillor Stephen Wells, as chairman of the former Children and Young People PDS Committee and now Education Portfolio Holder updated the Committee on current issues. He referred to the review of payments to foster carers, the Kingswood Centre, and expansion at the Riverside and the Glebe Schools. The newly appointed Assistant Director for Education, Dr Tessa Moore, was due to take up her post in July, and the process for recruiting a Director of Education and Care Services was now under way again.

Councillor Nicholas Bennett, as Chairman of the new Education PDS Committee, added that a useful meeting had been held the previous day

between senior Members and staff in the new department to make arrangements for the new portfolios and PDS Committees.

Environment PDS: Councillor William Huntington-Thresher reported on proposals to employ Xfor on a six month trial basis to combat littering. The exact areas that they would target had not been finalised. He also referred to the imposition of carbon tax on street lighting in two year's time – this would have a major financial impact in the region of £.5m per annum. Recycling was now above 50%, with landfill down to below 15%.

Public Protection and Safety PDS: Councillor Douglas Auld reminded Members that on 31st May his Committee would be considering reports from South London and Maudsley NHS Foundation Trust and the Police following the escape of four patients. The Committee would also be receiving reports on the links between public health and public protection, the 2012/13 portfolio plan, Victim Support and summer diversionary activities.

Renewal and Recreation PDS: Councillor Sarah Phillips reported that her Committee had considered the consultation on changes to the Bromley Adult Education College and had received an update on proposals for Beckenham town centre. She also referred to the Olympics and the Queen's Diamond Jubilee celebrations, and recorded her thanks to Colin Brand and his team for the great success of the Queen's visit to Bromley.

172 WORK PROGRAMME 2012/13
Report RES12083

The Committee received the latest version of its work programme. The report also contained draft terms of reference for a Local Government Finance Working Group. The Chairman asked Members to suggest areas for scrutiny, and the Committee discussed the need to avoid duplicating the work of other PDS Committees.

Councillor Brian Humphrys stated that he had been a member of the Primary School Development Plan Working Group.

**173 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 referred to 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.

**The following summaries
refer to matters
involving exempt information**

174 EXEMPT MINUTES OF THE MEETINGS HELD ON 25TH JANUARY 2012 AND 4TH APRIL 2012

The Committee confirmed the exempt minutes of the meetings held on 25th January and 4th April 2012.

175 RESOURCES PORTFOLIO - PREVIOUS EXEMPT DECISIONS

The Committee noted exempt decisions made by the Resources Portfolio Holder since the last meeting.

176 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS

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

176.1 AWARD OF CONTRACT FOR THE SUPPLY OF PERSONAL COMPUTERS

Report RES12088

The Committee supported the proposed award of a contract for the supply of personal computing hardware.

176.2 SHEILA STEAD HOUSE, BUSHELL WAY, CHISLEHURST

Report DRR12/037

The Committee considered offers received for the purchase of the site.

176.3 THE OAKFIELD CENTRE, OAKFIELD ROAD, PENGE

This report was withdrawn.

177 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS

The Committee scrutinised an exempt report on the part 2 agenda for the Executive's meeting on 23rd May concerning Opportunity Site G, High Street, Bromley.

The Meeting ended at 9.54 pm

Chairman

8. Question for written reply from Cllr Nicholas Bennett.

If he will list all “invest to save” schemes introduced since 2006 showing

- (i) the original business case including forecast cost and anticipated savings
- (ii) actual cost at latest available date
- (iii) savings realised?

Reply:

The table below was circulated at the meeting, however Cllr Bennett asked for further information on the table, as it did not give the number of years before the investment had been repaid. It was agreed that this additional information would be added to the table and circulated to all Members.

Invest to Save Scheme	Date of Executive approval	Total Cost		Full Year Annual Revenue Saving	
		Original Business Case £000	Actual £000	Original Business Case £000	Actual £000
SEN Re-provision (Riverside Special School)	Oct-05	5274	4251	2000	2263
Adult Placement Scheme & Independence of People with Learning Difficulties	14/11/05 & 09/01/06	1092	1092	1381	1381
Environmental improvements (Note 1)	09/01/06	250	250	*	*
BEECHE Centre, High Elms & Care Leavers into Employment (Note 2)	09/01/06	560	560	*	*
Common Housing Allocation System & Choice-Based Lettings	19/06/06 & 23/07/07	143	143	18	18
Library Self-Service & RFID Technology	19/06/06	360	360	90	91
Customer Access Programme	06/11/06	607	607	175	175
Library Technology Systems Upgrade	05/02/07	200	200	18	26
Carbon Management programme (Note 3)	04/02/2008 06/10/2008	250	250	n/a	186
SQL Cluster Projects	04/02/08	160	153	30	30
Server Virtualisation	04/02/08	300	300	130	130
One Way Programme	19/05/08	966	762	249	240
Waste Collection Trial Extensions & Waste Pilot scheme	16/06/08 & 02/02/09 & 01/09/10	1458	1458	180	180
Joint Web Platform	02/02/09	142	142	20	20
Trial of Revised Green Garden & Textile Collection service (Note 4)	14/12/11	220	220	178	n/a
Street Lighting (Note 5)	07/03/12	7942	n/a	172	n/a
Total		19924	10748	4641	4740

Note (1): The original bid referred to efficiency savings that would be realised in Street Services and Cleansing budgets in the future that were difficult to quantify although it is likely some savings were achieved.

Note (2): The original bid referred to cashable savings of £39k in the delivery of services to Care Leavers and an anticipated reduction in energy costs which could not be quantified. It is unlikely that these savings were realised.

Note (3) - the Executive approved capital funding of £250k to provide match funding for external grant support (total approved expenditure £500k with £250k being externally funded). At the time this funding was approved, it was not possible to quantify the revenue savings that would be achieved as expenditure is subject to the Carbon Management Programme Board's approval of individual projects, following submission of a formal business case. The cost of individual projects are recovered from savings achieved and re-invested in other projects creating a self-sustaining fund. To date, a total of £670k has been spent on 9 individual projects resulting in estimated full year savings of £186k. At the end of the fund's life, the initial investment will be repaid in full.

Note (4): This scheme is on-going and an advance of £220k was made from the Invest to Save Fund in 2011/12. Repayment of £140k was made in 2011/12 from underspends from elsewhere within the Environment Portfolio and the balance of £80k will be repaid in 2012/13 upon completion of the trial. The amount of revenue savings is dependent on the number of customers taking up the service which is not yet known.

Note (5): The Executive approved the draw down of £7,942k from the Invest to Save Fund and a further report will be submitted back to the Executive in the autumn on the outcome of the tendering process and the financial implications. The actual costs and full year revenue saving will be detailed in this report. The estimated annual revenue savings of £172k, as reported to the Executive, represented a total saving of £1,891k over an 11 year period, after allowing for repayment of the Invest to Save funding (including interest).

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Agenda Item 5

Report No.
RES12096

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive and Resources
Policy Development & Scrutiny Committee

Date: 14th June 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” – five matters are listed.

2. **RECOMMENDATION(S)**

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

Corporate Policy

1. Policy Status: Existing Policy: Committees normally receive a report on matters outstanding at each meeting.
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054 (2011/12)
 5. Source of funding: Existing revenue budgets
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Staff

1. Number of staff (current and additional): There are 8 posts (7.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours per meeting.
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This 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 members of the Committee.
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Ward Councillor Views

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

Non-Applicable Sections:	Policy/Financial/legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of this Committee's previous meetings.

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
88, 89, 143 & 164 Blue Badge Enforcement (14 November and 6 December 20011 and 4 April and 17 May 2012)	On 17 th May, the Committee received a briefing note on recent prosecutions, but requested a further report.	A further report will be prepared for the meeting on 18 th July, with details of further cases that are currently in progress.	Director of Environmental Services	July 2012
159 & 164 Closing Remarks – Organisation Structure (4 th April and 17 May 2012)	Members requested an updated organisation structure for Council departments.	A new chart is being prepared and an initial version will be available before the meeting.	Chief Executive	June 2012
130 & 143 Costs of Council Services (25 January and 4 April 2012)	The Committee discussed how the cost of individual services could be communicated to the public.	The Chairman has discussed how this might be achieved with senior officers, and suggested a number of services where this could be explored, mainly relating to the Environmental Services Department.	Director of Environmental Services	July 2012
167 Questions to the Portfolio Holder (17 May 2012)	Members requested (i) a part 2 report to the next meeting with a detailed breakdown of pension and compensation arrangements for senior officers, (ii) further information on the issue of employees being paid through companies to avoid tax, and (iii) clarification of the final two columns in the invest to save table for the written question.	(i) A report is being prepared. (ii) This will be circulated to members before the next meeting (iii) A revised version of the table has been circulated.	Assistant Chief Executive (HR) Deputy Finance Director	June 2012

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
170 HR Update (17 May 2012)	Committee requested a report to the next meeting on issues outstanding from the HR Working Group's report.	A report is being prepared.	Assistant Chief Executive (HR)	June 2012

LONDON BOROUGH OF BROMLEY

FORWARD PLAN PUBLISHED ON: 17th May 2012

PERIOD COVERED: June 2012 - September 2012

DATE NEXT FORWARD PLAN PUBLISHED: 15th June 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						
Shared Regulatory Services	Executive	20 June 2012	Public Protection & Safety PDS Committee; Adult & Community Services PDS Committee and General Purposes & Licensing Committee	Meetings	Contact Officer: Nigel Davies Tel: 020 8313 4443 Nigel.Davies@bromley.gov.uk	Report and relevant background documents
Foster Parent Allowances: Consultation Outcomes	Executive	20 June 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
Future of the In house ACS Services	Executive	20 June 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Lorna Blackwood Tel: 020 8313 4110 lorna.blackwood@bromley.gov.uk	Part 2 report - confidential
In House Learning Disability Residential Service Changes	Executive	20 June 2012	Executive & Resources 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?
Domiciliary Care Services - Award of Framework Contract	Executive	20 June 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
Award of Contract - Disability Services Framework	Executive	12 September 2012	Executive & Resources PDS Committee	Meetings	Contact Officer: Tiffany Southcott Tel: 020 8313 4267 Tiffany.Southcott@bromley.gov.uk	Report and relevant background documents
Transfer of Property from Bromley PCT to London Borough of Bromley	Executive	12 September 2012	Executive and Resources PDS Committee	Meetings	Contact Officer: Claire Lynn Tel: 020 8313 4034 claire.lynn@bromley.gov.uk	Report and relevant background documents
Award of Contract for Mental Health Residential Services	Executive	12 September 2012	Executive & Resources PDS Committee	Meetings	Contact Officer: Claire Lynn Tel: 020 8313 4034 claire.lynn@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?
CARE SERVICES PORTFOLIO						
Tenancy Strategy	Portfolio Holder for Care Services	04 September 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
Supported Living Services for People with Learning Disabilities - Award of Contract	Portfolio Holder for Care Services	04 September 2012	Adult & Community Services PDS Committee	Meeting	Contact Officer: Tiffany Southcott Tel: 020 8313 4267 Tiffany.Southcott@bromley.gov.uk	Part 2 report - Confidential
EDUCATION PORTFOLIO						
Bromley Youth Music Trust - Contract Review	Education Portfolio	12 June 2012	Education PDS Committee	Meetings	Contact Officer: Paul King Tel: 020 8461 7572 paul.king@bromley.gov.uk	Report and relevant background documents
ENVIRONMENT PORTFOLIO						
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						

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?
RESOURCES PORTFOLIO						
Contracts to Supply Lease Cars Government Procurement Service Contract	Portfolio Holder for Resources	14 June 2012	Executive & Resources PDS Committee	Meeting	Contact Officer: Pauline Jones Tel: 020 8313 4586 Pauline.Jones@bromley.gov.uk	Part 2 report - confidential
Oakfield Day Centre, Anerley - Results of Marketing	Portfolio Holder for Resources	14 June 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

Agenda Item 8

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

(Summary of a part 2 decision involving exempt information)

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

AWARD OF CONTRACT FOR THE SUPPLY OF PERSONAL COMPUTING HARDWARE

Reference Report:

RES12088

Decision:

Contracts be awarded to the successful bidders of e-auction 14 for a period of two years in the first instance with the option of two one year extensions for the supply of Personal Computers and Monitors, Laptop devices and IOS Slate, Android Slate and Windows Slate.

Reasons:

Participating in the e-auction process enables the Council to make savings on computing hardware.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 17th May 2012 and the Committee supported the proposal.

.....
Portfolio Holder for Resources

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

Date of Decision: 28 May 2012
Implementation Date (subject to call-in): 11 June 2012
Decision Reference: RES12011

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

(Summary of a part 2 decision involving exempt information)

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

SHEILA STEAD HOUSE, BUSHELL WAY, CHISLEHURST

Reference Report:

DRR12/037

Decision:

That a revised offer for the freehold interest in Sheila Stead House be accepted.

Reasons:

The Council's aims include being an authority that manages its assets well. The purchaser submitted a revised offer following a ground investigation survey and the introduction of the Mayor of London's Community Infrastructure Levy.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 17th May 2012 and the Committee supported the proposal.

.....
Cllr Graham Arthur
Portfolio Holder for Resources

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

Date of Decision: 28 May 2012
Implementation Date (subject to call-in): 11 June 2012
Decision Reference: RES12012

Report No.
DRR12/049

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Resources Portfolio Holder

**For pre-decision scrutiny at the
Executive & Resources Policy Development and Scrutiny
Committee**

**For noting at the
Renewal & Recreation Policy Development and Scrutiny
Committee**

Date: 14th June 2012
10th July 2012

Decision Type: Non-Urgent Non-Executive Key

Title: Bromley Youth Employment Project

Contact Officer: Louisa Allen, Community Development Manager
Tel: 020 8313 4880 E-mail: louisa.allen@bromley.gov.uk

Chief Officer: Marc Hume, Director: Renewal & Recreation

Ward: All

1. Reason for report

Following a decision by Bromley Council's Executive Committee to allocate £500,000 to support sustainable employment opportunities for young unemployed people who live in Bromley, this report recommends the creation of a three year project which focuses on creating sustainable jobs for unemployed residents aged between 18 and 24.

Commercial information details are available as an appendix in a separate Part 2 report.

2. **RECOMMENDATION(S)**

The Renewal & Recreation Policy Development and Scrutiny Committee are asked to note the contents of this report.

The Executive and Resources Policy Development and Scrutiny Committee are asked to note the contents of this report and provide the Portfolio Holder with their comments.

The Resources Portfolio Holder is asked to

- 2.1 Approve the creation of an employment programme for young people aged 18 -24 over 3 years (2013 -2016) by way of apprenticeships and internships.**
- 2.2 Approve the outsourcing of the project to a suitable, experienced and proficient employment and skills provider to deliver the outcomes desired from the aforesaid programme.**
- 2.3 To approve an application to Jobcentre Plus' Flexible Learning Fund to deliver environmental skills and training to young people over the next 3 years with support from local and regional partnerships. It should be noted that the application may actually be submitted by one of Bromley's partners rather than by the Council directly. (Please see paragraph 3.34)**

To be noted at the Renewal & Recreation Policy Development and Scrutiny Committee on 10th July 2012.

Corporate Policy

1. Policy Status: Not Applicable
 2. BBB Priority: Excellent Council Quality Environment Safer Bromley Supporting Independence Vibrant, Thriving Town Centres
-

Financial

1. Cost of proposal: £500k will be spent over a period of 3 years
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Earmarked reserve for Members Priority Initiatives to support tackling youth unemployment amongst young people
 4. Total current budget for this head: £500k
 5. Source of funding: Earmarked reserve for Members Priority Initiatives
-

Staff

1. Number of staff (current and additional): 1 (current)
 2. If from existing staff resources, number of staff hours: 36 hrs per week for 3 years
-

Legal

1. Legal Requirement: None
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Unknown number of young unemployed Bromley residents and an unknown volume of local and regional businesses. If an application to the Jobcentre Plus Flexible Learning Fund is successful, it is likely that a further number of young unemployed residents will benefit from the scheme.
-

Ward Councillor Views

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

3. COMMENTARY

Introduction

- 3.1 The Department for Work and Pensions and other organisations concerned with welfare to work issues are highlighting the negative affects that unemployment has on a generation of young people. Notably, a dependency on out of work benefits, mental health problems and a reduced ability to join the labour market are all consequences of unemployment for young people.
- 3.2 The number of 18-24 year olds unable to get work has been high since 2008 when the UK went into recession. In July of 2004, around 12.2 % of young people in the UK were unemployed and in September 2011, 21% were out of work.
- 3.3 The table below illustrates the number of young people claiming job seekers allowance both nationally and locally since the beginning of the recession. *Please note that these statistics report on those claiming job seekers allowance only and do not include all young people who are out of work.*

Date	18-24 year olds claiming JSA nationally		18-24 year olds claiming JSA in the London Borough of Bromley	
	Number	Rate	Number	Rate
April 2009	44800	7.8%	1585	7.1%
July 2009	450975	7.9%	1595	7.1%
October 2009	462250	8.1%	1670	7.4%
January 2010	465880	8.1%	1425	6.4%
April 2010	428320	7.4%	1290	5.8%
July 2010	388355	6.7%	1170	5.2%
October 2010	394165	6.8%	1335	5.9%
January 2011	401840	7.0%	1205	5.4%
April 2011	411195	7.1%	1295	5.8%
July 2011	433650	7.5%	1360	6.1%
October 2011	459615	8.0%	1560	7.0%
January 2012	465415	8.1%	1515	6.8%
April 2012	449,645	7.8%	1,445	6.4%

*Table 1: Number of 18-24 year olds claiming Job Seeker's Allowance nationally and locally (2009 – 2012)
This does not include all unemployed 18-24 year olds.*

- 3.4 In February 2012, Bromley Council's Executive Committee agreed to contribute £500k over the next three years to a programme which will engage unemployed 18-24 year olds with support to access sustainable employment opportunities in a difficult labour market.

Programme Aim

- 3.5 It is proposed that a programme is designed around a model of apprenticeships and internships opportunities created for 18-24 year olds who are claiming job seekers allowance, aimed at giving young people the skills and experience they require to take their next steps into the labour market.

Apprenticeships

- 3.6 An apprenticeship combines 'hands on' training at work with a structured qualification recognised by the apprentice's chosen industry.

- 3.7 A programme of apprenticeships will be targeted at school leavers aged between 18-24 who are eligible for apprenticeship funding but are finding it difficult to obtain their first paid position

Internships

- 3.8 A programme of internships will be aimed at young people aged between 18-24 who have completed further education courses such as degrees or higher level qualifications. It is reported that, for the first time, graduates are finding it more difficult to enter the labour market than school leavers. Internship opportunities will be designed to give these young people the opportunity to gain work place experience to strengthen their future employment prospects.
- 3.9 Subject to paragraph 3.18, it is expected that salaries for both apprenticeship and internship opportunities will be paid at the full national minimum wage as a minimum (£4.98 per hour for 18-20 year olds and £6.08 per hour for those aged 21 and over) and job descriptions will be designed to reflect this level of pay.
- 3.10 The programme to allow flexible working to ensure diverse participation. Apprentices will be given day release for one day per week to train for their qualification.
- 3.11 These employment opportunities would have a duration of six months (for internships) and one year (for apprenticeships).
- 3.12 The aim of this programme is to ensure that the employment opportunities created for young unemployed Bromley residents should have a sustainable outcome following the end of the opportunity; improving quality of life and boosting the local economy.
- 3.13 A pivotal aspect of the programme is effective job brokerage with businesses locally and regionally to ensure the young person moves into a sustainable job at the end of the Bromley Youth Employment Project.

Programme Delivery

- 3.14 Bearing in mind that the emphasis of the programme is job brokerage for sustainable employment, it is proposed that this programme is delivered by an external service provider.
- 3.15 This is appropriate because:
- In the current climate of budgetary reductions, the public sector is not best placed to create sustainable jobs for young people.
 - In this climate the Council does not have the capacity to create sustainable jobs in the private sector and to achieve the best results for these young people.
- 3.16 Officers are therefore recommending that the programme be outsourced to the market for delivery by an experienced and proficient employment and skills service provider.
- 3.17 A robust performance specification will be designed and the opportunity will be tendered. The successful service provider will manage the programme on behalf and in partnership with the Council.
- 3.18 Before the specification is finalised, a soft market testing exercise will be undertaken to ensure that the specification and outcomes are designed to achieve the best value from the market. It is essential that the successful service provider demonstrates value for money.

The performance specification will be based around a set of core outcomes/key performance indicators. These are specified in a Part 2 report. No funds will be released unless the outcomes have been delivered.

3.19 In addition to these core outcomes, the provider will also be expected to provide:

- Information, advice and guidance and pastoral care to those young people employed as part of the programme, with a particular emphasis on career progression.
- A promotional launch event and a set of Council approved publicity documents to promote the scheme and increase its profile among employers and young Bromley residents.

3.20 The anticipated timetable for procurement will be as follows:

Procurement Activity	Deadline
Soft market testing exercise undertaken	June 2012
Specification, conditions and ITT drawn up	27 th July 2012
Advertisement in press	30 th July 2012
Deadline for expressions of interest	13 th August 2012
PQQ documents issued	27 th August 2012
Deadline for PQQ returns	10 th September 2012
PQQ returns analysed and reviewed	5 th October 2012
Tender documents issued	8 th October 2012
Deadline for return of tender documents	5 th November 2012
Interviews take place	w/c 19 th November 2012
Analysis of tender documentation/interviews complete and report recommending preferred contractor prepared for committee deadline.	3 rd December 2012
Report to E&R and R&R PDS Committees for approval to award contract	3 rd January 2013 17 th January 2013
Award of contract following call in	31st January 2013
Launch of project	February 2013
Delivery begins	March 2013

Table 2: Proposed timetable for procurement of service provider

3.21 Initial consultation on the scheme has been undertaken with Jobcentre Plus and the National Apprenticeship Service and it has been indicated that there is an appetite among providers to deliver this sort of programme in the Bromley area. The National Apprenticeship Service has agreed to offer advice on the procurement and assessment of a service provider to support officers to appoint the best places service provider.

3.22 The potential partners for this scheme will be proficient training providers with experience managing similar contracts and delivering similar outcomes. They will have pre-existing skills

and training programmes and knowledge of training frameworks recognised by employers that will make the programme more efficient.

- 3.23 Perhaps the biggest advantage that is achieved by outsourcing is that these potential service providers have pre-existing networks and links into the private sector. It is recognised by all parties already consulted that in order to meet the primary objective of the programme: sustainable employment for young people, opportunities in the private sector will need to be brokered so that positions are created with a view to converting the role into a long term opportunity after the funding has been withdrawn. This sort of brokerage service has already been developed by those providers in the market and relationships have been created and managed over a number of years.
- 3.24 The service provider will carry the risk for the programme. It is also likely that they will take on some of the HR functions for those employed as part of the programme.
- 3.25 The programme will be branded as Bromley Council's initiative.
- 3.26 An existing officer will be assigned to monitor the delivery of the contract, funded from within Renewal and Recreation budgets. As part of the contract management procedures, the chosen provider will be expected to provide the following on a monthly basis:
- Evidence of a referral from Jobcentre Plus of each young person employed as part of the programme.
 - For those employed to complete an apprenticeship opportunity, an original copy of the signed agreement between the employer, training provider and young person that is required to create the apprenticeship.
 - For those employed to complete an internship opportunity, a signed copy of their contract of employment.
 - An itemised invoice for the payment of the subsidy for the salaries of those employed as part of the programme and the provider's management fee.
- 3.27 The provider will also be expected to provide a quarterly report on the delivery of the contact that gives a progress update on the achievement of the core outcomes and that demonstrates the delivery of other outcomes and objectives highlighted in the specification. Case studies will be requested as part of this monitoring process.
- 3.28 An audit on the contract will be completed bi annually.
- 3.29 There is also a requirement that no double funding should be achieved by the provider or their partners if they claim financial support from other available funds.

Jobcentre Plus, Flexible Learning Fund

- 3.30 To compliment the Council's allocation of funding for a youth employment project, officers are seeking permission to work with partner agencies to apply to the Jobcentre Plus Flexible Learning Fund. It is recommended that the fund should be applied for to create a skills based environmental training programme that will compliment Council initiatives in the borough's parks and green spaces.

- 3.31 The value of this programme is estimated to be at £60,000 per annum and will be entirely funded by the Flexible Learning Fund, supported by partnerships with Capel Manor College, the National Housing Association and Groundwork London. Scoping for the project is currently underway with these partners.
- 3.32 Partnership working on this project will ensure value for money and effectiveness. It may be that the application is submitted by one of these partners with support from Bromley Council.
- 3.33 A number of short-term (6 week) courses will be run over three years that will provide training in conservation and horticulture. These short term courses are designed to move young people nearer to employment.
- 3.34 The trainees will complete their training in the borough's parks and green spaces under the guidance of the ranger service, giving added benefit to community spaces.
- 3.35 The fund will be applied for on an annual basis and it is expected that, if successful, delivery will commence before January 2013.

4. FINANCIAL IMPLICATIONS

- 4.1 An allocation of £500k has been set aside in an earmarked reserve to support tackling youth unemployment amongst young people.
- 4.2 This report is seeking approval to investigate whether the three year programme can be outsourced for delivery by an experienced and proficient employment and skills service provider.
- 4.3 The contract is expected to be based on the delivery of specific outcomes and no funds will be released unless these outcomes have been delivered.
- 4.4 The project is intended to be monitored by existing staff at no additional cost to the Council.
- 4.5 This report is also seeking approval to submit an application to Jobcentre Plus Flexible Learning Fund to deliver environmental skills and training to young people over a 3 year period with support from local and regional partnerships. It should be noted that the application may actually be submitted by one of Bromley's partners rather than by the Council direct.

5 LEGAL IMPLICATIONS

The selection of the service provider to support the programme is in accordance with the Council's contract procurement rules.

6 PERSONNEL IMPLICATIONS

There are no direct personnel implications because the scheme will be delivered by a third party provider however the client role will be delivered by Culture, Libraries and Leisure division within existing budgets.

All jobs created through this project will be managed by the service provider and the employer.

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

Report No.
RES12097

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 14th June 2012

Decision Type: Non-Urgent Non-Executive Key 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 20th June 2012. Members are requested to bring their copy of the agenda for this meeting to the PDS Committee's meeting.
-

2. **RECOMMENDATION(S)**

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: Not Applicable
 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 revenue budget.
-

Staff

1. Number of staff (current and additional): There are 8 posts (7.22 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: None
 2. Call-in: Not Applicable: This 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 members of the Committee.
-

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, members of this Committee have the opportunity to carry out pre-decision scrutiny of items for decision at forthcoming Executive meetings. This report identifies the reports expected for the next meeting of the Executive on 20th June 2012 and suggests which ones the Committee may wish to prioritise for scrutiny. At the time of writing, this is the draft list of reports (the Executive's agenda is due to be published on 7th June 2012).

Part 1

Provisional Final Accounts 2011/12 ¹
Capital Programme Outturn 2011/12 ¹
Revised Payment Structure for Foster Carer Allowances
Residential and Nursing Home Care Contracts for Older People – Gateway Review
Children's Social Care – Invest to Contain
The Standards System under the Localism Act 2011

Part 2

Award of Framework Contracts for Domiciliary Care Services ²
Contract to Supply Lease Cars – Government Procurement Service Contract ¹
46 Green Lane, Penge ¹

(Reports marked ¹ are recommended for pre-decision scrutiny by this Committee; 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 headings on this agenda.

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

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Report No.

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Executive & Resources Policy Development & Scutiny Committee

Date: 14th June 2012

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

Title: HR Working Group Update

Contact Officer: Val Jenkins, Head of Organisation & Workforce Development
Tel: 020 8313 4380 E-mail: val.jenkins@bromley.gov.uk

Chief Officer: Charles Obazuaye, Assistant Chief Executive, HR

Ward: N/A

1. Reason for report

This report updates the Committee on the outcomes of the Members HR Working Party and was requested at the meeting of the Executive and Resources PDS on 17th May 2012.

2. **RECOMMENDATION(S)**

Members are asked to consider the content of the report.

Corporate Policy

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

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Human Resources Division
 4. Total current budget for this head: £1,591,310
 5. Source of funding: Council budget
-

Staff

1. Number of staff (current and additional): 42.50 FTE
 2. If from existing staff resources, number of staff hours:
-

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): All Council employees that use HR Self Service
-

Ward Councillor Views

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

3. COMMENTARY

Members' HR Service Review - implementation of the recommendations

On 27th March 2008, the Executive and Resources PDS considered the findings of a Members Review of HR Services and officers' response to the issues raised. By the end of 2010 all but 2 of the recommendations had been implemented and Members were advised of the issues surrounding these particular topics in December 2010. See appendix 1.

Both recommendations were added to the list of areas to be addressed through the HR Self Service project. Development of HR Self Service and the core database is prioritised on the basis of business need, the resources required to deliver the change and business benefit.

The following updates Members on the two outstanding recommendations:

Recommendation 3: That information on educational qualification and key skills be collected for new employees and that this data be collected from existing employees for inclusion in the database as soon as practical

The status of this recommendation has not changed since the last report to Members.

During 2011 priority was given to the areas of work set out below:

- Development of Web recruitment; this functionality went live in July 2011 however, there is ongoing work needed to enhance the functionality to fully meet the requirements of our customers
- Redesign of the database to accommodate joint use of HR Self Service by Bexley and Bromley managers within the shared library service area
- Exploration of new functionality to support online absence management to include annual leave and sickness reporting using HR Self Service
- Implementation of single status in schools which is now almost completed
- Redesign of the data base to give clear separation between the records and payment of academy employees and LBB employees
- Major restructuring of services
- Development of charting software to produce organisational charts

Implementation of recommendation 3 through HR Self Service would require customisation of the system. This would involve a development fee and then an annual maintenance fee equating to 20% of the development costs.

The Council's current practices relating to the redeployment of staff, secondments and special project work have proved sufficient to support the organisation through a period of significant change. Therefore, arguably against the current financial pressure there is no strong business case to give priority to this recommendation.

It should be noted that work has been done, during this period, to meet the requirements of the schools workforce census (statutory return) and the national minimum data set for social care which includes some information on qualifications.

Recommendation 16: That Performance Appraisal and Development Schemes (PADS) be incorporated into Resource Link as soon as practical

The status of this recommendation has not changed since the last report to Members.

The performance appraisal paperwork is available electronically via One Bromley and can be use in hard copy or electronic format. It was previously reported that the functionality available through the HR database for performance appraisal could not accommodate our appraisal processes particularly those relating to PRP. Therefore, customisation would be required.

It is recognised that the organisational context has changed since December 2010 and therefore this area has been re-prioritised. The work to develop and introduce localised pay and strengthen the links between performance management and pay, are likely to lead to changes to our appraisal systems. Therefore, the opportunity will be taken to re-evaluate the functionality available on the HR database and if necessary a business case will be made to customise the system.

4. POLICY IMPLICATIONS

Effective people management is essential to delivering ‘Building a Better Bromley’.

5. FINANCIAL IMPLICATIONS

To implement both recommendations will require development of the HR Self Service system that involves some customisation. Funding will need to be secured on an ‘invest to save basis’. The cost of customisation is dependent on the complexity of work involved and the time it will take to develop and test. For example work on refining the format of the on line application form to meet our requirements was 4 days at a total cost of £3,300 plus VAT. This customisation will then carry an annual maintenance fee of £660 + VAT.

6. LEGAL IMPLICATIONS

There are no legal implications arising directly from recommendations 3 and 16. It should be noted that collection of data for the schools workforce census, which includes some qualification information, is a statutory requirement.

7. PERSONNEL IMPLICATIONS

None other than those set out in the report.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	HR Strategy 2011- 2014

Appendix 1 - Members' Review of Human Resources as at June 2012

The recommendations and actions have been numbered to make it easier to read.

No	Members' Recommendations	Response from HR	Action	Target date for completion
1.	Further development of the HR Strategy to ensure that it has a sharper focus on the implementation and completion of the various strands of the Strategy. Although it sets out a progress line, quarter by quarter, what is missing is any overview of the entire process to completion or any criteria for measuring the success or otherwise of the policy	A review of the HR Strategy is about to be undertaken, as part of the strategy foundation reviews and Members comments will be taken into consideration. There is a PI related to internal fill rate to monitor impact of talent management However, it is recognised that there would be benefits in having a broader approach to review of the outcomes of the strategy.	1.1 Foundation review of HR Strategy informed by Members review outcomes. Presented to COE November 08.	Completed
			1.2 Revised strategy to be produced based on the findings of the above review including revised monitoring and criteria for measuring success.	Completed
			1.3 Draft updated HR Strategy for 2009/12 to be considered by COE along side other updated foundation strategies in May 2009	
2	That job descriptions be provided for every post as soon as possible	Job descriptions are currently held in hard copy and electronically. HR will now store job descriptions using the functionality available on Resource Link.	2.1 and 2.2 Electronic records for job descriptions now established	Completed
			2.3 and 2.4 Job descriptions now held on HR database	
3	That information on educational qualification and key skills be collected for new employees and that this data be collected from existing employees for inclusion in the database as soon as practical	If a qualification is a prerequisite of the job e.g. teaching and social work then a record is kept on the HR database. Records are also held in business critical situations e.g. redeployment cases. When self service functionality is introduced it will become practical to hold this data across all employees	3.1 Maintain records of essential qualifications recorded on HR database. In addition HR will now record the highest level qualification for all new entrants.	Ongoing process
			3.2 The current list of employees with an additional language skill has been updated.	Completed
			In addition a survey of staff will be carried out to identify additional language skills. This information will be held on the HR database.	Completed
			3.3 On line recording of qualifications and key skills by staff added to list of topics for inclusion in HR Self Service Project	Outstanding work
4	That the proposed 'One Way' Lean process for the HR process be designed so that unless mandatory fields are completed by staff in putting information the system will now allow them to complete the transaction	The use of mandatory fields on forms has been considered by the officers engaged in the Workforce Journey Lean Thinking exercise and features at improvement levels 2 and 3 (level 1 focuses on getting the process right before moving to electronic forms)	4.1 Undertake first phase of approvals and appointments trials with streamlined manual processes. On going process.	Completed
			4.2 Outcomes have been reviewed and new processes adopted.	Completed

No	Members' Recommendations	Response from HR	Action	Target date for completion
5	That the staff turnover information be collected for all Council Departments and PCMS as soon as practicable	The report was under design at the time of the review and has been finalised. It is to be introduced at the end of March – it contains information about turnover, maternity, secondments and acting up situations. Thus giving a fuller picture of the staffing situation.	5.1 Report now part of core information available to departments. On going process	Completed
6	That the Council review the interface between Oracle and Resource Link as part of a wider review of current ICT provision	ICT is focussing on the issues of integrating data from different systems as part of One Way	6.1 One Way – Monitoring & Management Reporting project area – Comensura database updated to ensure agency assignments are linked to an authorised post number from HR database. 6.2 Integrated reports now produced to provide staffing data combining employee and agency workers	Completed Completed
7	A physical sample check of employees once per year should be made on a sample of staff. We proposed that two or three schools per annum be selected for checks on the basis of an assessment by internal audit of those whose procedures put them most at risk.	Proof of identity is important and a new system was introduced in February in response to changing requirement set by central government. This system will involve managers seeking proof of identity and the right to work at interview, followed by confirmation by HR of the successful candidate. Audit will carry out a sample review.	7.1 Built into Audit programme. All schools audited include a check for evidence that staff exist – sample of 10.	Completed
8	That in any event any decision to employ a person with a positive result following criminal record or other check should be referred to Assistant Director level as in the CYP and ACS Departments	COE will be asked to apply this standard across the Council	8.1 Standard approach implemented across Council at time of review. Ongoing process.	Completed
9	That the process adopted by CYP, whereby before any staff vacancies are filled, the need to fill them is subject to formal consideration by the director and Senior Management Team, should be adopted by all Departments	Each Chief Officer has developed a system to manage vacancies that is appropriate to their departmental business needs, as well as being responsive to changing circumstances within the Council.	9.1 Chief Officers' systems still in place and operating. HR/Business Services check all requests to advertise posts against establishment. Chief Officers have agreed to adopt the CYP process as a model of good practice.	Completed

No	Members' Recommendations	Response from HR	Action	Target date for completion
10	That all staff posts should be an approved establishment and that the practice of appointing staff by using money in non staff budgets should cease	Virement of monies to fund posts is very limited and exercised infrequently. However, it does give service the flexibility to respond to changing demands within services. This virement facility can only be exercised at Assistant Director or above and is strictly monitored by Head of Finance.	10.1 Approvals process has given greater clarity and more transparent and streamlined controls to manage post establishment including financial sign off. Ongoing process.	Completed
11	That opportunities should be provided for staff to be seconded to other organisation in the private and public sector	HR will explore the opportunities for secondments to other sectors; LBB has in the past participated in a secondment scheme with central government and there have been secondments between LBB and the PCT.	11.1 Number of internal secondments available has increased providing general career development opportunities as well as being part of the Council's formal talent management strategy through the future leaders' programme and management trainee scheme.	Completed
			11.2 Setting up external secondments is becoming more difficult in the current financial climate and the desire to have a lean workforce. As an alternative HR are exploring how it can extend its ongoing mentoring arrangements with other employers	Completed
12	That a more proactive approach should be adopted with regard to the Future Leaders Programme to ensure that those who participate in the programme are nurtured and have their skills developed by employing them where possible on special projects as well as more routine tasks	The Future Leaders programme has only just begun and a key part of the programme is to give those involved challenging developmental opportunities including secondments and special projects if appropriate. Work placements are a feature of the management trainee scheme which has been in operation for some time, Following a review there is now a robust system in place to assess and allocate the work placements for the management trainees; these placements are monitored and if not sufficiently developmental or stretching then the matter will be raised with the supervising officer/chief officer	12.1 No specific action taken as monitoring quality of placements and secondments is an on going part of the role of HR when managing corporate development programmes. Examples of proactive approach to projects and secondments: Future Leader Programme participants have undertaken key strategic projects i.e. the Chief Executive's foundation strategy reviews and there are 4 high level secondments including an acting Assistant Director position.	Completed

No	Members' Recommendations	Response from HR	Action	Target date for completion
13	That guidance on dealing with grievance resolution be included in the suit of HR documents	HR is developing a series of guidance on HR policies including how to handle grievance complaints. The guidance will sit along side the grievance policy document and training.	13.1 Guidance available on People Management module of Managers Toolkit	Completed
14	That regular reports are made to PCMs and Departments on the outcomes of exist interviews with job leavers and that action is taken where appropriate to address issues of concern which are identified in the interviews	New exit survey form has recently been piloted; analysis of the results will be sent to all DMTs. HR manages the exit survey form and analysis; carries out exit interviews on an exception basis. Exit interviews are supported by the 'No Quit' policy. Line mangers are encouraged to hold exit interviews with their staff.	14.1 Develop HR database to record exit information – completed September. Input of feedback now ongoing	Completed
			14.2 Enter backdated data for 2007/08 to create sufficient information for analysis	Completed
			14.3 Exit information will form part of a corporate management report to COE; service based information is provided on a regular basis to support areas with hard to fill posts	Completed
15	That consideration be given to introducing a wider scheme which will as well as looking at the individual's current situation becomes part of a whole employment life development plan for the individual	The focus of the PADs scheme is not only to ensure that officers are able to perform their current duties effectively but also to identify development opportunities etc. Part of this longer term development is the post entry training scheme. The Council is also promoting the use of mentors to assist people with the broader issues of career development.	15.1 Update PADS guidance and training to ensure that managers include broader career development issues in the appraisal process discussions as part of appraisal process. Now ongoing process.	Completed
16	That Performance Appraisal and Development Schemes (PADS) be incorporated into Resource Link as soon as practical	On line appraisal is part of the longer term HR strategy. Currently PRP ratings are held on the database. The use of Resource Link is dependent on the potential of the system to provide the performance functionality needed to support our PADS system. This would be part of the 'core' HR processes to be reviewed as part of the Workforce Journey.	16.1 Added to list of topics for inclusion in HR Self Service Project. It would require customisation work.	Outstanding work

No	Members' Recommendations	Response from HR	Action	Target date for completion
17	That if the data, on whether a post is externally funded, has not been added to Resource Link , that it is added as a matter of urgency and that any future employees in this category are entered on to the system	A new system is to be put in place on 1/4/08 to record the data on externally funded posts on Resource Link through use of the cost code parameter screen. A six monthly reconciliation exercise is to be introduced to ensure that the HR and Finance records are the same.	17.1 Set up of cost codes to identify externally funded posts completed; system maintained through use of approvals process. Report designed to undertake reconciliation exercise with Finance. Ongoing process.	Completed
18	That a unique identifier for each agency post be created to ensure tie up between Comensura data base and Resource Link	ICT are leading a project to ensure that the unique post numbers from Resource Link are used on the Comensura system when an agency worker is engaged.	18.1 See No 6 for action	See No 6 for update – completed
19	That the findings of this Review be considered in conjunction with the recommendation of the Lean thinking 'One Way' Review	The finding have been shared with the 'One Way' Review team and taken into consideration	19.1 Recommendations mapped across to One Way WFA project 19.2 Members of Working Party have been involved in both the Approvals and Appointments process review – ongoing process	Completed
20	That every Department engaged which is reviewing its working practices and processes, invite interested members to contribute at an early stage so that the Members perspective is incorporated into data capture and outcomes	Chief Officers Executive to note.	20.1 COE reminded of recommendation following Executive meeting. Examples of action: Member invitation to attend HR Divisional Planning Day ACS Portfolio Planning Day	Completed
21	That a protocol be established setting out the HR responsibilities of the PCMs and the Departments and those of HR	HR is working to develop a 'mangers toolkit' with regard to people management which will set out the role of the manager and what service/support they a can expect from HR. This will be published on the intranet	21.1 Recruitment is the first part of HR managers' toolkit and sets out the roles and responsibilities of managers and HR. Currently in draft format. 21.2 Load into test area and review; update if necessary and agree publication date 21.3 Second part of HR managers' guide will focus on performance management including probation, discipline including capability, grievance and performance appraisal and devolvment	Completed Completed Completed

No	Members' Recommendations	Response from HR	Action	Target date for completion
22	That HR undertake a survey of all PCMs and Departments and selected external organisations to gather copies of pro forma, advice etc used within them for HR purposes and develops a set of best practice centrally produced forms for use by all departments and PCMs	It is already the practice of HR to consult with PCMs and to research best practice with other HR practitioners and organisations when introducing new systems and forms A set of forms is being developed through the Workforce Journey group that will appear on the intranet	22.1 Ongoing research undertaken as part of One Way review; use of focus groups etc. Recent inspections of HR systems for all pre-employment checks by Home Office and CSCI acknowledged the standard and quality of the processes used by the Council	Completed
23	That the final versions be dated and in a common format as part of a suite of forms, which where possible are used electronically.	The new set of forms will be properly labelled and dated.	23.1 Template agreed and ongoing review of forms to conform to new standard.	Completed
24	That HR create a suite of documents incorporating the various guidance issued under aegis of the different sections of HR (for instance Learning and Development and Health and Safety). These should be in a common 'house style' and dated and numbered in a series.	See above comments about a managers' toolkit. A standard format has been developed for documents that are published on the intranet. In addition staff will be able to access information from the intranet	24.1 Maintain and update existing suite of HR policies and procedures using standard template, Publish on One Bromley.	Completed
			24.2 Undertake work to badge HR documents under managers' toolkit.	Completed
25	That those PCMS who do not act in an efficient way in assisting with corporate processes should be notified to the chief Officer concerned. Where necessary the officers concerned should be required to take part in training so they appreciate the need for timely participation in the process.	The new processes that are being designed under the Workforce Journey include escalation processes that will highlight such issues for chief officers.	25.1 Put escalation processes into new approvals and appointments procedures in place – completed.	Completed

Report No.
RES12100

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive and Resources PDS

Date: 14th June 2012

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

Title: Capita Secure Information Systems Annual Contract Monitoring Report

Contact Officer: Sue Essler, Head of Information Systems
Tel: 020 8313 4273 E-mail: sue.essler@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: All

1. Reason for report

An annual progress report on the performance of Capita Secure Information Systems (CSIS) in delivering both the IT and Voice and Data Networks contracts since the service commenced on 1st April 2011.

Dave Wood, the CSIS Service Delivery Manager for the Bromley contracts, gives his overview of performance during this period in the letter contained in Appendix 1.

2. **RECOMMENDATION(S)**

- (i) **The Executive and Resources PDS are asked to note the information contained in this report on the performance of Capita Secure Information Systems in the delivery of the IT and Voice and Data Network contracts during the period 1st April 2011 to 31st March 2012.**

Corporate Policy

1. Policy Status: Existing Policy: The provision of a high quality ICT infrastructure within the Council will assist it meet and maintain its objective of being an excellent Council within the Building a Better Bromley strategy.
 2. BBB Priority: Excellent Council
-

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Information Systems
 4. Total current budget for this head: £4.6 million
 5. Source of funding: Existing Budgets
-

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: None:
 2. Call-in: Not Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Information Systems underpin the provision of services to all LBB customers.
-

Ward Councillor Views

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

3. COMMENTARY

3.1 Background

The Executive and Resources PDS will recall that the contracts for the support of the IT and Voice and Data Network infrastructure were tendered during 2010 in a joint procurement exercise with Lewisham. At the meeting of the Executive on 29th September 2010 both contracts were awarded to SunGard, delivering a 25% saving on previous contract costs. In December 2010 it was announced that SunGard had been purchased by Capita and would be renamed Capita Secure Information Systems (CSIS).

The service commenced on 1st April 2011 with no impact on users. Throughout the first year there have been challenges with some of the key performance indicators not being achieved, however there has been very little unplanned downtime with overall availability of the systems at 99.48%. It is a reflection of the open relationship that has developed that CSIS have fully acknowledged where there are issues and have developed a service improvement programme that has been sponsored by their senior management team.

A letter from Dave Wood, CSIS Service Delivery Manager giving his view of the performance during the first year of the contract is contained in Appendix 1.

3.2 Service Performance

There have been 15,564 calls to the helpdesk since 1st April 2011. As can be seen from the breakdown of key performance indicators in Appendix 2 whilst the target for key performance indicators was not achieved, the performance of the helpdesk in both answering calls and in fixing problems immediately (“first time fix”) has exceeded the target since July 2011. This is the only interaction a majority of users have with the CSIS service and is reflected in the high levels of user satisfaction.

The performance figures for Priority 1 calls did not meet the 100% target for 8 out of the 12 months, the 100% target was achieved in March 2012 and has been met in April 2012 and (at the time of writing) will be achieved in May 2012. This suggests that some of the actions within the service improvement plan are having a positive effect on delivery standards. For example, the increased transfer of knowledge between locally based staff and the central service team based in Chippenham has ensured a wider group of engineers have an increased understanding of the Bromley infrastructure enabling greater remote “fault finding” and fixing. Staff from LBB are monitoring progress against the action plan carefully to ensure that the improvement is sustained and continues across all of the key performance indicators.

What is not reflected in the performance indicators is the positive attitudes of the CSIS engineers when problems do arise and their willingness to work through the night to ensure that the business is fully operational the following day. A specific example of this relates to a problem with the main database server in March when CSIS engineers were advised to “stand down” by LBB at 11.30pm as they had resolved the initial issue but continued to work through the night until they had fully tested that no other components were likely to fail the following day.

Within the contract 10% of the monthly fee is withheld and released on a quarterly basis subject to achieving the target for key service level indicators, each indicator is allocated a % or part % retention. It should be noted that as part of the contract negotiations it was agreed that the retention would not be applied during the first 6 months of the contract. For quarters 3 and 4 a total of £11,599.35 has been retained.

A further positive to note is that all of the reporting tools are fully implemented and the processes for 24x7 monitoring of the network and servers have been refined to ensure that

issues identified out of hours are more promptly actioned to ensure system availability during core working hours.

3.3 Escalations

The number of escalations i.e. issues with the service from the helpdesk or delivery of service requests or project raised by users is reviewed on a weekly basis. For the first 6 months of the contract the number of escalations received was relatively low, however the trend has increased, with a peak of 5 escalations being received in November for the “break fix” service and 4 escalations received in February for the service request process. Whilst given the volume of calls to the help desk and service requests delivered these are not “high” numbers, they do reflect where customers are dissatisfied with the service which is a cause for concern that is being addressed. See Appendix 3 for a breakdown of the escalations by month. Since March the number of “open” escalations has reduced as CSIS increase the focus in this area and to prevent “repeat” escalations.

3.4 User Satisfaction Survey

CSIS include a user satisfaction questionnaire whenever a call to the helpdesk is closed. Since commencement of the surveys in June 2011, CSIS have scored above 6 (out of a maximum of 7) in 9 of the 10 months. In April 2012, LBB carried out a comprehensive user satisfaction survey, across all users, both staff and Councillors in the Council. The questions were based on the SOCITM (Society of IT Managers) questionnaire which LBB have undertaken on an annual basis since 2008. 2710 users were sent the questionnaire, 638 responses were received. The overall satisfaction score for all users was 5.38 out of 7 which indicates the need for on-going engagement and service improvements, but continues the upward trend of improved user satisfaction – in 2008 it was 3.96 out of 7.

The detailed survey responses can be found on the front page of One Bromley.

3.5 Project Delivery

Since the 1st April there have been 5240 service requests, which includes user administration and small catalogue jobs and 271 projects which have ranged in scale from works relating to the North Block refurbishment and the joining up of the library service with Bexley to the installation of software. There were issues with the timely delivery of projects, in part due to the volume which was unforeseen at the start of the contract. To address the issues in December 2011 there was the reorganisation of the CSIS Project Office and the appointment of a new Programme Manager. This has led to a noticeable improvement in performance, project delivery is part of the wider service improvement programme for Bromley which is being monitored by senior management within CSIS.

3.6 Planned Projects for 2012/13

A high level roadmap of the projects planned in 2012/13 is contained in the CSIS letter in Appendix 1. In summary, the major corporate projects are:

- * Completion of the North Block network and telephony infrastructure
- * Roll out of Office 2010
- * Migration to a new backup service and Internet Provider
- * Testing of Disaster Recovery Provision
- * Continued Virtualisation of Systems
- * Rollout of SharePoint 2010

In addition there will be a number of background infrastructure activities researching future developments to ensure that the Council has the necessary flexible infrastructure in place to support the business in working more efficiently.

Appendices:

Appendix 1: Letter from CSIS Service Delivery Manager

Appendix 2: CSIS Key Performance Indicators April 2011-March 2012

Appendix 3: Escalations by month

Non-Applicable Sections:	Policy, Financial, Legal, Personnel
Background Documents: (Access via Contact Officer)	Monthly and Quarterly Service Review Documents, Report RES11124, Report DR10072

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Sue Essler
Head of Information Systems
London Borough of Bromley
Civic Centre
Stockwell Close
Bromley
BR1 3UH

28th May 2012

Our Ref: LBB/CSIS/02

Dear Sue,

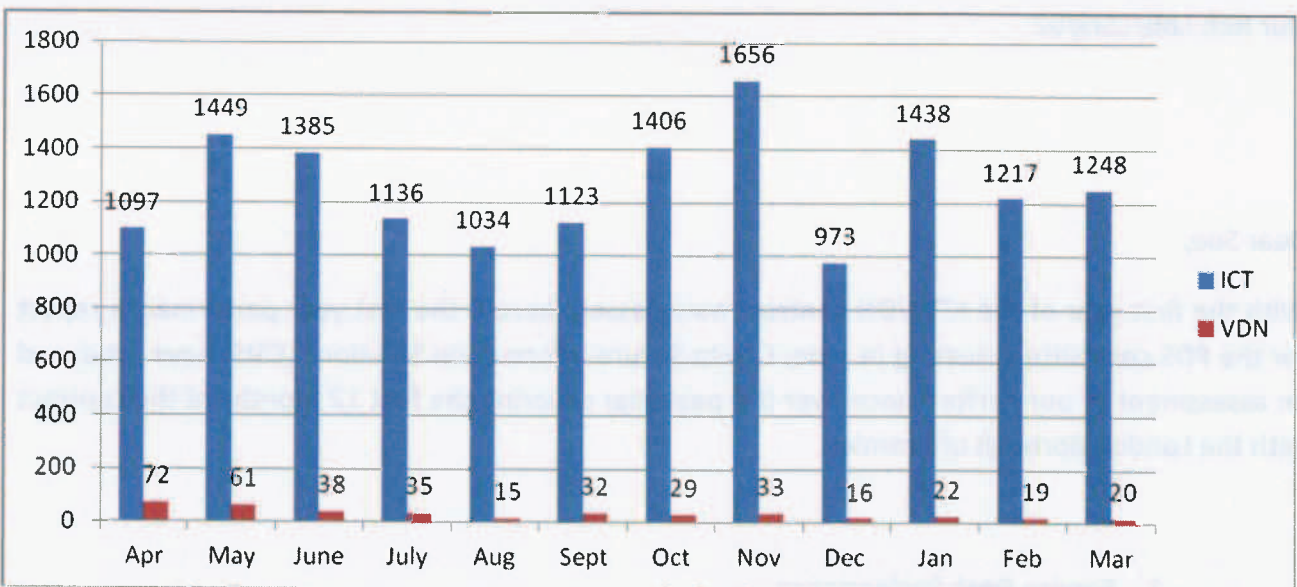
With the first year of the ICT\VDN contract now passed, here is the first year performance report for the PDS committee meeting in June; Capita Secure Information Solutions (CSIS) have produced an assessment of our performance over the past year covering the first 12 months of the contract with the London Borough of Bromley.

1. Service Desk Performance
2. Incident Management
3. Availability Management
4. SCOCITM Benchmarking
5. Service Improvement Plan
6. Service Requests
7. Projects
8. Delivering LBB ICT Roadmap
9. LBB Customer Satisfaction Survey
10. Service Credits
11. Email Volumes (Since 26th May 2011 – 12 Months)
12. Service Management and Governance

1. Service Desk Performance

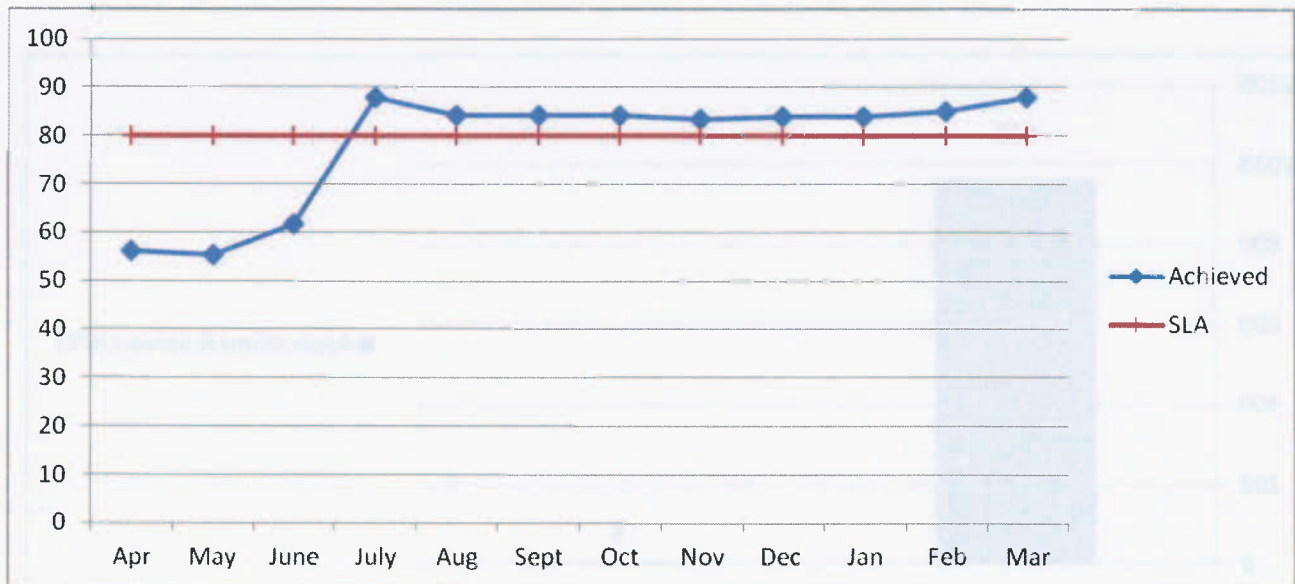
The Service Desk has performed extremely well during the first year of the contract, with 15,564 incidents being logged in the first twelve months. The peak in November of 1656 calls was as a result of a change with the way backups were monitored causing extra calls to be logged. The average number of calls logged per month during the first year was 1297.

The graph below shows the number of calls logged each month during the year with December having the lowest recorded number of calls as a result of the holiday period which was expected.



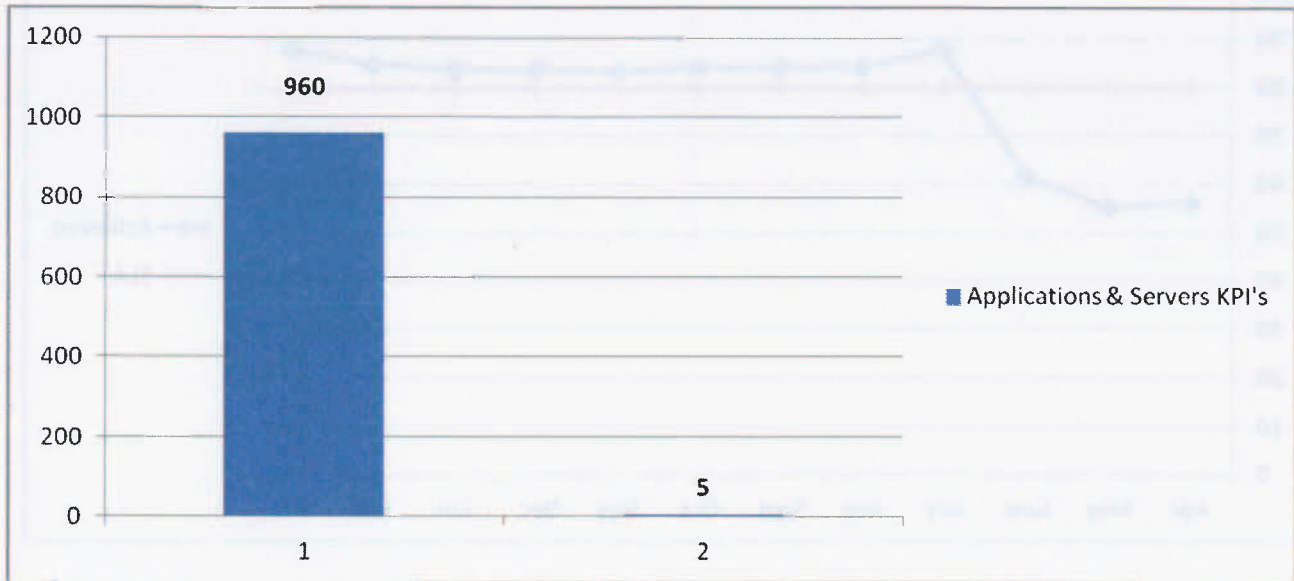
1.1 First Time Fix by Service Desk

The first time fix by the service desk shows that since 1st July 2011 CSIS has exceeded the KPI month on month.



2. Availability of Service

The availability of critical servers and applications during the first year has achieved service excellence level out of a total of 960 KPIs with 5 KPIs which failed. The overall percentage achieved during the year is 99.48%.



3. Incident Management

The target for incident management has improved in the first twelve months but not up to the level we expected. There is a major continuous improvement plan implemented to ensure that we improve the KPIs on incident management in the second year.

Initiatives that have been taken:

- Incident manager is assigned to each P1 to oversee the resolution
- Incident coordinators are now in place to chase and provide regular updates to LBB
- Resource levels are being reviewed and desktop has been increased
- Cross skilling of the workforce between the local teams and the central services teams based in Chippenham, this will enable more resources to be available to ensure quicker and effective resolution to incidents
- Re-education of engineers in view of service levels
- Improved internal reporting to engineers
- A major incident process has now been implemented by CSIS
- Monitoring toolsets are being tweaked to improve effective monitoring
- Improved exception reporting to identify areas that require improvements
- Currently reviewing and updating the escalation process which includes the communication to the customer (LBB)

Priority 1 incidents have achieved the target of 100% on three of the previous six months and compare this to the first six months when we only achieved one month out of six. There are still further improvements to be made as we enter the second year of the contract. (See table 1)

Priority 2s to Priority 4s require further improvements and the above initiatives will enable further improvements to be made. (See table 1&2)

Table 1 - Priority 1 & 2

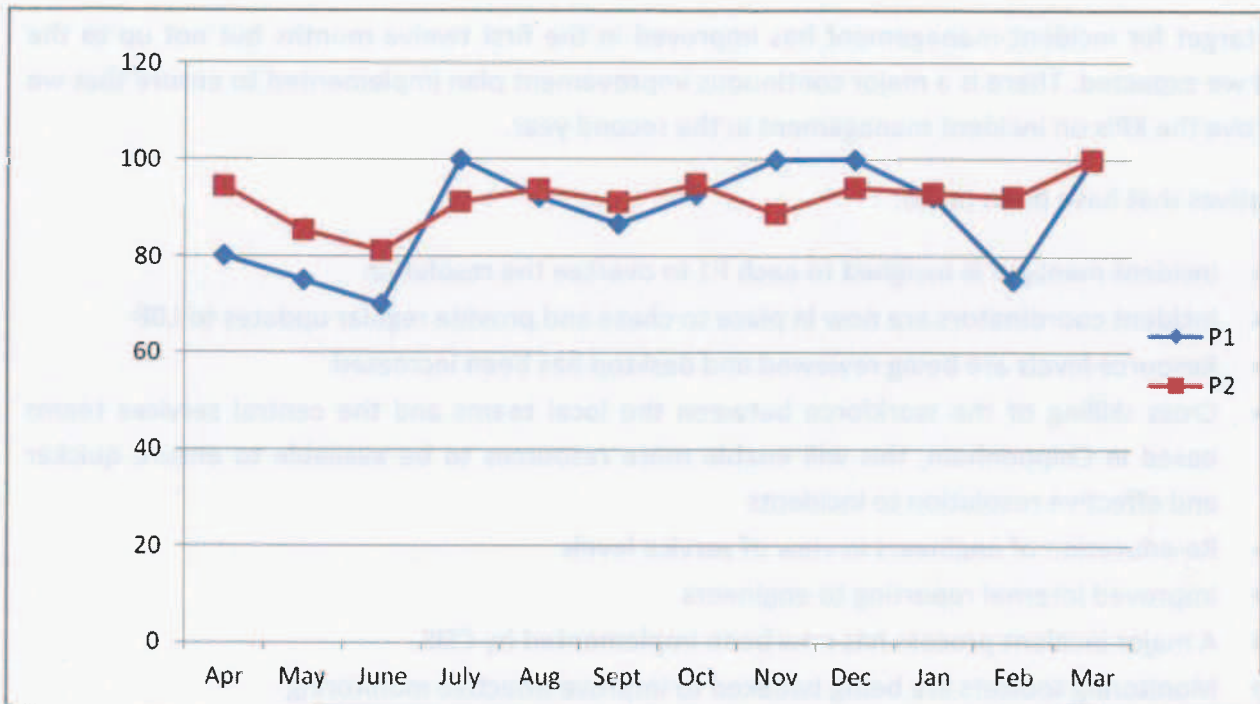
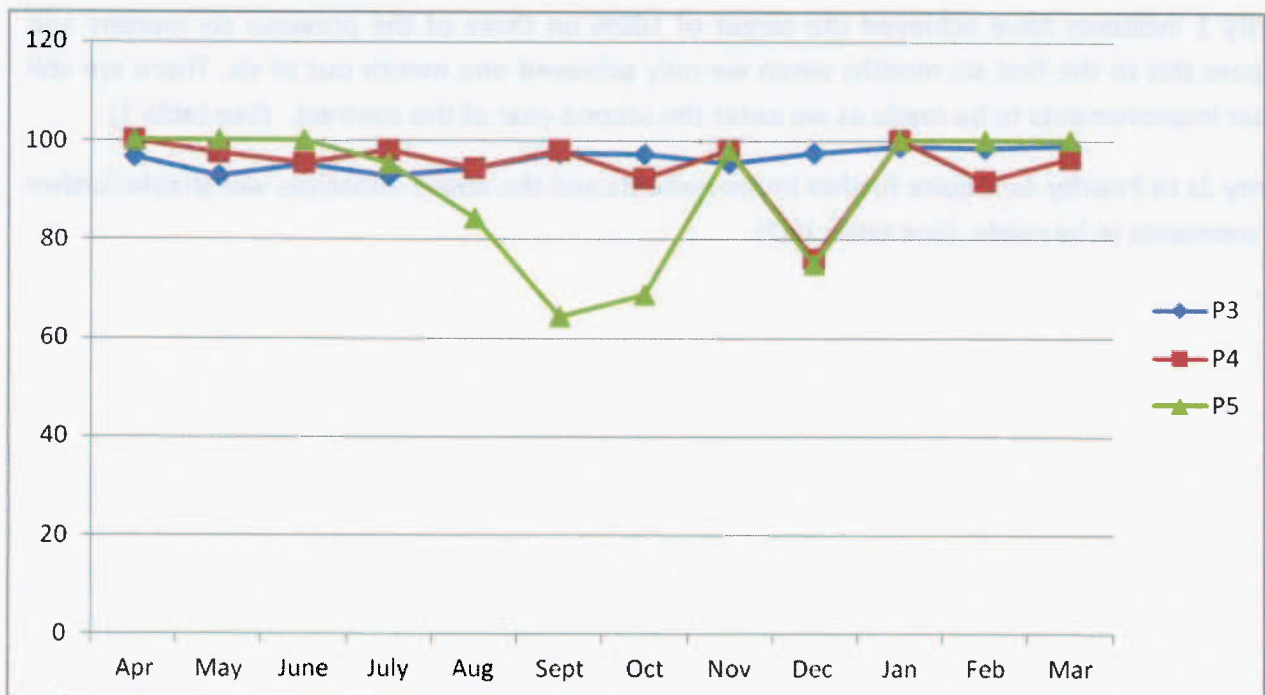


Table 2 - Priority 3, 4 & 5

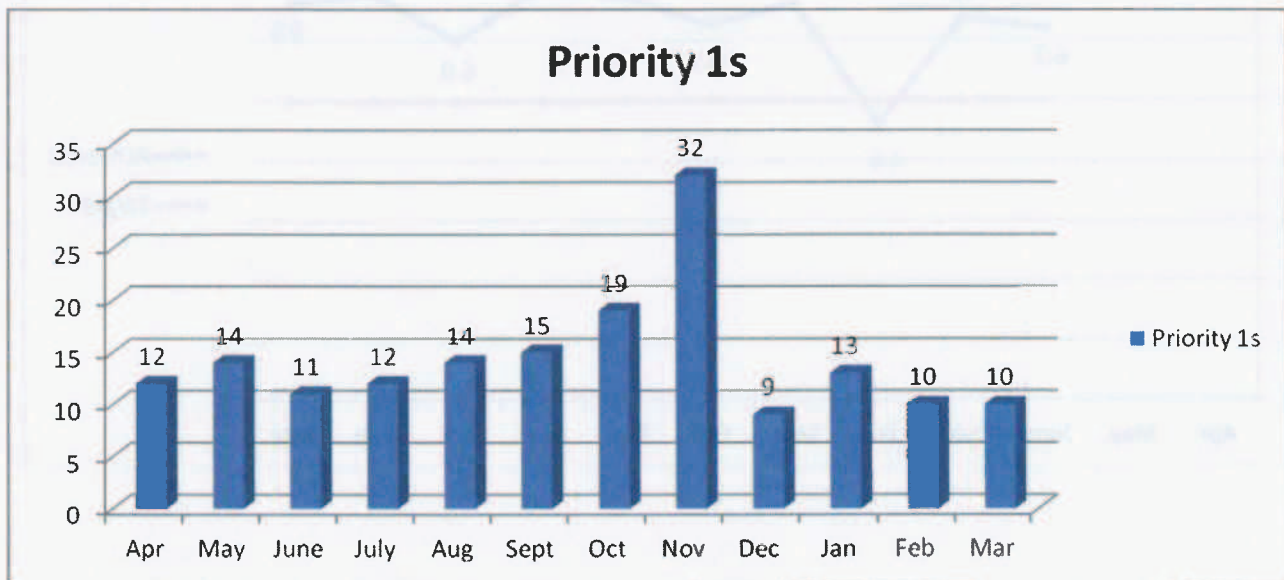


3.1 The number of Priority 1s

The number of Priority 1 incidents has been high in the first year and Capita is currently implementing a number of initiatives to reduce the number.

Initiatives to reduce Priority 1s

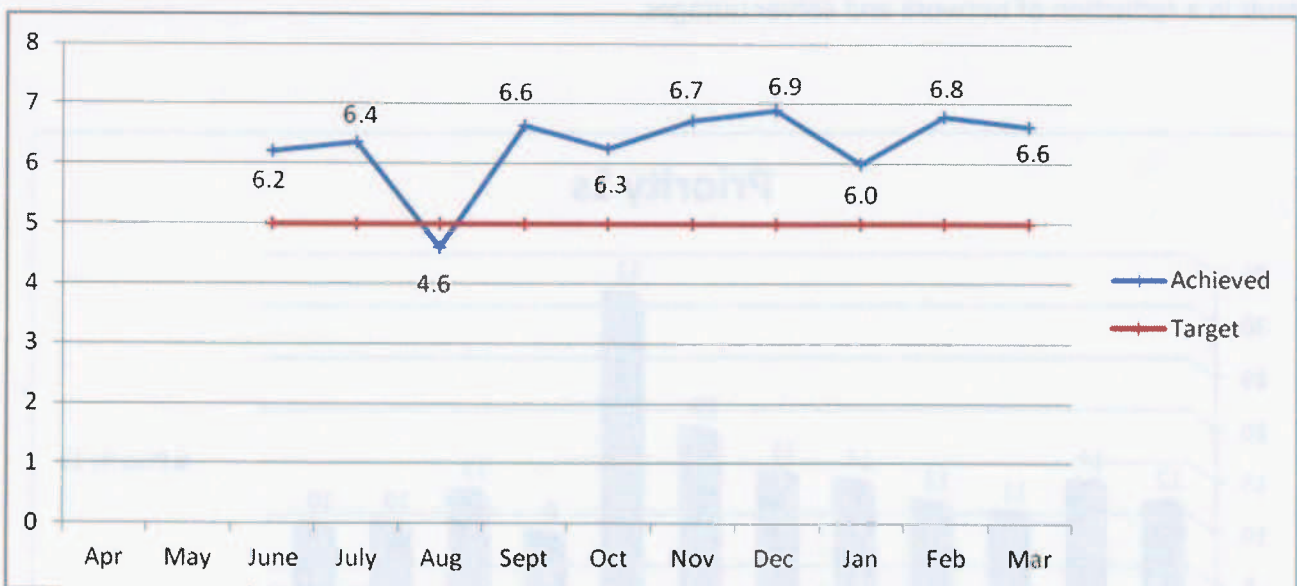
A study was carried out during the first year to identify the End of life IT equipment (EOL) and single points of failure within LBBs IT infrastructure. The result was a list of equipment which required replacing and we are now in the process of replacing this equipment which will further result in a reduction of network and server outages.



4. SOCITM Benchmarking

The SOCITM Benchmarking started in June; this is where we send out questionnaires to the users once their incident has been resolved. The score is out of seven and over the past ten months we have scored over 6 on 9 of the 10 months achieving service excellence.

The August figure at 4.6 was below the target of 5 as a result of one questionnaire relating to the service desk.



5. Capita\LBB Service Improvement Plan

There is a significant improvement plan being undertaken by CSIS at the start of the second year of the contract and this will show benefits in the coming months where we will start to meet the KPIs on a more constant basis within incident management, improved reporting based on exceptions and improved monitoring 24\7\365 which will result in faster resolution times to incidents for the London Borough of Bromley.

- The main areas for the improvement plan are as follows;
- Improved incident management
- Improved reporting
- Improved monitoring
- Improved toolset reports and proactive management and monitoring
- Toolsets – checking to ensure they are correctly deployed
- Resourcing around SQL/DBA, desktop and server is currently being reviewed
- Project delivery – review of ES project management capabilities, specifically project planning and communication skills
- An escalation process is currently being updated to ensure internal and external communications is executed ensuring all key personnel are kept up to date
- The review of the KPIs, are we measuring the correct areas to improve service
- An out of hour's process is currently being worked on and updated
- Priority 2s, 3s, and service request are being given extra attention to meet target

6. Service Requests

Approximately 5,240 service requests has been raised since the 1st April 2012, this has taken a CSIS a significant amount of time during the first year to get the process right. We are now on course to start meeting the target of 95% and further initiatives within the continuous improvement plan are due to start. One of the main comments from the LBB customer survey results states that service requests are taking CSIS too long to action and this will need to be rectified in the coming year.

7. Projects

During the year we have seen a steady rise in the number of projects that Capita are now engaging with LBB on.

We have now completed 271 projects for Bromley the total of which has been £398,174.87

The mix of projects that Capita are engaged on range from small Tech Refresh and upgrades to the Northblock Refurbishment and Office 2010 roll out impacting all users. Feedback has been mixed and as a consequence The Project team have a service Improvement plan to improve the delivery of Service to Business owners, taking direct feedback and feedback gathered during the Customer Satisfaction Survey. This Improvement plan will be run as an internal Business Change project with a dedicated Project manager to deliver the following objectives.

- An integrated model that will provide a single point of accountability for the delivery of work packages and projects
- To provide a reusable deployment kit to successfully manage the delivery of work packages and projects
- To facilitate the delivery or work packages and projects effectively and within timescales

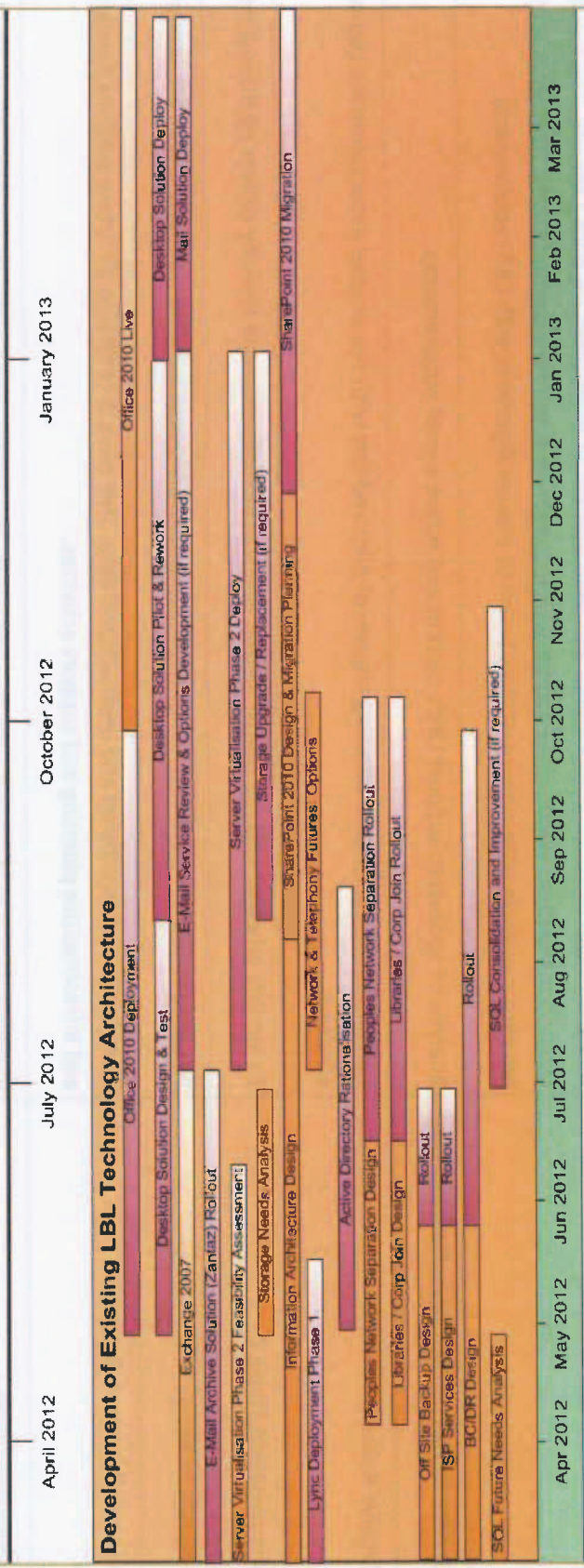
8. Delivering LBB ICT Roadmap

LBB and CSIS have developed a short term (1 year) roadmap which describes all of the major developments associated with the LBB core infrastructure.

London Borough of Bromley Strategic Roadmap

Target Capabilities

- Enabling Partnerships (Internal/external)
- Enabling Flexible & Mobile Working
- Audit Compliance (CoCo / IT Audit)
- Data Protection / Data Access (SSO)
- Multi-channel Collaboration
- Asset Reuse & Consolidation
- Infrastructure Flexibility
- Integrated Business Intelligence
- and Systems Interoperability



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 Part of The Capita Group. www.capita.co.uk



Item	Description
Office 2010 Deployment	Upgrade from existing version (Office 2003). Some key applications within LBB are dependent on Office 2010.
Desktop Solution Design and Test	Analysis of LBB desktop requirements and development of prototypes for pilot / rework. The existing desktop is based on Windows XP (which will no longer be supported beyond 2014). This work is to develop a suitable alternative and then test it to ensure alignment with LBB requirements.
E-Mail Service Review and Options Development	Analysis of options to support LBB's current and future e-mail requirements.
E-Mail Archive Rollout	Completion of the rollout following closure of pilot and line with the original expectation for LBB-wide adoption.
Server Virtualisation Phase 2	To identify whether LBB can derive further levels of virtualisation and thereby deliver additional benefits.
Storage Needs Analysis	To validate LBB's current and future requirements and propose suitable solutions if they are required.
Information Architecture Design	Classification of structured and unstructured data. This work is central to all future systems development and infrastructure planning and support activities.
Lync Deployment Phase 1	Implementation of Microsoft Lync as a telephony and collaboration platform for North Block. The Lync solution will integrate into the existing corporate switch.
Active Directory Rationalisation	Analysis activity followed by remediation in order to ensure that this core service is aligned with changes



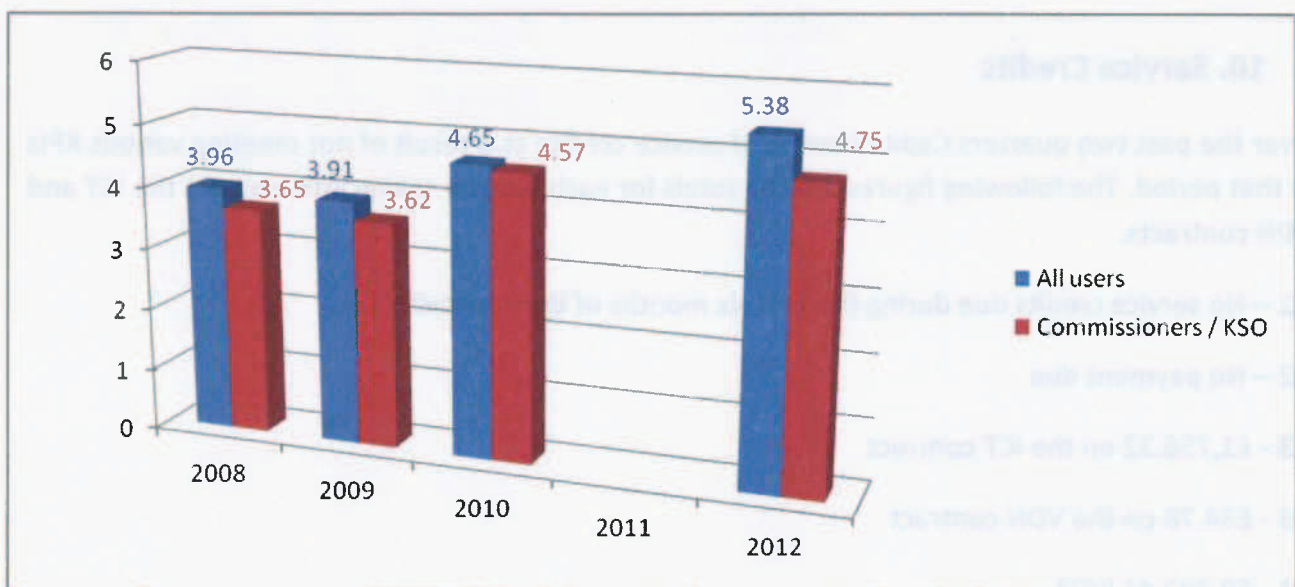
	to the LBB business structure.
Peoples Network Separation	Implementation of full separation of this network (which provides public access to the internet) from the LBB corporate network (thereby ensuring best practice and information security compliance).
Libraries / Corporate Join Design	Migration of the (previously separate) Libraries ICT environment into the LBB corporate ICT environment.
Off Site Backup Design	The design and implementation of a cost effective enterprise-wide data backup solution. The off site elements deliver improved resilience and create opportunities for improvements to LBB's BC/DR capabilities.
ISP Services Design	The design and implementation of a cost effective and resilient enterprise wide service for Internet access.
BC/DR Design	The design and implementation of an improved BC/DR service (which exploits investments made in off site backup)
SQL Future Needs Analysis	Analysis of LBB's existing investments in SQL database technology – which underpins many of LBB's critical and non-critical applications. Focus will be on reduced licensing costs as well as improvements in resilience.



9. LBB Customer Satisfaction Survey

The London Borough of Bromley has carried out its first Customer Satisfaction Survey in April 2012; it is the first survey under the CSIS contract. The overall satisfaction with service provided by CSIS with the SOCITM Benchmarking score out of 7, the overall response came out at 5.38 with the key system owners coming out at 4.75. The graph below shows the previous ICT suppliers CSS satisfaction rate.

No survey was carried out in 2011



The following information has been taken from the results of the recent LBB Customer Satisfaction Survey. You will find that all the results have come in over 5 which represents a level of service excellence.

The following shows the average rate achieved out of 7:

%

- The courtesy and professionalism shown by CSIS service desk and support staff **5.87**
- The overall service in response to IT fault calls **5.66**
- The overall service in response to IT service requests **5.57**

- The overall service in response to Telephony fault calls **5.59**
- The overall service in response to Telephony service requests **5.46**
- The overall management and delivery of projects and service requests **5.38**

The above table containing the results from the customer satisfaction survey shows CSIS has achieved service excellence

10. Service Credits

Over the past two quarters Capita have paid service credits as a result of not meeting various KPIs in that period. The following figures are the totals for each quarter taking into account the ICT and VDN contracts.

Q1 – No service credits due during the first six months of the contract.

Q2 – No payment due

Q3 - £1,756.32 on the ICT contract

Q3 - £34.78 on the VDN contract

Q4 - £8,382.44 (ICT)

Q4 – 1,425.80 (VDN)

11. Email Volumes (Since 26th May 2011 – 12 Months)

The tables below show the volume of emails passing through the Bromley email filtering service between 26th May 2011 and 24th May 2012

The figures are split into mail received from the Internet and mail sent out from the Bromley network to the Internet, and show that incoming mail contains almost twice as much Spam and other unwanted mail as legitimate mail.

Quarantined mail can include mail with unauthorised attachments or content that is deemed inappropriate.

Failed emails are generally those with invalid email addresses.

Received:	Sum	Max	Min
Spam:	9,469,835	65,208	5,194
Quarantine:	24,011	345	0
Virus:	63,203	1,118	3
Fail:	7,866	265	0
Legitimate:	4,958,057	25,955	1,860
Total:	14,522,972	84,826	7,660

Sent:	Sum	Max	Min
Quarantine:	12,776	2,633	0
Virus:	5	2	0
Fail:	184,271	10,741	4
Legitimate:	3,754,424	60,165	417
Total:	3,951,476	64,732	434

12 Service Management and Governance

The account management team continues to build an excellent relationship with Bromley's IT department and we are continuing with the service governance to provide a framework of established standards, principles and prioritisation to ensure we align our services to meet London Borough of Bromley's IT requirements.

I would like to take this opportunity to thank you personally, your team and the LBB for their professionalism over the year and I look forward to working with the LBB in the coming year and continuing with the collaborative approach maintaining the relationship with an open and honest approach to the communications adopted.

Yours Sincerely,

David Wood
 Service Delivery Manager
 Capita Secure Information Solutions

Year	Revenue	Profit	Customer Satisfaction
2012	10.5	1.2	85%
2013	11.2	1.5	87%
2014	12.0	1.8	88%
2015	13.5	2.0	90%
2016	15.0	2.5	92%
2017	16.5	3.0	93%
2018	18.0	3.5	94%

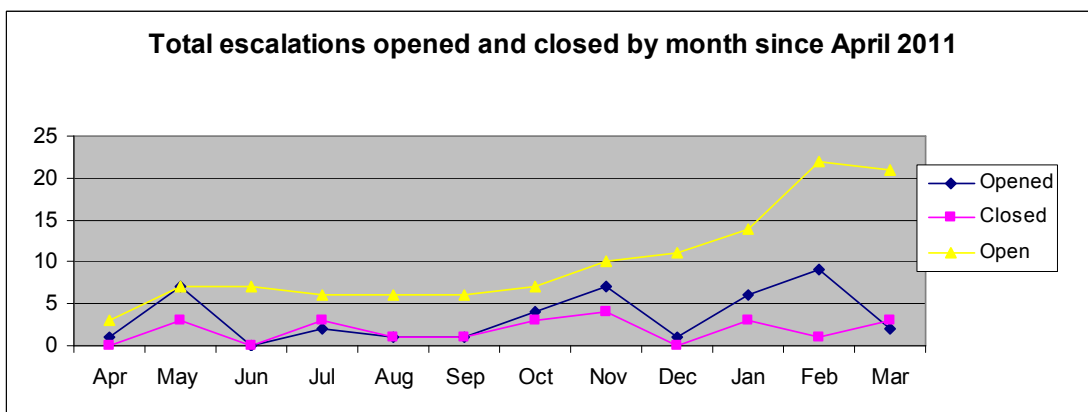
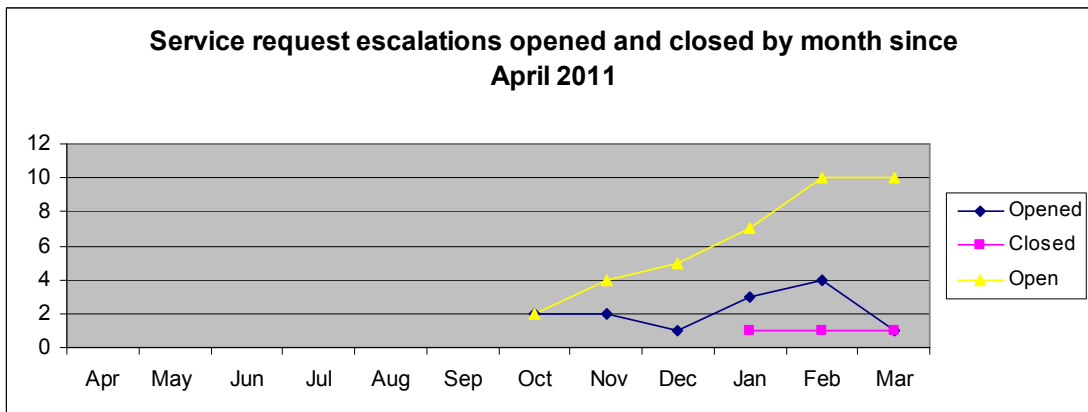
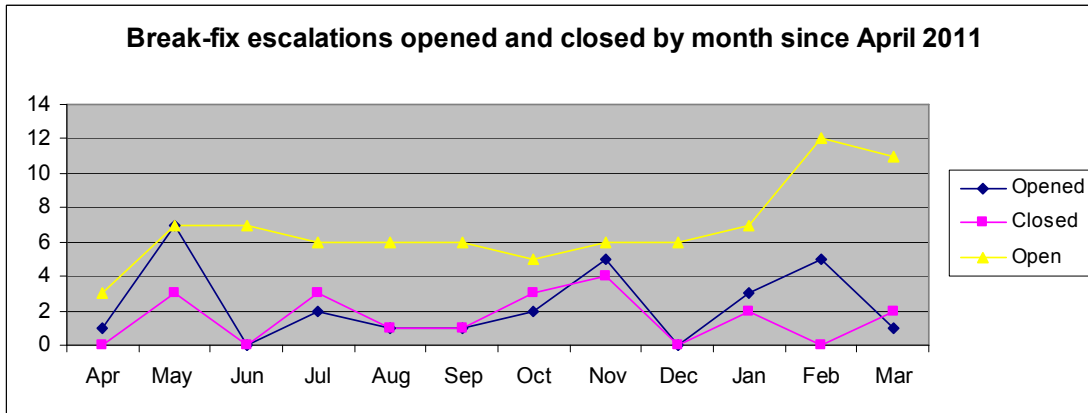
Year	Revenue	Profit	Customer Satisfaction
2019	19.5	4.0	95%
2020	21.0	4.5	96%
2021	22.5	5.0	97%
2022	24.0	5.5	98%
2023	25.5	6.0	99%
2024	27.0	6.5	100%
2025	28.5	7.0	100%

Appendix 2 Service Level Key Performance Indicators April 2011-March 2012

KPI	Target %	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar
First Time Fix	>=80	56.1	55.46	61.7	87.81	84.24	84.27	84.23	83.27	84.01	83.81	85.03	87.81
Priority 1 incidents within 2 hours	100	80	75	70	100	92.31	86.67	92.86	100	100	92.31	75	100
Priority 2 incidents within 4 hours	100	94.6	85.54	81.25	91.14	94	91.25	94.92	88.76	94.12	93	92.31	100
Priority 3 incidents within 8 hours	100	96.7	92.76	95.2	92.89	94.39	97.44	97.38	95.45	97.48	98.74	98.51	99.98
Priority 4 incidents within 3 days	>=95	100	97.5	95.56	97.92	94.44	96.08	92.37	98.06	76	100	91.8	96.39
Completion of Service requests within timescales	>=95	99.8	94.95	No	95.41	84.31	64.29	69.57	98.11	77.78	97.3	95	92
Delete User password within 30min	100	100	No	No	100	100	100	No	No	No	No	No	No
emergency user creation within 4 hours	100	66.7	No	No	100	100	100	No	No	No	No	No	No
Create new user by agreed deadline	100	100	75.86	71.43	90	95	90	100	No	No	No	No	No
Telephone abandoned	<=5	5	7.53	7.48	3.7	1.92	3.75	3.21	1.63	1.57	1.94	2.16	2.8
telephone answered within 30 seconds	>=95	95	85.51	88.66	99.01	99.7	99.32	98.91	99.63	99.53	98.97	99.5	98.57
Patch Management - on time implementation	>=95	100	No	100	100	100	100	100	100	100	100	100	100
Application Support/Availability	>=99	100	No	99.99	99.97	99.96	99.79	99.58	99.75	100	99.68	99.39	100
Installations Moves and Changes - qoute within 5 days	100	No	No	37	52	80	67	87.5	100	100	100	100	100
Installations Moves and Changes - completed within agreed deadline	100	No	No	93	91	100	80	100	100	100	100	100	100
Malware Attacks and network access violations	100	No	No	100	100	100	100	100	100	100	100	100	100
Website Availability	99.9	No	No	100	100	100	100	100	100	100	100	100	100
Priority 1 incidents within 2 hours VDN	100	100	100	No	100	100	100	No	100	No	No	100	100
Priority 2 incidents within 4 hours VDN	100	57.1	60	100	100	83.33	83	100	100	100	100	80	100
Priority 3 incidents within 8 hours VDN	100	92.6	59.18	89.66	100	83.33	80	100	100	100	100	100	100
Network availablity across the WAN	99.9	100	100	100	100	99.98	100	99.99	100	100	99.3	100	99.99
Switchboard Availability	99.9	100	100	100	100	100	100	100	100	100	100	100	100

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Capita IT and VDN Support Contracts – Contract Year 2011/12



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Report No.
RES12084

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 14th June 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 any changes proposed by Care Services 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 8 posts (7.22 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 report was included on the agenda for the Committee's meeting on 4th April 2012, but at that stage the section relating to the former Children and Young People PDS Committee was not available. The Committee therefore decided to defer the report to this meeting with a view to reporting to full Council on 25th June 2012.
- 3.4 The Children and Young People PDS Committee section has now been included in the annual report ([appendix 1](#)). It is due to be considered by the Education PDS Committee on 12th June 2012 and any changes will be reported to this Committee's meeting.
- 3.5 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

Contents

	Page
1. Foreword	3
2. Policy Development & Scrutiny Committee Chairmen	4
3. Policy Development and Scrutiny in Bromley	5
Reports from PDS Committees –	
4. Executive and Resources	7
5. Adult and Community	11
6. Children and Young People	13
7. Environment	23
8. Public Protection and Safety	27
9. Renewal & Recreation	31

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



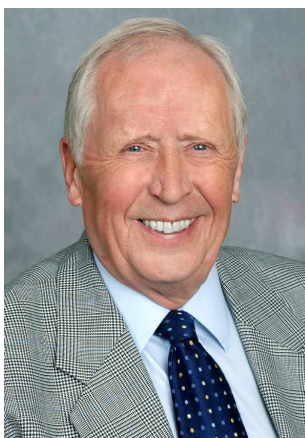
Cllr Judi Ellis
Adult and Community



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 One call-in was 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

Introduction

- 6.1 The services provided by the CYP Portfolio and Department have implications for all of the Borough's some 73,000 children, young people and their families. It also has implications for children who attend Bromley schools and colleges, but who live outside of the Borough. The range of often directly targeted and universal services provided is extensive, complex in nature and highly diverse. Specific support is offered in the areas of Special Educational Needs (SEN) provision, disabled children, children's social care and in particular Children in Care, school improvement and services for children in danger of becoming disengaged and disaffected.
- 6.2 The Children and Young People PDS Committee is designed to reflect as many of the above aspects of the Department/Portfolio's work as possible, including the wider community interests. In addition to the Members of the Committee, various co-opted representatives from a wide spectrum of interests in young people ensure there is a strong experience base to influence the PDS role for the Portfolio.

Policy Development and Scrutiny

- 6.3 In all some eight scheduled formal meetings of the Committee took place during the municipal year May 2011 to April 2012. No additional meetings were held. These formal meetings as well as considering its own agenda also included the pre-scrutiny of CYP Portfolio Holder reports. The Committee was focused on the ongoing priorities set for the Portfolio as a whole in the committee Work Programme.
- 6.4 The CYP PDS Committee fulfils its function as a PDS by:

A consideration of the CYP priorities (above) which are included in the Council's Building a Better Bromley performance plan and the CYP Partnerships Strategic Plan, with the progress of the work being measured against this plan. In response to these priorities the CYP PDS Committee considered the issues in Appendix A (attached) during the Municipal year 2011-12.

CYP Budget

- 6.5 In order to ensure that funding levels within CYP are continually aligned with Policy and with Departmental and Council Strategy, the CYP PDS Committee received regular Budget Monitoring Reports. Particular note was made of variations in budget areas of both the Schools and the Non-School expenditure and the reasons for the variations and any remedial actions necessary by the Department to bring spending back in line with the approved Budget spend limitations. Particular areas continually monitored were in relation to increasing pressure on the budget as well as the

demands of children with SEN and Social Care. This pressure is unlikely to be reduced in the short term; however every effort is being made to reduce the growth impact on the CYP budget of these two areas of provision.

- 6.6 The CYP PDS Committee continued to monitor throughout the year the impact of Government decisions and announcements regarding reductions in funding and efforts to mitigate the impact of same.
- 6.7 Those schools with deficits and deficit recovery plans were monitored throughout the year.
- 6.8 The impact of changes to the Area Based Grants continued to be seen.
- 6.9 Continued efforts at cost reductions within the Department were monitored both in response to Government funding changes and the needs of LBB to reduce its costs. (See 2010/11 PDS Annual Report)

Commissioning

- 6.10 All whole life contracts in excess of £50K were examined by the PDS. The PDS also looked at an annual report at the broad commissioning intentions of the CYP service. Note this year was particularly made of the continuing rise in costs of spot purchasing of placements of Looked after Children and Children with SEN.

Recruitment and Retention of Children's Social Work Staff Strategy

- 6.11 This strategy was put in place in 2010 and reviewed in 2011. It was intended to secure a stable children's care workforce and reduce costs by reducing numbers of agency staff as well as manage increasing referral numbers and overall caseloads. The strategy has begun to deliver, as seen in better recruitment success, better retention and overall service costs. The 'Grow your Own' scheme continues to flourish.

Government Policy Changes

- 6.12 The Committee received regular reports on changes to Government Policy with regard to education and children's services as they impacted Bromley, including the 2011 Education Bill, the Munro Review of Child Protection and the Academies program

External Inspections of CYP Services

- 6.13 A number of external inspections of the CYP services were carried out during the year including an Ofsted inspection which concluded that Children's Services were performing well. A similar inspection by the Youth Justice Board on the Youth Offending Team came to a very pleasing similar conclusion.

Member Working Parties

- 6.14 The CYP PDS held a series of meetings of the Executive and PDS Member Working Parties focusing on operational issues and detailed scrutiny of key issues.

Executive Working Party – Special Educational Needs (SEN)

- 6.15 This working party meet some 4 times during the year and considered SEN strategy, in particular looking at ways to offset the high costs of out-Borough SEN placements and associated transport. In this the working party looked at the development of provision for target groups and the initiation of Invest to Save schemes; improving the provision of respite care and supporting families in a more holistic way. In 2011, new contracts were put in place for SEN Transport resulting in modest costs savings. Some 850 children are entitled to statutory SEN Home to School Transport.
- 6.16 The working party discussed provision within the Borough for secondary school pupils with ASD including discussions around a new provision in Borough as well as provision within the mainstream school sector. Numbers of children with high order ASD are continuing to rise at the Phoenix Centre.
- 6.17 The working party monitored the impact of rising numbers of children with statements via the SEN and Disability Service budgets, and their adverse impact on that budget; also the increasing complex needs of many children contained within the statements. These few increasing complex needs statements have a disproportional impact on this budget line, but was addressed via Dedicated Schools Grant and central contingency funds.

Executive Working Party – Safeguarding and Corporate Parenting.

- 6.18 This working party met five times during the year in order to oversee key areas of Children's Safeguarding and Looked After Children via the Children's Social Care Charging Policy, the Social Care and Safeguarding Improvement Plan, various post Ofsted inspection Action Plans and the Recruitment and Retention Implementation Strategy.
- 6.19 The working party noted the continuing pressure on Children's Social Care Services, part of a long term trend impacting initial contacts, referrals, initial and core assessments, Child Protection Orders and admissions to care - numbers all continuing to rise. It was noted that these processes timescales stubbornly remained above expected though often arbitrary norms. The complexity of need seen in many of these children also increased. Numbers of Foster Placements, Residential Care Placements and children subject to Child Protection Orders all rose sharply. The working party noted the success of policies put in place to address and manage these workloads.
- 6.20 The working party continued to work with the Children in Care Council and look at issues directly related to the needs of Children in Care. This relationship continues to grow and the Council continues to expand its activities.

6.22 Foster care and payments to foster carers was discussed by the working party, in particular recruitment of foster carers and the reduction of dependency on expensive, agency foster carers. The new payment scheme to foster carers was examined and a number of options discussed to increase the emphasis on payments being made to experienced foster carers who take on the more challenging children.

Primary School Development Plan Working Party

6.23 This working party met twice in the year to scrutinize the initial and the subsequent Primary School Development Plan. The working party looked at strategic planning for primary school provision across the Borough. The working party noted the continuing increase in the demand for Reception class places through at least 2015 and noted that as well as the need for some schools to permanently increase their PAN numbers, other schools would continue to be asked to accommodate 'bulge years'. In addition some 8 forms of entry would be required (240 places) concentrated in the northern strategic planning areas. Proposals were made in respect of each of the nine strategic planning areas, resulting in increases in numbers, or standstill.

Performance Monitoring working Party

6.24 This working party has met twice in the year and determined those performance monitoring targets that would continue to be presented. It was also determined frequency Performance data would be presented. Subsequently the working party met again to discuss the continued monitoring and presentation of National targets as Local targets and to better determine the desired specific and percentage target criteria of reported performance targets.

Call-Ins.

6.25 One call-in was made during the municipal year regarding the allocation of Seed Challenge funding. This call-in was withdrawn before it was considered by the PDS Committee.

Audit

6.26 Three items refereeing to Burnt Ash Primary School, Tubbenden School and to the Highway School have been referred from the Audit Sub Committee. All three matters are Part Two items and those related to Burnt Ash and Highway School's have yet to be resolved.

Presentations.

6.27 The Committee has received no presentations this municipal year.

PERFORMANCE MONITORING
PROPOSED SET OF PERFORMANCE MONITORING INFORMATION 2011/2012
AND REPORTING FREQUENCY
SCRUTINY OF THE AGENDAS FOR THE MEETINGS OF BROMLEY CHILDREN
AND YOUNG PEOPLE PARTNERSHIP BOARD
UPDATES ON COUNCIL'S FINANCIAL STRATEGY 2012/13 TO 2015/16
CAPITAL MONITORING
CONSULTATION: DRAFT BROMLEY CHILDREN AND YOUNG PEOPLE'S
PARTNERSHIP CHILDREN'S STRATEGY FOR 2012-15
FOSTER CARER PAYMENTS: INITIAL CONSULTATION WITH THE CYP PDS
COMMITTEE
CHILDREN AND YOUNG PEOPLE FORWARD ROLLING WORK PROGRAMME
2011-12
YOUTH OFFENDING TEAM: CORE CASE INSPECTION OF YOUTH OFFENDING
WORK BY HER MAJESTY'S INSPECTORATE OF PROBATION
DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT INITIATIVE:
TACKLING TROUBLED FAMILIES

The CYP PDS Committee also considered the following Items under Part 2:

EXTENSION OF CONTRACT FOR CATERING AT THE BROMLEY EDUCATION
DEVELOPMENT CENTRE
REFERENCE FROM THE IMPROVEMENT AND EFFICIENCY SUB-COMMITTEE:
BROMLEY CHILDREN AND FAMILY SERVICE AND SPECIAL EDUCATION
NEEDS AND DISABILITY
KEY PERFORMANCE INDICATOR AND BUDGET MONITORING

Decisions of the Portfolio Holder and the Executive being pre-decision scrutinised by
the Committee. The Portfolio-Holder following scrutiny by the CYP PDS made
decisions on the following issues during the municipal year 2011-12:

UPDATES ON THE RECENT GOVERNMENT REFORM DEVELOPMENTS
INCLUDING THE ACADEMY PROGRAMME
CHILDREN AND YOUNG PEOPLE SERVICES PORTFOLIO PLAN FOR 2011/12
BRIEFING AND ACTION PLAN FOLLOWING THE OFSTED UNANNOUNCED
INSPECTION OF REFERRAL AND ASSESSMENT SERVICES IN BROMLEY -
APRIL 2011
SPECIAL EDUCATIONAL NEEDS TRANSPORT ASSISTANCE POLICY -
OUTCOMES OF CONSULTATION.
CONSULTATION ON THE CHANGES TO THE ADMISSIONS CODE OF
PRACTICE: BROMLEY'S RESPONSE
SPENDING BY PRIMARY, SECONDARY AND SPECIAL SCHOOLS IN 2010/2011
GOVERNMENT CONSULTATIONS ON FUTURE FUNDING FOR SCHOOLS &
ACADEMIES
FINAL ACCOUNTS 2010/2011
MEMBERSHIP OF SCHOOL GOVERNING BODIES
CONSULTATION OUTCOMES: FUTURE USE OF YOUTH CENTRES
BRIEFING AND ACTION PLAN FOLLOWING THE OFSTED ANNOUNCED
INSPECTION OF THE FOSTERING SERVICE IN BROMLEY - MAY 2011

PROPOSED FUNDING CHANGES RELATING TO CHANGES TO ADMISSIONS
UPDATE TO SCHEME FOR FINANCING SCHOOLS
CYP BUDGET MONITORING REPORT 2011/2012
CAPITAL MONITORING 2011/12
REVISED INSTRUMENT OF GOVERNMENT - CLARE HOUSE PRIMARY
CYP FORWARD ROLLING WORK PROGRAMME 2011/2012
CONSULTATION OUTCOMES: FUTURE USE OF CHILDREN AND FAMILY
CENTRES CYP BEHAVIOUR SERVICE RESPITE PROVISION
INTEGRATED TRANSITION STRATEGY FOR YOUNG PEOPLE WITH LEARNING
DIFFICULTIES AND/OR DISABILITIES
SCHOOLS FORUM CONSTITUTION
CHILDREN AND YOUNG PEOPLE SERVICES: STAFFING BUSINESS
FUNCTIONS AND FUNDING
DRAFT 2012/2013 BUDGET
PERFORMANCE MONITORING: QUARTER 2 2011/12
THE SCHOOL FUNDING SETTLEMENT FOR 2012/13 - THE PUPIL PREMIUM
AND DEDICATED SCHOOLS' GRANT: CONSULTATION OUTCOMES
RENEWAL OF LONG TERM SICKNESS SCHEME
CHANGES TO CENTRAL GOVERNMENT FUNDING FOR MUSIC EDUCATION
SCHOOL TRAVEL PLANS
CAPITAL MONITORING Q3 2011/12 AND ANNUAL CAPITAL REVIEW 2012 TO
2016
PROPOSAL FOR APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO: A)
ACADEMY GOVERNING BODIES; AND,
B) LOCAL AUTHORITY MAINTAINED SCHOOLS RECONSTITUTING UNDER
NEW REGULATIONS - SEPTEMBER 2012
OFSTED ANNUAL PERFORMANCE ASSESSMENT RATING OF BROMLEY'S
CHILDREN AND YOUNG PEOPLE'S SERVICES 2011: IMPROVEMENT PLAN
REVIEW OF PRIMARY SCHOOLS' DEVELOPMENT PLAN: OUTCOMES
REVIEW OF THE RECRUITMENT AND RETENTION STRATEGY FOR
CHILDREN'S SOCIAL WORK STAFF
YOUTH OFFENDING TEAM: CORE CASE INSPECTION OF YOUTH OFFENDING
WORK BY HER MAJESTY'S INSPECTORATE OF PROBATION
STANDARDS OF ATTAINMENT IN BROMLEY SCHOOLS
THE SCHOOL FUNDING SETTLEMENT FOR 2012/13 - DEDICATED SCHOOLS'
GRANT
ASSET MANAGEMENT PLANNING: SCHOOLS PLANNED MAINTENANCE AND
SUITABILITY PROGRAMME 2012-13
ASSET MANAGEMENT PLANNING - POST COMPLETION REVIEW REPORTS
BASIC NEED PROGRAMME UPDATE REPORT 3
REVISED INSTRUMENT OF GOVERNMENT - MARIAN VIAN PRIMARY SCHOOL
CHILDREN AND FAMILY CENTRES: PROPOSALS FOR THE FUTURE USE OF
THE CENTRES
ADMISSIONS ARRANGEMENTS 2013-14
WEEKEND AND HOLIDAY SHORT BREAK PROVISION FOR DISABLED
CHILDREN AND YOUNG PEOPLE: GATEWAY REVIEW

The Portfolio-Holder also made the following decisions following discussion in Part 2 of the CYP PDS Meetings:

CHILDREN AND YOUNG PEOPLE: CONTRACTS 2011-12 (2)
THE HIGHWAY PRIMARY SCHOOL CAPITAL SCHEME: UPDATE REPORT
BROMLEY SCHOOLS IDENTIFIED AS A CAUSE FOR CONCERN
UPDATE 2: CONTRACT FOR THE PROVISION OF INFORMATION ADVICE AND
GUIDANCE TO YOUNG PEOPLE
OUTCOME OF TENDERING FOR ADULT AND YOUNG PEOPLE SUBSTANCE
MISUSE SERVICES
CHILDREN AND YOUNG PEOPLE SERVICES CONTRACTS REVIEW
THE PRIORY SCHOOL REQUEST FOR FUNDING TO SUPPORT COSTS IN
RESPECT OF SUPPORT STAFF REDUNDANCIES ARISING FROM A SCHOOL
BASED RESTRUCTURING
THE HIGHWAY PRIMARY SCHOOL CAPITAL SCHEME: UPDATE REPORT
ALIGNING POLICY AND FINANCE REVIEWS
EXTENSION OF CONTRACT FOR CATERING AT THE BROMLEY EDUCATION
DEVELOPMENT CENTRE
REFERENCE FROM THE IMPROVEMENT AND EFFICIENCY SUB-COMMITTEE:
BROMLEY CHILDREN AND FAMILY SERVICE AND SPECIAL EDUCATION
NEEDS AND DISABILITY
INTERIM ASSISTANT DIRECTOR FOR EDUCATION - CONTRACT EXTENSION
BROMLEY WELCARE

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

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Report No.
RES12098

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Executive and Resources PDS Committee

Date: 14th June 2012

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

Title: WORK PROGRAMME 2012/13

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 nine meetings scheduled during 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 appendix 1);
- (b) the progress of PDS Working Groups (paragraphs 3.4 – 3.5 and appendix 2)
- (c) the draft terms of reference for the proposed Local Government Finance Working Group and the membership of the group (paragraph 3.6.)

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 8 posts (7.22 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 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 A schedule of the Committee's meetings in 2012/13 is attached at Appendix 1. 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 are included - these are subject to confirmation.

Working Groups

- 3.4 In Appendix 2, 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.
- 3.6 Officers have prepared draft terms of reference for a Working Group to look at the impact in Bromley of the Government's forthcoming policy changes to local government finance –

Local Government Finance Working Group: Draft Terms of Reference

- (1) To consider the impact for Bromley of the proposals arising from the Government's Local Government Resource Review which are to be implemented from 2013/14 onwards, in particular the three main strands -
- (i) Localisation of Business Rates;
 - (ii) Localisation of Council Tax Benefit;
 - (iii) Community Budgets.
- (2) To bring forward proposals and recommendations for implementation in Bromley in response to the government proposals.

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

COMMITTEE MEETING SCHEDULE 2012/13

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)
IT Contract Monitoring
Annual PDS Report 2011/12
HR Issues – follow up

Meeting 3: Wednesday 18th July 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Housing Benefits and Revenues Monitoring Reports
Section 106 Monitoring Report
Blue Badge Fraud Enforcement
Report of the Big Society Working Group
Scrutiny of the Resources Portfolio Holder?

Meeting 4: Thursday 6th September 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Contracts Register
Scrutiny of the Leader?

Meeting 5: Thursday 18th October 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Scrutiny of the Chief Executive?

Meeting 6: Wednesday 21st November 2012

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Scrutiny of the Resources Portfolio Holder?

Meeting 7: Thursday 3rd January 2013

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

Meeting 8: Thursday 31st January 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Housing Benefits and Revenues Monitoring Reports
Scrutiny of the Leader?

Meeting 9: Wednesday 27th March 2013

Standard items (Matters Arising/Forward Plan/PDS Updates/Work Programme)
Annual PDS Report 2012/13
Scrutiny of the Chief Executive?

PDS WORKING GROUPS 2012/13

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE & RESOURCES PDS		
Big Society	January to June 2012 – provisionally due to report to the PDS Committee on 18 th July 2012.	Cllrs Ruth Bennett, Richard Scoates, Nicholas Bennett, Kathy Bance and Russell Mellor
Changes to Local Government Finance		
CARE SERVICES PDS (1 st PDS meeting on 19 th June)		
Health Scrutiny Sub-Committee	Ongoing – meetings are scheduled twice a year (11 th July 2012 and 31 st January 2013)	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
EDUCATION PDS (1 st PDS meeting on 12 th June)		
ENVIRONMENT PDS (1 st PDS meeting on 3 rd July)		
Waste Minimisation & Recycling	On-going	Cllrs William Huntington-Thresher, Reg Adams, Lydia Buttinger & Samaris Huntington-Thresher
Transport Statement Working Group	On-going	Cllrs William Huntington-Thresher, Nicholas Bennett, Ellie Harmer, David Jefferys and Nicholas Milner

Highway Assets Working Group	On-going	Cllrs William Huntington-Thresher, Samaris Huntington-Thresher, Julian Grainger and David Hastings
PUBLIC PROTECTION & SAFETY PDS (1 st PDS meeting on 31 st May – no sub-groups appointed at present)		
RENEWAL & RECREATION PDS (1 st PDS meeting on 10 th July)		
Beckenham & West Wickham Town Centres Working Group	On-going – holding monthly meetings. Interim report to R&R PDS Committee on 27 th March 2012.	Cllrs Michael Tickner, Julian Benington, Nicholas Bennett, Peter Fookes, Sarah Phillips and Stephen Wells

Agenda Item 17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 18

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 19a

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