

TO MEMBERS OF THE COUNCIL

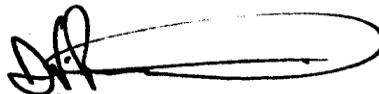
Notice is hereby given that a meeting of the Council of the London Borough of Bromley is to be held in the Council Chamber at Bromley Civic Centre on Wednesday 4 June 2014 at 6.30 pm or on the rising of the Special Council meeting (if later), which meeting the Members of the Council are hereby summoned to attend.

Prayers

A G E N D A

- 1 To elect the Mayor of the Borough
The Mayor to make and deliver the statutory Declaration of Office.
- 2 To record the appointment of the Deputy Mayor signified to the Council in writing.
- 3 To authorise the submission of the Minutes of the Council meeting held on 14th April 2014 for confirmation at the next meeting of the Council (*Pages 3 - 60*)
- 4 To record the election of Councillors for the respective wards of the Borough on 22nd May 2014 as set out in the attached notice. (*Pages 61 - 70*)
- 5 To appoint a Leader of the Council for a four year term of office.
- 6 To receive the appointments of the Deputy Leader of the Council and other Members of the Executive from the Leader of the Council.
- 7 To receive an address from the Leader of the Council if they so elect.
- 8 To appoint Committees and their Chairmen and Vice-Chairmen and agree proportionality (*schedule to follow*)
- 9 To receive the attached Scheme of Delegations of Executive Functions from the Leader of the Council and to approve the Scheme of Delegation of Non-Executive Functions (*Pages 71 - 158*)
- 10 To agree minor changes to the Constitution (*Pages 159 - 162*)
- 11 To receive the report on Councillor Attendance in 2013/14 (*Pages 163 – 166: appendix 2 to follow*)
- 12 To receive reports from Councillors attending outside bodies during 2013/14 (*Pages 167 – 170: appendix 1 to follow*)
- 13 The Mayor's announcements and communications.

.....



Chief Executive

**BROMLEY CIVIC CENTRE
BROMLEY BR1 3UH
Tuesday 27 May 2014
Vol. 5 1 No.1**

This page is left intentionally blank

LONDON BOROUGH OF BROMLEY

MINUTES

of the proceedings of the meeting of the
Council of the Borough
held at 7.00pm on 14 April 2014

Present:

**The Worshipful the Mayor
Councillor Ernest Noad**

**The Deputy Mayor
Councillor Judi Ellis**

Councillors

Reg Adams	Ellie Harmer	Tony Owen
Graham Arthur	Will Harmer	Tom Papworth
Douglas Auld	Brian Humphrys	Ian F. Payne
Kathy Bance MBE	Samaris Huntington-	Sarah Phillips
Julian Benington	Thresher	Neil Reddin FCCA
Eric Bosshard	William Huntington-	Catherine Rideout
Katy Boughey	Thresher	Charles Rideout
Lydia Buttinger	John Ince	Richard Scoates
John Canvin	Russell Jackson	Colin Smith
Stephen Carr	David Jefferys	Diane Smith
Roger Charsley	Charles Joel	Tim Stevens
Peter Dean	Kate Lymer	Harry Stranger
Nicky Dykes	Paul Lynch	Michael Tickner
Robert Evans	Mrs Anne Manning	Pauline Tunncliffe
Roxhannah Fawthrop	David McBride	Michael Turner
Simon Fawthrop	Russell Mellor	Stephen Wells
Peter Fookes	Alexa Michael	
John Getgood	Nick Milner	
Julian Grainger	Peter Morgan	

The meeting was opened with prayers

In the Chair
The Mayor
Councillor Ernest Noad

72 Apologies for absence

Apologies were received from Councillors Jane Beckley, Nicholas Bennett, Peter Fortune and Gordon Norrie. Apologies for lateness were received from Councillor Samaris Huntington-Thresher.

73 Declarations of Interest

Declarations of interest were made in relation to the first motion by Councillors David McBride, as he was a member of the Association of Teachers and Lecturers, and Tony Owen, as his daughter and son in law were both teachers in local schools.

74 To confirm the Minutes of the meeting of the Council held on 24th February 2014

The Minutes of the meeting held on 24th February 2014 confirmed.

75 Petition
Report CSD14063

A petition was received from the Stop the Bedroom Tax Campaign calling on the Council to use all its powers to ensure that no Bromley resident would face eviction or forced relocation as a result of the bedroom tax or the benefit cap limit. Paula Peters addressed the meeting in support of the petition.

A motion that an independent review of the impact of the benefits changes on Bromley residents be carried out and reported to Executive and Resources PDS Committee and Council was moved by Councillor Peter Fookes and seconded by Councillor John Getgood. This motion was **LOST**.

A motion to take no further action on the petition was proposed by Councillor Stephen Carr and seconded by Councillor Colin Smith. This motion was **CARRIED**.

(Councillors John Getgood and Tom Papworth requested that their votes against the motion be recorded.)

76 Questions from members of the public where notice has been given.

Eleven questions had been received from members of the public. The questions and answers are set out in Appendix A to these minutes.

77 Oral questions from Members of the Council where notice has been given.

Nine questions had been received. The questions and answers are set out in Appendix B to these minutes.

78 Written questions from Members of the Council

Sixteen questions had been received for written reply. The questions and answers were circulated at the meeting and are attached as Appendix C to these minutes.

79 To consider any statements that may be made by the Leader of the Council, Portfolio Holders or Chairmen of Committees.

No statements were made.

80 Earmarked Reserve to Support Key Health and Social Care Initiatives
Report CSD14066

The Mayor reminded members that amended recommendations had been circulated as follows –

(1) That Council agrees that a sum of £1.7m be set aside as an earmarked reserve to ensure the support of key health and social care initiatives.

(2) That Council agrees to set aside NHS funding to support social care totalling £1,936k as an earmarked reserve.

A motion to approve the amended recommendations was moved by Councillor Stephen Carr, seconded by Councillor Graham Arthur and **CARRIED.**

81 Council tax setting - Recorded Voting
Report CSD14064

A motion to approve additional wording in the Constitution requiring a recorded vote on Budget and Council Tax setting matters and where required by law was moved by Councillor Tony Owen, seconded by Councillor Russell Mellor and **CARRIED.**

82 Annual Policy Development and Scrutiny Report
Report CSD14065

A motion to receive the annual Policy Development and Scrutiny report was moved by Councillor Eric Bosshard, seconded by Councillor Russell Mellor and **CARRIED.**

83 Capital Programme - Glebe School Expansion
Report CSD14069

A motion to consider this report as a matter of urgency, as a delay until the next ordinary meeting of the Council would make it very difficult to provide the additional accommodation at the school before the start of the September 2015 school term, was moved by the Mayor, seconded by Councillor Stephen Carr and **CARRIED.**

A motion to confirm that the Glebe School expansion project be added to the Capital Programme with a total project value of £4.8m was moved by

Councillor Stephen Carr, seconded by Councillor Stephen Wells and **CARRIED.**

84 To consider Motions of which notice has been given.

Two motions had been received as follows –

(A) Strike Action in Schools

The following motion was moved by Councillor Michael Tickner and seconded by Councillor Neil Reddin -

“This Council welcomes the news that only 3 out of all 94 schools in Bromley Borough had to be closed on 26th March due to strike action by NUT teachers. On behalf of the Borough’s children and parents, the Council records its thanks to the vast majority of teachers and other staff who worked normally on that day, thus putting our children’s education first.”

The following amendment moved by Councillor John Getgood and seconded by Councillor Peter Fookes -

That the second sentence above be deleted and replaced with the following –

“This council calls on the Secretary of State to recognise the commitment shown by teachers to our children’s education and urges him to take measures to resolve this dispute as quickly as possible, thus relieving our hard working and dedicated teachers of this unfortunate and unnecessary conflict of interest.”

On being put to the vote this amendment was **LOST.**

The original motion was **CARRIED.**

(B) Housing

The following motion was moved by Councillor Peter Fookes and seconded by Councillor Katherine Bance MBE -

“This Council calls on the Executive to come up with proposals to resolve the housing crisis in this borough.”

The motion was **LOST.**

85 The Mayor's announcements and communications.

The Mayor led members in congratulating Councillor Roxy Fawthrop on her engagement to Mr James Ryan.

The Mayor made the following announcements –

- Thanking Bromley Youth Music Trust for their recent concerts on behalf of his charity in February and March.
- The charity event at Mings the previous week had been very successful.
- The final charity dinner of the year was at the Aqua Bar and Grill on 20th May – tickets were still available from the Mayor's Office.
- The reception for Retiring Councillors would be on 3rd June at 7pm.

The Mayor concluded the meeting, which was the final full Council meeting before the election, by thanking those Members who were stepping down, or who might not be successful in the election, for their loyal and committed service to the borough.

The Meeting ended at 9.17 pm

Mayor

This page is left intentionally blank

COUNCIL MEETING

14th APRIL 2014

QUESTIONS FROM MEMBERS OF THE PUBLIC

(1) From John D Bailey, UK Independence Party Candidate for the Bromley Common & Keston Ward, to the Portfolio Holder for Resources

Can the Council say how many empty residential properties, and how many empty commercial properties there are in the Borough of Bromley at this time? Have the Council any plans to fine property owners (as in Islington) who allow properties to remain empty beyond say, three months?

Reply:

As at the 7 April 2014, the Authority's Council Tax records indicate 2,379 residential properties as being empty, 576 of which are designated as second homes. Business Rates records show 752 commercial properties as being empty.

From the 1 April 2013 local authorities were empowered to decide the level of council tax discount to be awarded on classes of property where the rate was previously set nationally.

At the 28 November 2012 meeting of the Executive, Members decided the discount to be applied in respect of second homes and empty homes should be set at 0%.

The changes to Council Tax effective from April 2013 also allowed local authorities to impose an empty homes premium once a property had been empty for 2 years. In respect of these properties, Council Tax liability could be set at 150%. The meeting of the 28th November decided that a premium should not be applied and there are no plans for this to be introduced in the future.

Local Authorities do not possess similar powers in respect of commercial properties. However, the Authority has commenced administering the Governments "reoccupation relief" a national scheme which came into effect on the 01 April 2014. The relief applies to ratepayers moving into properties previously used for retail purposes but empty for 12 months or more immediately prior to their occupation. Under this scheme the relief available for each property is 50% of the business rates liability for a period of up to 18 months.

(2) From Martin Curry to the Environment Portfolio Holder

Some time ago, the pedestrian crossing markings were removed from Juglans Rd. The PHYSICAL crossing features, gap in barrier and embossed paving stones were NOT removed. The entrance to Juglans road is much wider than the road itself so cars sweep in, in many cases ignoring the road markings. This is a danger to pedestrians. Will you please either restore the crossing and/or ADD a traffic island to the middle of the crossing?"

Reply:

I am aware that the junction has been investigated previously following requests for a central traffic island or for a crossing to be restored.

The Traffic Engineering team have however reiterated once again that they hold concerns regarding the impact either might have on larger vehicles turning in and out of this junction.

Whilst the mouth of the junction is quite wide, visibility is good for drivers and pedestrians. The appropriate tactile paving is provided at the informal crossing point and the road markings and surfacing are clear.

The view is therefore maintained that no alterations are required at this time, albeit the situation will continue to be closely monitored in light of your expressed concerns.

(3) From Michael McHale to the Resources Portfolio Holder

The Council publishes “A list of categories of Council Tax discounts and exemptions” on it’s own web site of which item T refers to an “unoccupied dwelling which forms part of a property” is entitled to exemption. Why has this exemption not be granted to 5 Elm Grove, Orpington?

Reply:

The information contained on the Authority’s web site is a summary as to when discounts and exemptions might apply. In many cases the rules and requirements pertaining to the particular discount/exemption are more complex than the summary indicates and further guidance is required.

In respect of the property referred to in the question, Mr McHale has now been forwarded notification that a “Class T” exemption has been applied.

(4) From Colin Willetts, Governor, Kemnal Technology College to the Leader of the Council

Dear Leader, thank you for your reply 2/4/14, if the owner of the land incorporating the Waste4Fuel transfer station were to offer the land 'gratis' to the Council/EA on the understanding the site would be cleared by either/both EA/LBB would the Council accept this offer?

Reply:

Thank you Mr Willetts for your question.

Firstly, I would say that there is nobody, for the sake of local residents, who wants to see this sorry situation resolved more than me.

Secondly, I again applaud the resolve of local ward councillors, across the political divide, who have been working tirelessly on behalf of residents without choosing to make this a political issue.

And finally with regard to your hypothetical question I am afraid it would be complete madness for the Council to disclose its position ahead of any negotiations with a third party, suffice it to say we are determined to bring this saga to a successful and speedy conclusion.

(5) From Angela Wilkins, Crystal Palace Ward resident, to the Leader of the Council

(As residents of Crystal Palace ward, we welcome the potential of investment that might bring jobs and economic regeneration to the north of the Borough. We feel however that, given the potential scale of the proposals from ZhongRong Group, the public consultations undertaken to date have failed both in terms of their penetration of the local community and in the very scant level of information provided to the public.)

What safeguards are Bromley Council proposing to ensure that any disposal of land at Crystal Palace Park is genuinely in the public interest, is at a true market rate, and via a process that is transparent and fully compliant with current legislation?

Reply:

The Council has a duty under Section 123 of the 1972 Local Government Act to secure the best consideration reasonably obtainable when it disposes of land (other than on a lease of 7 years or less) unless it has the benefit of an express or general consent of the Secretary of State. In the case of the proposals for Crystal Palace, the Council has appointed a valuation expert to undertake the valuations required to ensure that this obligation is met. The consultant was appointed following a selection process to ensure that he has the relevant expertise and experience to undertake this commission. The Council has also sought the advice of Leading Counsel to ensure that it is following the correct process in all its dealings. Authority to enter into any binding agreements with the prospective developer will have to be sought from Council Members and will therefore be reported to a public meeting in the normal way although some elements of the transaction will be commercially sensitive and will therefore be included in a Part II report. If acceptable terms can be agreed with the prospective developer and if Council Members give authority to proceed, the Council's position will be safeguarded through the legal documentation. The Council has appointed suitably experienced legal advisors to provide advice in the preparation of the necessary documentation.

(6) From Angela Wilkins, Crystal Palace Ward resident, to the Leader of the Council

What plans are in place for a true and comprehensive public consultation once the developer's plans are more developed and informed?

Reply:

Where a proposal is of a very large scale I would generally encourage developers to carry out public consultation at an early and formative stage.

In my view, the developer needs to consult with the local community before submitting formal planning or other applications.

The statutory consultation and publicity requirements of the planning process will be met upon receipt of a planning application.

(7) From Richard Williams, Crystal Palace Ward resident, to the Leader of the Council

What guarantees can the Council give as regards crucially important traffic and environmental impact assessments and when will they be undertaken?

Reply:

The developer will need to submit traffic and environmental impact assessments for approval as part of the formal planning process.

(8) From Richard Williams, Crystal Palace Ward resident, to the Leader of the Council

Is there any truth in the rumour that the Council and the Mayor of London are attempting to secure a change in the law via the Queen's Speech this autumn to allow for the sale of land in the park?

Reply:

No we are not and we understand that the Mayor of London isn't either.

(9) From Susan Sulis, Secretary, Community Care Protection Group to the Resources Portfolio Holder

BROMLEY WELFARE FUND PAYMENTS

- (a) What was the allocation for 2013/14 for the Fund?
- (b) What is the allocation for 2014/15?
- (c) What was the total monies paid out?
- (d) Who has the Contract to administer the Fund?
- (e) What is the annual value of the Contract?
- (f) Is the cost of the administration taken from the fund allocation?

Reply:

- (a) £819,535
- (b) £819,535
- (c) The provisional figure for 2013/14 is £441,887.37

- (d) Northgate Public Services in partnership with the Family Fund Trust
- (e) Set-up costs of £57,365
£75,218 for 2013/14
£71,470 for 2014/15
- (f) No, this is funded separately

(10) From Susan Sulis, Secretary, Community Care Protection Group, to the Resources Portfolio Holder

- (a) How many applications for “General Living Expenses” were received, and how many were approved?
- (b) What was the total funding for the G.L.E. category?
- (c) Are vulnerable residents in poverty allowed to make more than one application?
- (d) How is the scheme monitored?
- (e) How are residents made aware of the scheme, and where is it advertised?

Reply:

- (a) 714 applications were made of which 285 were approved.
- (b) The total funding was not assigned to specific categories
- (c) Yes, 3 applications are permitted in each year, with additional awards being considered in exceptional circumstances
- (d) The administration and decision making is monitored by the Authority’s Revenues and Benefits Team.
- (e) Information is provided on the London Borough of Bromley website

Posters/Leaflets have been distributed to Libraries, Jobcentre Plus and other stakeholders including the Citizens Advice Bureau, Registered Social Landlords, Food Banks and the St Giles & St Mungo Trusts.

Awareness sessions have also been provided to internal departments engaging with vulnerable clients

(11) From Susan Sulis, Secretary, Community Care Protection Group, to the Resources Portfolio Holder

BROMLEY BOROUGH FOODBANK – CHARGING OF A £8,400 P.A. COMMERCIAL RENT BY THE COUNCIL FOR THE USE OF THE DISUSED SHOP AT 111 COTMANDENE CRESCENT AS A FOOD DISTRIBUTION CENTRE

- (a) Why does the Council not take into account the differences between the operation of the Foodbank, and other charities, which derive an income by using shops to sell donated goods, or receive payment from the Council under contracts, to provide essential services?
- (b) Please explain the justification for this decision.

Reply:

After taking into account differences in size, location, and condition etc of its property and market conditions, the Council aims to charge all its tenants the appropriate market rent applicable at the time of letting, irrespective of the proposed use for the shop unit. The Council does not provide support for charitable organisations through hidden property subsidies, such as preferential rents.

This policy makes property transactions transparent and facilitates consistent and good estate management of the Council's shopping parades.

COUNCIL MEETING

14th April 2014

ORAL QUESTIONS FROM MEMBERS OF THE COUNCIL

1. From Councillor Simon Fawthrop to the Resources Portfolio Holder

Is the Portfolio Holder aware of any discussions regarding assigning the Biggin Hill Airport lease under paragraph 5.8.4 of the agreement dated 6th May 1994?

Reply:

No.

Supplementary Question:

Will he assure me that he will be vigilant in watching out for any movement on this – the residents seem to know more about dealings going on behind the scenes and I would not want Councillor Arthur to be embarrassed by anything that might materialise.

Reply:

I am indebted to Councillor Fawthrop for his concern about my embarrassment . I am certainly not aware of any discussions of the type he has mentioned. I will keep it on my radar, and if he hears anything perhaps he would acquaint me with that.

2. From Councillor Tom Papworth to the Environment Portfolio Holder

- How many complaints were received by Bromley regarding potholes in 2013?
- How much did the London Borough of Bromley spend repairing potholes in 2013?
- How much did the London Borough of Bromley spend on compensation for cars damaged by unrepaired potholes in 2013?

Reply:

- 2,884 reports of carriageway issues during 2013 (please note – this figure does not allow for a distinction between potholes and other carriageway issues, nor does it classify between complaint or report, such as Fix my Street, for example).
- £103,258.
- £16,797 paid out during 2013 (please note - these are payments may not relate to 2013 but, perhaps, earlier years as well.)

Supplementary Question:

There was no supplementary question.

3. From Councillor Russell Mellor to the Resources Portfolio Holder

Can you advise as to the number of meetings scheduled for the Improvement and Efficiency Sub-Committee for the current Civic year and the number of meetings, which were cancelled for lack of business?

Reply:

There were four meetings of the Improvement and Efficiency Sub-Committee scheduled in the current civic year. None took place – they were all cancelled by me.

Supplementary Question:

Am I to assume in view of the zero number of meetings that we have convened that we have now reached the optimum in the improvement and efficiency of the Council?

Reply:

Would that we were. In each case, I take the proposed agenda and I consider whether items on there can be better dealt with better by another committee. I would recommend that action to every chairman of committees across this Council. It is extremely expensive and time consuming to organise committee meetings. You should not hold a committee meeting purely because it is scheduled on a calendar. You should look at it critically and decide whether the items there justify the meeting or whether the items can be dealt with better elsewhere. The other point I would make is that members of committees should not consider that the agenda is the sole property of either the chairman or officers. If they have items they wish to raise there is a procedure for doing that and I would encourage you to do that. If you felt that there were items during the course of the year that could probably be dealt with by that committee then you should perhaps draw that to the attention of the Chairman. In that case, I would have held meetings, if I felt it was right to do that, but I will not hold meetings just because of the schedule, I will save money across this Council wherever I can and I would advise others to do the same.

4. From Councillor Peter Fookes to the Care Services Portfolio Holder

Why are clients at Sutherland Court not being allowed to attend day centres?

Reply:

Sutherland Court is an extra-care housing unit where the aim is to provide a good level of support for residents in-house. Councillor Fookes has visited Sutherland Court and will know of the excellent facilities it provides. Services to residents are provided on the basis of a full assessment of need. The need includes, in this context, social need. It is the belief of the care managers that Sutherland Court, and the programme of activities it runs both generally and specifically, are such that they would meet the social needs of the residents. Therefore, the alternative of attending a day centre, is not needed.

The only exceptions at present are those with very specialised conditions such as dementia where the assessed needs of individuals may require specialist support.

Supplementary Question:

This seems absolutely disgraceful. In effect, our vulnerable residents, when we are supposed to be promoting independence, are more or less being held prisoner. Why is that the situation?

Reply:

I think any idea that we are keeping the residents prisoner is certainly not true. It is that we provide the care, the social need care, in-house in Sutherland Court which Councillor Fookes has visited and knows very well. Therefore, in terms of cost to the Council, there is no need for the residents to attend a day-centre as well. If they wish to attend a day-centre by themselves, paying for that, there is nothing to stop them doing that.

Additional Supplementary Question from Councillor John Getgood:

I think the Portfolio Holder's answer is jaw-dropping, it is going back fifty years. It is we decide what is best for you, never mind what you might think you want. It is top-down decision making and where is this freedom of choice? The whole Government policy was to allow elderly people to make their own choices about how they wanted to use any allowances they got, whether they wanted to take advantage of central provision, or to go out and make their own provision for their social needs. Now all of a sudden the Portfolio Holder has pulled the rug from underneath them. Does the Portfolio Holder think that is a good idea?

Reply:

I do not think it is a good idea if things are pressed on people, but if we provide an extra care housing service specifically for the residents the financial situation is such that we simply do not have the resources to provide day centre attendance as well.

5. From Councillor Tony Owen to the Resources Portfolio Holder

What would you advise my constituents at 5 Elm Grove, Orpington to do next? They bought their house with an extension, approved by the Council, containing a bedroom, living area, bathroom and kitchenette which enabled an elderly relative to retain a degree of independence within the confines of the house. The planning permission forbade any division of the property into two and none has taken place.

At some point in time the house was mistakenly redesignated as a house and an annexe. The valuation office has recently reaffirmed this redesignation from their desks. If they had visited they may have noticed that there is only one front door to the property and it is a single house with an extension.

Reply:

I can reassure him that this matter has now been resolved. I spoke with officers today and the matter has been dealt with satisfactorily. It is an interesting one and he quite rightly drew it to our attention. There are lessons to be learnt from this and I will be speaking to officers further about those lessons.

Supplementary Question:

This is 5 Elm Grove (shows a photo), it is the most magical thing since the king's invisible suit of clothes, and only if you are extremely wise (and that mainly means

you work at the Valuation Office) can you see an annex. If this fairy-tale continues, can the Portfolio Holder assure my constituents that their future Council tax demands will be no higher than if the house were taxed as a single dwelling.

Reply:

Yes.

Supplementary Question from Councillor Simon Fawthrop:

I take it from Councillor Arthur's last reply that this is what is meant by a class T exemption?

Reply:

Yes.

6. From Councillor Katherine Bance MBE To the Environment Portfolio Holder

The crossroads at Croydon Road and High Street Penge, continually have the highest statistics for KSI's in the borough. We have been told that the Council will work with TfL in 2014/15 to revisit this location to find an engineering resolution. Can you assure us that funds will be allocated to implement a resolution that can reduce these high KSI figures?

Reply:

I agree that this location needs attention and can advise you that in the 2014/15 – 2016/17 LIP programme, funds are indeed set aside for an investigation into the whole of this route through Penge (the A234), under the Congestion Relief heading, but with casualty reduction identified at this cross-roads as a priority as designs are being developed.

I expect that recommendations will come before Members towards the end of this financial year for potential implementation the year after.

Supplementary Question:

Thank you for that response – it was what I was hoping to hear. If this comes in as an expensive resolution that you would still consider this as the priority and not decide, as has happened in the past, that for the amount of money to put the problems right at this location you could probably solve problems at three other junctions, and that we would get priority here, if it is just a case of the amount of money it will cost.

Reply:

Only a foolish politician would say that money is no object, and I clearly will not be doing that. Self-evidently, from the pot of money that we have available, unless the sum is astronomical and takes the full budget, I very much want to look at the most expensive in terms of KSI junctions first. It could be that, if this junction has, say, five KSIs, and for the cost of that scheme we could save four others with three KSIs, logic would dictate that you might look at the others, but I give you my assurance that it is very much my intention to get this sorted. It has been a long time and it needs doing.

7. From Councillor Russell Mellor to the Leader of the Council

Can the Leader advise me of the changes, which have been undertaken within the Council operating structure since the commencement of the Commissioning programme, also confirming the date the programme was initiated together with substantiated and detailed cost savings since inception.

Reply:

Thank you Cllr Mellor for your question. This Council has a long and proud history of seeking the best, most efficient way of delivering Council services. For many years Members and officers of this Council have worked with service users (our residents) to move the organisation towards its established Target Operating Model as a commissioning organisation determining who is best placed to deliver high quality services based on local priorities and value for money principles. As a consequence approximately 30% of the Council's controllable spend is externalised. The Council's approach to becoming a fully commissioning authority with the majority of services, where appropriate, externalised, was given greater priority as a consequence of recent public sector funding cuts and the forecast financial gap that faces the Council, over the coming years.

In answer to your question, when the Commissioning programme commenced, my answer is, as I have just indicated, we have been on this road for some time now, it is not a new development but one we are having to give greater priority to over the next year or two to ensure we can continue to provide quality services to our residents within a balanced budget.

The second part of your question relates to the Council's Operating Structure which was restructured at the beginning of 2013 into three departments reflecting our focus on People and Place services and the Chief Executive's Department, comprising in the main, support services. This structure brings services together to better reflect a commissioning authority organisation structure.

As part of this restructuring a Commissioning team was established comprising key assistant directors in the three departments, Marc Hume – Lead Director, and Cllr Arthur – Portfolio Holder for Resources. The role of this team is to ensure corporate coordination in the delivery of the commissioning programme. Where appropriate proposals relating to individual services are submitted to the respective PDS Committees for scrutiny and approval.

Your last question asks about cost savings. As indicated earlier, significant efficiencies are already being achieved through our commissioning of services and our aim is to drive further savings through our current activities. However, I should clarify that commissioning of services in the public sector typically results in savings of c10% of costs (on the first occasion these are put to tender). Larger, more significant savings, have to be obtained by changing service specifications, or to put it another way, we need to focus on what we do as much as how we do it and this is being considered as part of our Baseline Review of all services. Only when we are clear on service specifications are we in a position to make considered decisions on commissioning out of services.

Our approach then to Commissioning is ongoing and the most recent cost savings we have achieved was in the Customer Services contract to Liberata, saving £68k pa with more savings from a further invest to save. Further reports will be brought to Members with detailed analysis and options in the following service areas: HR Transactional, Regulatory Services, Facilities Management, Parking Services, Transport, Education Services, Libraries, Direct Care Services, Nurseries, Phoenix Centre, Adult Education and other areas where appropriate. Reports will be considered by Cabinet and appropriate PDS Committees prior to the Executive consideration, and as before these reports will include recommendations on potential opportunities to commission services differently and will include assessments of future cost savings that can delivered.

I would be happy to discuss details of my response with Cllr Mellor at any time.

Supplementary Question:

I thank the Leader for his most comprehensive and detailed response to my question. It would probably be unfair of me if I was to put a further question probing into specific items that the Leader has referred to, and in that context I look forward to a detailed written response in the minutes.

8. From Councillor Peter Fookes to the Environment Portfolio Holder

Is he aware that Steve Reed, MP for Croydon North has commissioned an independent report into the state of the streets in his constituency?

Reply:

I don't tend to study the political machinations of inexperienced Labour MPs as a rule, but given your interest I have made an exception in this instance.

What I have found is quite interesting. It reveals that the latest recorded 'state of the streets' statistics for Lambeth, which Mr Reed led until recently, Croydon and Bromley read as follows.

Lambeth :

NI 195a (litter): 7%
NI 195b (detritus): 9%
NI 195c (graffiti): 12%
NI 195d (flyposting): No return

Croydon :

NI 195a (litter): 8.2%
NI 195b (detritus): 6.8%
NI 195c (graffiti): 2.3%
NI 195d (flyposting): 0.5

Bromley :

NI 195a (litter): 5.2%
NI 195b (detritus): 6.5%
NI 195c (graffiti): 1.0%
NI 195d (flyposting): 1.3%

Were one to be generous, one might opine that Mr Reed has mistakenly commissioned a survey of the wrong Borough.

Supplementary Question:

The reality is that shouldn't we be commissioning a similar independent report ourselves into what is going on in this borough, particularly with the increasing number of complaints that we are getting in the north of the borough over the fact that street cleaning is only taking place on one day a month and it is simply not good enough, particularly in urban areas.

Reply:

Labour cannot spend our money on enough silly reports. We have reports. If you look in front of you, you will see the reports of various street failures in the relevant boroughs – that is what the national indicators are for. They reveal time and time again that Bromley's streets are amongst the cleanest in London. Are they perfect? No. How can you help? Not by continually coming to the Council Chamber to try and boost your political kudos by complaining that your ward gets the rough end of the stick, which it does not. What you should be doing, as I have told you untold times, is report the faults as and when you see them. That way, the statistics can be gathered empirically, poor performance can be man-managed and corrected. But no, all we have, particularly in the run-up to the election times, is this continual ongoing complaint that you are being treated unfairly. It does you no credit and it does your residents no favours, that you are not representing them properly, and I would urge you to consider that in the new Administration if you are returned.

Additional supplementary question from Councillor David McBride:

Would the Portfolio Holder agree that there are still issues in certain parts of the borough with street cleaning, and is he aware of headlines on the Fix My Street website such as "street cleaning ineffective," "street cleaning not up to standard," "street cleaning outside the bus-shelter could be improved." Those are comments not from an opposition member but from the chairman of the Environment PDS Committee. Has he got any comments on Councillor Huntington-Thresher's views of street cleaning in his ward.

Reply:

I take Councillor McBride's comments constructively. Councillor Huntington-Thresher's comments (and you will find plenty of comments from me as well) show what all Councillors should be doing. You should be tending the faults in your ward and reporting them. It is by reporting them that we can tell if any crews are under-performing. The system acts as a magnificent management tool, please use it. That way, not only will your ward be seen to be represented but it will be better. I hasten to pay credit to a good number of colleagues who do use it, one of whom is sitting beside you. I would also point you to the work of Councillor Jefferys. Rather than just moaning about it, which seems to be the default position of far too many people, he has got together and formed a project with residents associations, and got the whole neighbourhood working together around keeping the streets better. It is the only way, we have to find £55m out of a £205m budget by 2017. There is not a money tree out there, the cavalry are not coming over the horizon, we have got to work with residents to do more together and we have got to be on the front foot, we have got to lead and not follow.

Additional supplementary question from Councillor Tom Papworth:

Will the Portfolio Holder agree with me that aggregate figures across the borough could potentially mask a multitude of sins. Could he circulate these figures to us broken down by ward so that each member may judge for themselves the efficiency in their own ward.

Reply:

I am very happy to give that undertaking. It is easily available and I will provide that to you hopefully by the end of the week.

9. From Councillor Peter Fookes to the Leader of the Council

What was the cost of the leaflet that went out recently in the borough from him with an explanation of the Council Tax for 2014/15?

Reply:

We feel it is extremely important to feed back to residents following the consultation process which took place prior to setting the budget, especially as many people took time to attend public meetings or send in written contributions for consideration. It is only right and proper that we explain, in a way that is accessible to all, the final outcome; how we are fighting for our fair share of funding; and how residents' money is being spent. That is why, in line with many other councils, we provide this information to every household, every year.

In previous years, the information was contained in a sixteen-page leaflet posted to all households. This year we have reduced the size of the communication to one single sheet of paper and included details on where to find further information on the Council's website. Since delivery took place as part of a regular door drop, we considered this to be a better and more cost effective solution to give residents more information about their council tax. This meant that we could keep costs to an absolute minimum of just 2p per household. Sometimes a small investment in paper, such as on this occasion, ensures that information we think our residents will want to know is instantly available to all. This also serves to signpost the many who do have access to the internet to the wealth of online information now available that they can consult at any time convenient to them, thus helping to save the council even more money in the future.

Supplementary Question:

Wasn't this just electioneering on the rates.

Reply:

No – we all know that it is not and it is just Councillor Fookes clutching at straws.

Additional Supplementary question from Councillor Tom Papworth:

As we are talking about peculiar bits of expenditure before the elections can he give an indication of whether the Council spent more on that leaflet than on doing up the Chamber Chamber? If we had a comparative figure that would give an indication of the prudence of this administration.

Reply:

I am not sure of the relevance of this question. You have heard the amount that was spent on distributing the leaflet on the council tax. The sum that was spent refurbishing the chamber was certainly more, but that is seen as invest to save, generating income for many years to come.

This page is left intentionally blank

COUNCIL MEETING

14th April 2014

WRITTEN QUESTIONS FROM MEMBERS OF THE COUNCIL

1. From Councillor Nicholas Bennett to the Leader of the Council

If he will set out the main points of his proposed programme for the next four years for the Council to be elected on May 22nd 2014?

Reply:

As Council knows the country is only now turning the corner after a catastrophic period of mismanagement by the Labour Government, thankfully ending in 2010, leading to a period of austerity which Councils such as Bromley have had to bear the brunt.

The first major priority will be to finish the intensive work to keep our Authority on a sound financial footing. Much has been achieved already but we will continue to deliver on our pledge for further efficiency to ensure high quality key frontline services can be maintained. It is in our nature to insist on efficiency and we are instinctively an Administration of low taxation. That will not change.

This will involve support for our local economy to enable significant private investment creating jobs and a positive future, particularly for our young people. Growth in retail and business is crucial if we are going to be able to benefit from the Government's incentive to Local Authorities to keep part of any business rate growth. We are working with the private sector and the GLA to deliver retail and leisure schemes in Crystal Palace, Orpington, Biggin Hill, Bromley and Beckenham and would expect to deliver huge investment into our Borough for the benefit of all residents. This also includes the considerable lobbying we are undertaking to improve much needed upgrades in the Boroughs infrastructure both road and rail.

Success in our Borough can only be achieved if we have a high quality well motivated workforce, so we will be doing further work to ensure we have the highest quality and choice of Education for our young people. We will work with Government and indeed the schools and Further Education Colleges to provide the skills and training required.

Very much related to this is the environment we currently enjoy in our Borough. Bromley is seen as a clean and relatively safe place to live and work encouraging business to locate so will be renewing our pledge to residents and the business community that we keep the Borough Clean and Green. We will support local people through our friends Groups and hold our contractors to account, ensuring our roads and footways are kept as tidy as is possible.

We will protect our cherished Green Belt Land and seek to further improve our waste and recycling services, invest in the quality of our highways and pathways and replace fallen trees.

The current and any future Conservative Administration will also be committed to supporting the voluntary sector and our frail and vulnerable residents. We will continue to explore ways of delivering sustainable high quality services reaching those most in need.

We are committed to working with partners and particularly the Bromley Clinical Commission Group to secure the future of Orpington Hospital and a new Health and Wellbeing Centre in Orpington Town Centre.

Finally, we will be lobbying the Mayor's Office for our fair share of Police resources and working with our new Borough Commander to ensure the residents of the LBB (London's Best Borough) remain safe and do not live under the fear of crime.

2. From Councillor Nicholas Bennett to the Environment Portfolio Holder

If he will make a statement on the flooding in West Wickham in 2014 and the actions taken by the Council to assist local residents?

Reply:

Following a period of heavy rainfall, groundwater rose to levels not seen since 2001 resulting in flooding of gardens and sub-floor voids to properties in Courtfield Rise, together with the gardens of properties in Corkscrew Hill and Addington Road. The initial response was to involve London Fire Brigade to pump water from the affected premises in Courtfield Rise across the A232 Glebe Way to an open section of watercourse behind properties in Addington Road. This operation commenced on Wednesday 19th February.

Due to the heavy commitment required from LFB to sustain this operation (up to 6 fire tenders working in 6hr shifts), the Council hired in a high volume pump which has been in situ since 25th February, which has been supplemented when required by further LFB pumping.

This operation has successfully protected the properties in Courtfield Rise, however the increased groundwater level has also flooded the playing fields at Sparrows Den, where a dam has been installed to prevent flooding of Corkscrew Hill and Addington Road.

The Environment Agency have also commissioned contractors to clear both the watercourse into which LFB were originally discharging, and the culvert running underneath the gardens of properties between there and Sparrows Den. It should be noted that the condition of this culvert & watercourse are not the cause of this flooding, although their condition does influence our ability to discharge groundwater into them.

Thames Water have also been pumping 13 million litres per day from a groundwater abstraction facility higher up the valley from Sparrows Den which has helped reduce levels in Courtfield Rise.

Predictions from the Environment Agency suggest groundwater will remain at higher than normal levels until at least the end of April, so we will continue our pumping operation until levels subside using the £100k fund set aside for this purpose by the Executive committee.

A full review of the flooding we have experienced this winter will be undertaken and reported to the Environment PDS in July.

3. From Councillor Nicholas Bennett to the Public Protection and Safety Portfolio Holder

What action he is taking to detect and combat fly-tipping in West Wickham?

Reply:

During the fifteen months from January 2013 to date, there were 4,451 incidents of fly tipping in the Borough. In West Wickham there were 84 cases reported, being 2% of all fly tips in the borough and the fourth lowest incidence within Bromley Wards.

As there is no single site in West Wickham Ward that has a particularly high incidence of tipping, there are no special projects nor CCTV surveillance operations currently running within the Ward and fly tipping is currently being tackled in the same way as all twenty-two Wards in the Borough.

Any fly tipping incidents reported in the West Wickham Ward would result in the following actions:-

- Immediately remove any rubbish that is blocking the Highway and arrange removal of any that is found to be on Council owned land
- Check the rubbish for any identifiers that might lead us to the origin of the rubbish
- Serve formal Notice on the owner of the land, where it is private land and arrange its removal
- Use all available intelligence e.g witnesses, photos, paperwork etc., to identify the perpetrators
- interview any persons identified as being involved with the incident
- Serve appropriate FPN's, Warnings and enforcement Notices and instigate legal proceedings if the evidence supports this.
- Charge our costs back to all such offenders that we take through the legal process.

4. From Councillor Russell Mellor to the Resources Portfolio Holder

Further to my question placed before Council on the 24th February 2014 can the Portfolio Holder provide the salary scales for the staff grades BR and MG together with the number of staff within the relevant grades in each department as listed in the Appendix 1 in reply to my question of the 24th February 2014 for the years 31/03/2011, 31/03/2012, 31/03/2013 and up to the 31/03/2014

Reply:

See [appendix 1](#) attached.

For the BR grades there are salary scales for 1 April 2009, 1 April 2013 and 1 April 2014, for the Management Grades there are salary scales for 1 April 2009, 1 April 2012, 1 April 2013 and 1 April 2014. There was no pay award in the other years.

5. From Councillor David McBride to the Chairman of General Purposes and Licensing Committee

Could he list the yearly attendance figures of each Councillor from the 2010/11 municipal year, including the figure so far for the current year?

Reply:

The latest attendance figures for the current year to date are attached as [Appendix 2](#). The final figures will be available for the annual meeting of the Council on 4th June. The figures for the Council years 2010/11, 2011/12 and 2012/13 have already been published at the end of each year, and are available on the Council website via the following link –

[Useful resources - Councillor Attendance](#)

6. From Councillor David McBride to the Renewal and Recreation Portfolio Holder

Could he list the shop unit vacancy rates for Bromley, Beckenham and Orpington town centres from May 2010 up to the latest available figures?

Reply:

See [Appendix 3](#) attached.

7. From Councillor David McBride to the Renewal and Recreation Portfolio Holder

Could he itemise the financial support from the Council given to areas for their Christmas lights since 2010 and tell me how much those areas can expect in support from the Council this coming Christmas?

Reply:

Between 2010 and 2013, the Council has directly commissioned lights for the 4 main town centres and the costs are as follows:

Expenditure by the Council on Christmas lights

Summary by town centre	2010	2011	2012	2013	Totals
Bromley	41,180	8,000	13,435	13,435	76,050
Orpington	10,770	2,500	5,485	5,485	24,240
Beckenham	10,220	4,700	6,580	6,000	27,500
Penge	4,770	0	4,035	4,035	12,840
Totals	66,940	15,200	29,535	28,955	140,630

NB Excludes costs covered by external funding (e.g. Mayor of London's Outer London Fund)

In the smaller town centres and parades, the Council has encouraged local groups to organise funds for Christmas lights schemes, with the Council offering a small donation towards the overall cost. The amount of the donation has been variable between years and it is not always the same areas obtaining this support. The table below provides a useful summary.

Smaller town centre Christmas lights donations

Year	2010	2011	2012	2013
Total donations	£7,720	£6,000	£3,500	£4,000
Number of areas	8	6	7	8
Average donation	£965	£1,000	£500	£500

Due to the necessary cuts in expenditure which have affected all areas of Council spending, particularly areas which are non-statutory such as Christmas lights, we are only able to devote a maximum of £25k to Christmas lights schemes in 2014. This funding will be focussed on keeping the lights on within 3 main town centres – Bromley, Beckenham and Penge – noting that the lights scheme in Orpington will be paid for by the Orpington 1st BID. The available level of funding means that smaller town centres and other parades will not receive any donations in support of Christmas lights in 2014. This withdrawal of subsidy will apply equally to all areas which previously received support.

8. From Councillor Peter Fookes to the Resources Portfolio Holder

What are the latest statistics for electoral registration in the borough, please list by ward in percentage terms?

Reply:

See [Appendix 4](#) attached.

9. From Councillor Peter Fookes to the Environment Portfolio Holder

What has been the cost to date for the Council and the other agencies involved of clearing up after the floods in Sparrows Den and Courtfield Rise?

Reply:

The Council's costs to date have been £80,000 including sand bags, plant hire, fuel, contractors and officer time. We do not have information on costs incurred by other agencies.

10. From Councillor Peter Fookes to the Environment Portfolio Holder

Why are Friends Groups being denied access to basic information about the contracts for their local park?

Reply:

Your question is based on a false premise because it isn't true.

11. From Councillor Katherine Bance MBE to the Resources Portfolio Holder

For cases of overdue Council Tax is there a case to answer that Bromley Council resorts to bailiffs too early in the process? What are the conciliation procedures?

Reply:

The Authority makes a considerable effort to collect a households Council Tax liability prior to their case being referred to bailiffs. Unfortunately, on some occasions it is only once a bailiff letter is received or visit undertaken that the charge payer is willing to engage and/or make payments. For the Authority to maintain service provision and ensure equality with fellow residents it is necessary for all appropriate means of recovery to be considered.

For information I have detailed the recovery process which I believe demonstrates the opportunities afforded to the charge payer prior to the employment of bailiffs.

- Statutory bill issued – advises as to charge payers liability and instalment dates for the financial year
- Reminder issued – Issued 10 days after the instalment date should the full amount not have been paid. Reminder requests payment within 7 days of date on the letter
- Final Notice issued – Issued 9 days after date of reminder should full payment not have been received. Notice advises instalment arrangement have been cancelled and full payment required within 7 days of date on the letter
- Summons Notice issued – Issued no sooner than 5 days after the date by which the final notice required payment. A minimum of 14 days' notice of hearing is provided. The summons notice advises of a “drop-in summons surgery” and direct line telephone numbers for residents to make arrangements or raise any queries.
- Liability hearing
- 14 day notice issued – Once a Liability Order has been obtained the Bailiffs forward a letter on the Authority's behalf. The communication advises that a liability order has been obtained and they have 14 days to contact them to arrange payment or discuss the account. A financial enquiry form is enclosed for completion in order for alternative recovery methods to be considered, which might include agreeing an extended recovery period.
- Where there is no contact made after 14 days then the 'enforcement' process will commence with the Enforcement Agents.

It is important to note that at any stage in the process identified above an individual debtor can arrange to pay outstanding monies. Even prior to a summons there are three separate letters/statements issued to an individual giving sufficient time to make reasonable arrangements for payment. The majority of our residents pay their council tax on time and would expect us to ensure that council tax is collected from all council tax payers which helps keep the council tax low.

12. From Councillor Katherine Bance MBE to the Renewal and Recreation Portfolio Holder

Is the underpinning work at Anerley Town Hall scheduled to go ahead and if so when is the expected start date?

Reply:

Unfortunately the underpinning works at Anerley Town Hall did not proceed as planned in January. The decision to postpone the works followed the receipt of tenders which were significantly at variance with the budget allocated for the works and therefore the Council could not proceed at that time.

Consultant engineers have since reported that there are no immediate stability issues with the building, and, subject to continued monitoring, the underpinning can be postponed until at least next year. Given that there is now more time to carry out further investigation work on the building, a full condition survey of the whole building is being commissioned to update and properly inform Members about its existing condition and the extent of the maintenance back log. Once this report is received and evaluated, a decision can be taken on the underpinning works, although it has been noted that the Crystal Palace Community Development Trust would prefer the works to be undertaken in January and February 2015.

13. From Councillor Katherine Bance to the Environment Portfolio Holder

Will the Council help to resolve the daily fly-tipping on High Street, Penge by use of temporary CCTV. The Council has said this is not their preferred solution, if that is so, do they have a workable solution?

Reply:

Just to be clear, CCTV IS the Council's preferred solution.

Unfortunately my advice remains that we are prohibited from using technology in situations like this due to overbearing and frankly, certainly in my opinion, borderline illogical RIPA constraints.

Consideration remains ongoing as to how we might better improve the situation locally, including greater use of the Council's littering enforcement officers and/or alternative household waste receptacles and I undertake to update you on any development at the earliest possible opportunity.

14. From Councillor Simon Fawthrop to the Renewal and Recreation Portfolio Holder

How many food recycle bags (bundles) were sold in Bromley's libraries in the last 12 months?

Can these be shown by Library?

Reply:

Food recycle bags sold by library – 2013/14

Library	Number of packs
Central	19,950
Anerley	980
Beckenham	9,205
Biggin Hill	4,795
Burnt Ash	1,295
Chislehurst	4,550
Hayes	1,785
Mottingham	1,400
Orpington	18,690
Penge	2,240
Petts Wood	7,665
Shortlands	2,660
Southborough	5,460
St Paul's Cray	2,800
West Wickham	10,535
Total:	94,010

15. From Councillor Simon Fawthrop to the Renewal and Recreation Portfolio Holder

How many visits were there to Bromley's libraries in the last 12 months compared with the previous 12 months?

Can these be shown by Library?

Reply:

Visits to Libraries –

Library	2012	2013
Anerley	54,107	54,095
Beckenham	177,477	165,241
Biggin Hill	247,462	222,528
Burnt Ash	28,221	28,332
Central	475,447	468,096
Chislehurst	88,440	84,450
Hayes	33,236	31,650
Mobile Library	20,561	16,566
Mottingham	41,870	41,752
Orpington	319,180	308,966

Penge	81,902	80,989
Petts Wood	102,727	103,309
Shortlands	34,706	32,971
Southborough	33,662	31,454
St Pauls Cray	44,121	41,089
West Wickham	130,344	122,026
Total	1,913,463	1,833,514

16. From Councillor Simon Fawthrop to the Chairman of the Development Control Committee (to be asked at every Council Meeting)

What pre-application meetings have taken place since the last full Council Meeting between Council Officers and potential planning applicants? Can these be listed as follows:-

The name of the potential applicant, the site address being considered.

Reply:

Between 24th February and 7th April 2014 the Development Control Teams have had 19 householder pre-application meetings and 22 non-householder pre-application meetings. Details of the individual applicants and sites at present is exempt information and not disclosable in respect to a Council Question.

This page is left intentionally blank

SALARY SCALES OPERATIVE FROM 1ST APRIL 2009 (post Single Status implementation)

BR1 - 14

BR1	BR2	BR3	BR4	BR5	BR6	BR7
£	£	£	£	£	£	£
14697 (4)	14940 (6)	15615 (8)	16482 (11)	17196 (13)	18582 (17)	21375 (22)
14814 (5)	15216 (7)	16005 (9)	16794 (12)	17484 (14)	18915 (18)	21951 (23)
		16290 (10)	17196 (13)	17808 (15)	19563 (19)	22608 (24)
		16482 (11)		18195 (16)	20205 (20)	23277 (25)
				18582 (17)	20877 (21)	
BR8	BR9	BR10	BR11	BR12	BR13	BR14
£	£	£	£	£	£	£
23970 (26)	26400 (29)	28800 (32)	29601 (33)	30987 (35)	33510 (38)	36306 (41)
24711 (27)	27225 (30)	29601 (33)	30390 (34)	31761 (36)	34542 (39)	37179 (42)
25455 (28)	28032 (31)	30390 (34)	30987 (35)	32607 (37)	35418 (40)	38070 (43)
			31761 (36)	33510 (38)	36306 (41)	38961 (44)

<u>Stand-by per session</u>	£
Monday-Friday	6.00
Saturday-Sunday	12.00
Public Holidays	16.14

Caretaker Standby	
Non-Residential Allowance	£8.38 p/wk

<u>Caretaker Lettings</u>	£
Monday - Friday	
6:00 pm – 11:30 pm	26.10
Saturday	
Up to 1:00 pm	26.10
1:00 pm – 6:00 pm	26.10
6:00 pm – 11:30 pm	60.77
Sunday	
Up to 1:00 pm	26.10
1:00 pm – 6:00 pm	49.18
6:00 pm – 11:30 pm	60.77

This page is left intentionally blank

PAY SCALES OPERATIVE FROM 1ST APRIL 2013 – LOCALISED PAY

BR1 - 14

BR1 £	BR2 £	BR3 £	BR4 £	BR5 £	BR6 £	BR7 £
14949 (4)	15195 (6)	15882 (8)	16764 (11)	17490 (13)	18900 (17)	21633 (22)
15066 (5)	15477 (7)	16278 (9)	17082 (12)	17784 (14)	19239 (18)	22215 (23)
		16569 (10)	17490 (13)	18111 (15)	19896 (19)	22881 (24)
		16764 (11)		18507 (16)	20550 (20)	23559 (25)
				18900 (17)	21234 (21)	
BR8 £	BR9 £	BR10 £	BR11 £	BR12 £	BR13 £	BR14 £
24258 (26)	26718 (29)	29148 (32)	29958 (33)	31359 (35)	33915 (38)	36744 (41)
25008 (27)	27552 (30)	29958 (33)	30756 (34)	32145 (36)	34959 (39)	37626 (42)
25761 (28)	28371 (31)	30756 (34)	31359 (35)	33000 (37)	35844 (40)	38529 (43)
			32145 (36)	33915 (38)	36744 (41)	39429 (44)

<u>Stand-by per session</u>	£
Monday-Friday	6.00
Saturday-Sunday	12.00
Public Holidays	16.14

Caretaker Standby	
Non-Residential Allowance	£8.38 p/wk

Residential Staff	
Sleeping- in allowance	£33.34

<u>Caretaker Lettings</u>	£
Monday - Friday	
6:00 pm – 11:30 pm	26.10
Saturday	
Up to 1:00 pm	26.10
1:00 pm – 6:00 pm	26.10
6:00 pm – 11:30 pm	60.77
Sunday	
Up to 1:00 pm	26.10
1:00 pm – 6:00 pm	49.18
6:00 pm – 11:30 pm	60.77

This page is left intentionally blank

SALARY SCALES OPERATIVE FROM 1ST APRIL 2014

BR1 - 14

BR1	BR2	BR3	BR4	BR5	BR6	BR7
£	£	£	£	£	£	£
15204 (4)	15456 (6)	16152 (8)	17049 (11)	17790 (13)	19224 (17)	21894 (22)
15324 (5)	15741 (7)	16557 (9)	17373 (12)	18087 (14)	19569 (18)	22482 (23)
		16851 (10)	17790 (13)	18420 (15)	20235 (19)	23157 (24)
		17049 (11)		18822 (16)	20901 (20)	23844 (25)
				19224 (17)	21489 (21)	

BR8	BR9	BR10	BR11	BR12	BR13	BR14	ADDITIONAL POINTS
£	£	£	£	£	£	£	£
24552 (26)	27039 (29)	29499 (32)	30318 (33)	31737(35)	34323(38)	37185 (41)	40755 (45)
25311 (27)	27885 (30)	30318 (33)	31128 (34)	32532 (36)	35379 (39)	38079 (42)	41700 (46)
26073 (28)	28713 (31)	31128 (34)	31737 (35)	33396 (37)	36276 (40)	38994 (43)	42618 (47)
			32532 (36)	34323 (38)	37185 (41)	39903 (44)	43527 (48)

<u>Stand-by per session</u>	£
Monday-Friday	6.00
Saturday-Sunday	12.00
Public Holidays	16.14

Caretaker Standby	
Non-Residential Allowance	£8.38 p/wk

Residential Staff	
Sleeping- in allowance	£33.34

<u>Caretaker Lettings</u>	£
Monday - Friday	
6:00 pm – 11:30 pm	26.10
Saturday	
Up to 1:00 pm	26.10
1:00 pm – 6:00 pm	26.10
6:00 pm – 11:30 pm	60.77
Sunday	
Up to 1:00 pm	26.10
1:00 pm – 6:00 pm	49.18
6:00 pm – 11:30 pm	60.77

This page is left intentionally blank

London Borough of Bromley

Management Grade Salary Structure Effective from 1 April 2009

(current as at March 2012)

Management Grades

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
1	£79,688	£89,648	£99,610	£109,569	£119,531
2	£67,069	£75,465	£83,850	£92,238	£100,621
3	£57,503	£64,689	£71,879	£79,066	£86,253
4	£48,983	£55,108	£61,232	£67,356	£73,479
5	£43,028	£48,403	£53,784	£59,162	£64,541
6	£35,507	£39,944	£44,382	£48,821	£53,260

Management Board

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
Chief Executive	£136,362	£153,407	£170,453	£187,500	£204,546
Directors ACS, CYP, ES, R&R, RES,	£92,635	£104,215	£115,796	£127,377	£138,947

This page is left intentionally blank

London Borough of Bromley

Management Grade Salary Structure Effective from 1 April 2012

Management Grades

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
1	£80,086	£90,096	£100,108	£110,117	£120,128
2	£67,404	£75,842	£84,269	£92,699	£101,124
3	£57,790	£65,013	£72,239	£79,462	£86,685
4	£49,228	£55,383	£61,538	£67,692	£73,846
5	£43,243	£48,645	£54,052	£59,458	£64,863
6	£35,685	£40,144	£44,604	£49,065	£53,527

Management Board

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
Chief Executive	£137,044	£154,174	£171,305	£188,438	£205,568
Directors ACS, CYP, ES, R&R, RES,	£93,099	£104,737	£116,374	£128,013	£139,642

This page is left intentionally blank

London Borough of Bromley

**Management Grade Salary Structure
Effective from 1 April 2013**

Management Grades

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
1	£80,649	£90,729	£100,809	£110,889	£120,969
2	£67,878	£76,374	£84,861	£93,348	£101,832
3	£58,197	£65,469	£72,747	£80,019	£87,294
4	£49,575	£55,772	£61,971	£68,166	£74,364
5	£43,548	£48,987	£54,432	£59,877	£65,319
6	£35,937	£40,428	£44,919	£49,410	£53,904

Professional and Technical Grades

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
5	£43,548	£48,987	£54,432	£59,877	£65,319
6	£35,937	£40,428	£44,919	£49,410	£53,904

Management Board

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
Chief Executive	£138,006	£155,256	£172,506	£189,759	£207,009
Directors	£93,753	£105,471	£117,189	£128,910	£140,622

This page is left intentionally blank

London Borough of Bromley

**Management Grade Salary Structure
Effective from 1 April 2014**

Management Grades

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
1	£81,456	£91,638	£101,820	£111,999	£122,181
2	£68,559	£77,139	£85,710	£94,284	£102,852
3	£58,779	£66,126	£73,476	£80,820	£88,167
4	£50,073	£56,331	£62,592	£68,850	£75,108
5	£43,986	£49,479	£54,978	£60,477	£65,973
6	£36,297	£40,833	£45,369	£49,905	£54,444

Professional and Technical Grades

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
5	£43,986	£49,479	£54,978	£60,477	£65,973
6	£36,297	£40,833	£45,369	£49,905	£54,444

Management Board

Grade	Minimum £	Lower Quartile £	Mid-Point £	Upper Quartile £	Maximum £
Chief Executive	£139,389	£156,810	£174,234	£191,658	£209,082
Directors	£94,692	£106,527	£118,362	£130,200	£142,029

This page is left intentionally blank

Council Question from Cllr Mellor

Department	As at 31.03.11	
	Headcount*	FTE*
Chief Executive's	92	80.39
Education, Care & Health Services	1578	1212.59
Environmental & Community Services	294	274.47
Renewal & Recreation	367	275.23
Resources	321	289.33
Total	2652**	2132.01**

As at 31.03.12	
Headcount*	FTE*
78	67.01
1384	1118.00
284	264.17
324	251.22
305	274.83
2375**	1975.23**

As at 31.03.13	
Headcount*	FTE*
402	364.21
1277	1030.87
466	382.83
2145**	1777.92**

As at 31.03.14	
Headcount*	FTE*
349	317.16
1280	1030.48
440	359.82
2069	1707.46

Grade	Headcount	FTE
BR1	13	4.83
BR2	6	3.19
BR3	83	27.69
BR4	43	35.07
BR5	333	236.69
BR6	381	281.30
BR7	206	179.21
BR8	150	128.20
BR9	216	196.33
BR10	113	102.92
BR11	175	161.53
BR12	110	101.28
BR13	193	180.64
BR14	64	57.85
Total	2086	1696.73

Headcount	FTE
13	4.60
5	3.19
72	26.38
41	31.99
266	189.12
367	270.84
191	168.17
133	112.60
196	179.42
113	102.88
166	151.16
118	109.26
199	184.81
58	53.93
1938	1588.35

Headcount	FTE
12	4.33
3	1.69
83	35.08
31	24.26
236	163.44
323	226.36
166	145.42
133	113.47
174	155.90
108	100.69
157	143.70
118	109.47
185	172.86
68	63.26
1797	1459.93

Headcount	FTE
13	4.60
2	0.72
82	34.69
35	25.83
217	154.17
298	211.31
148	128.58
129	109.88
166	149.10
106	95.13
154	142.81
112	104.00
190	175.96
65	62.05
1717	1398.84

Grade	Headcount	FTE
MB	6	6.00
MG1	3	3.00
MG2	12	11.58
MG3	16	16.00
MG4	23	23.00
MG5	54	53.80
MG6	122	118.75
Total	236	232.13

Headcount	FTE
5	5.00
3	3.00
9	9.00
13	12.60
19	18.90
53	52.80
114	110.86
216	212.16

Headcount	FTE
5	5.00
3	3.00
8	8.00
9	8.80
20	19.80
45	44.80
95	93.07
185	182.47

Headcount	FTE
5	5.00
3	3.00
8	8.00
9	8.80
19	19.00
38	37.80
86	82.50
168	164.10

* Includes staff with multiple contracts

** Includes non BR grade staff, eg centrally employed teachers, TUPE staff etc.

Employees by Grade and Department as at 31 March 2011

Grade	Chief Executive's		Education & Care Services		Environmental Services		Renewal & Recreation		Resources		Total Headcount	Total FTE
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE		
BR1 - BR3*	1	0.69	65	32.78	0	0	34	1	2	1.24	102	35.71
BR4	3	1.61	18	14.14	2	2	5	3.39	15	13.93	43	35.07
BR5	10	6.96	192	125.75	6	4.91	69	53.65	56	45.42	333	236.69
BR6	11	10.35	220	151.32	38	34.39	68	47.8	44	37.44	381	281.3
BR7	5	3.5	136	117.98	16	14.7	35	29.84	14	13.19	206	179.21
BR8	6	5.44	71	61.45	42	37.21	15	10.89	16	13.21	150	128.2
BR9	12	11.43	114	102.43	45	42.15	21	18.32	24	22	216	196.33
BR10	2	1.57	40	35.82	28	26.64	22	19.5	21	19.39	113	102.92
BR11	5	4.11	104	96.69	31	29.42	17	15.71	18	15.6	175	161.53
BR12	14	12.22	51	46.44	12	11.62	11	9.81	22	21.19	110	101.28
BR13	4	4	114	106.98	31	29.18	24	21.67	20	18.81	193	180.64
BR14	2	2	51	45.56	3	2.67	6	5.62	2	2	64	57.85
Total	75	63.88	1176	937.34	254	234.89	327	237.2	254	223.42	2086	1696.73

* Due to the small numbers of employees these grades have been amalgamated for the public response to ensure no breach of data protection. A further breakdown can be given direct to Members on request.

Grade	Chief Executive's		Education & Care Services		Environmental Services		Renewal & Recreation		Resources		Total Headcount	Total FTE
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE		
MB	1	1	2	2	1	1	1	1	1	1	6	6
MG1	1	1					1	1	1	1	3	3
MG2			5	4.58	2	2	3	3	2	2	12	11.58
MG3	4	4	3	3	2	2	3	3	4	4	16	16
MG4	1	1	12	12	1	1	2	2	7	7	23	23
MG5	2	2	17	17	13	13	7	7	15	14.8	54	53.8
MG6	7	7	41	40.33	19	18.59	18	16.72	37	36.11	122	118.75
Total	16	16	80	78.91	38	37.59	35	33.72	67	65.91	236	232.13

Employees by Grade and Department as at 31 March 2012

Grade	Chief Executive's		Education & Care Services		Environmental Services		Renewal & Recreation		Resources		Total Headcount	Total FTE
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE		
BR1 - BR3*	1	0.69	62	31.45	0	0	23	0.11	4	1.92	90	34.17
BR4	2	0.61	18	12.24	2	1.69	8	6.44	11	11	41	31.98
BR5	8	5.07	148	98.07	6	4.81	62	47.31	42	33.86	266	189.12
BR6	11	10.04	212	144.09	33	29.89	63	45.21	48	41.61	367	270.84
BR7	4	3.69	133	116.22	12	11.08	28	24.79	14	12.39	191	168.17
BR8	2	2	69	56.63	39	34.44	9	8	14	11.52	133	112.59
BR9	6	5.39	109	98.7	44	41.46	16	15.06	21	18.81	196	179.42
BR10	5	4.07	44	39.92	26	24.34	18	16	20	18.56	113	102.89
BR11	4	2.75	96	89.05	30	27.84	17	15.23	19	16.29	166	151.16
BR12	13	11.69	59	53.96	14	13.63	11	9.81	21	20.17	118	109.26
BR13	3	3	118	109.46	32	30.24	24	21.39	22	20.72	199	184.81
BR14	2	2	46	42.64	3	2.67	5	4.63	2	2	58	53.94
Total	61	51	1114	892.43	241	222.09	284	213.98	238	208.85	1938	1588.35

* Due to the small numbers of employees these grades have been amalgamated for the public response to ensure no breach of data protection. A further breakdown can be given direct to Members on request.

Grade	Chief Executive's		Education & Care Services		Environmental Services		Renewal & Recreation		Resources		Total Headcount	Total FTE
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE		
MB	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00	5	5
MG1	1	1.00					1	1.00	1	1.00	3	3
MG2			3	3.00	2	2.00	2	2.00	2	2.00	9	9
MG3	3	2.60	2	2.00	2	2.00	2	2.00	4	4.00	13	12.6
MG4	1	0.90	8	8.00	1	1.00	2	2.00	7	7.00	19	18.9
MG5	2	2.00	16	16.00	13	13.00	8	8.00	14	13.80	53	52.8
MG6	7	7.00	37	36.08	20	19.08	16	15.50	34	33.19	114	110.86
Total	15	14.50	67	66.08	39	38.08	32	31.50	63	61.99	216	212.16

Employees by Grade and Department as at 31 March 2013

Grade	Chief Executive's		Education, Care & Health Services		Environment & Community Services		Total Headcount	Total FTE
	Headcount	FTE	Headcount	FTE	Headcount	FTE		
BR1 - BR3*	5	2.604167	62	33.125	31	5.37	98	41.10
BR4	9	8.61	20	13.96	2	1.69	31	24.26
BR5	42	34.74	137	85.49	57	43.21	236	163.44
BR6	42	35.70	205	131.06	76	59.59	232	226.36
BR7	25	21.81	110	96.05	31	27.56	166	145.42
BR8	22	19.35	69	57.42	42	36.70	133	113.47
BR9	25	21.14	100	89.42	49	45.33	174	155.90
BR10	26	25.25	48	45.18	34	30.26	108	100.69
BR11	32	28.41	97	89.65	28	25.65	157	143.70
BR12	33	30.42	63	57.46	22	21.58	118	109.47
BR13	36	33.91	110	103.78	39	35.17	185	172.86
BR14	10	8.75	50	46.84	9	7.67	68	63.26
Total	307	270.71	1071	849.44	419	339.78	1797	1459.93

* Due to the small numbers of employees these grades have been amalgamated for the public response to ensure no breach of data protection. A further breakdown can be given direct to Members on request.

Grade	Chief Executive's		Education, Care & Health Services		Environment & Community Services		Total Headcount	Total FTE
	Headcount	FTE	Headcount	FTE	Headcount	FTE		
MB	3	3.00	1	1.00	1	1.00	5	5.00
MG1	3	3.00					3	3.00
MG2	1	1.00	4	4.00	3	3.00	8	8.00
MG3	6	5.80	1	1.00	2	2.00	9	8.80
MG4	10	9.90	9	8.90	1	1.00	20	19.80
MG5	19	18.80	14	14.00	12	12.00	45	44.80
MG6	42	41.50	35	34.89	18	16.68	95	93.07
Total	84	83.00	64	63.79	37	35.68	185	182.47

Employees by Grade and Department as at 31 March 2014

Grade	Chief Executive's		Education, Care &		Environment &		Total	
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	Total FTE
BR1 - BR3*	3	1.35	64	33.69	30	4.97	97	40.02
BR4	11	10.50	16	9.89	8	5.44	35	25.83
BR5	36	28.53	130	86.24	51	39.40	217	154.17
BR6	23	20.17	207	138.05	68	53.09	298	211.31
BR7	22	19.72	100	86.44	26	22.42	148	128.58
BR8	19	17.25	68	56.74	42	35.90	129	109.88
BR9	22	19.79	91	80.32	53	49.00	166	149.10
BR10	22	18.75	50	45.31	34	31.08	106	95.13
BR11	24	21.98	108	100.68	22	20.15	154	142.81
BR12	37	34.19	56	51.23	19	18.58	112	104.00
BR13	35	33.43	118	109.86	37	32.67	190	175.96
BR14	9	8.47	47	44.91	9	8.67	65	62.05
Total	263	234.13	1055	843.35	399	321.36	1717	1398.84

* Due to the small numbers of employees these grades have been amalgamated for the public response to ensure no breach of data protection. A further breakdown can be given direct to Members on request.

Grade	Chief Executive's		Education, Care & Health Services		Environment & Community Services		Total	
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	Total FTE
MB	3	3.00	1	1.00	1	1.00	5	5.00
MG1	3	3.00					3	3.00
MG2	1	1.00	4	4.00	3	3.00	8	8.00
MG3	6	5.80	1	1.00	2	2.00	9	8.80
MG4	8	8.00	10	10.00	1	1.00	19	19.00
MG5	16	15.80	12	12.00	10	10.00	38	37.80
MG6	37	34.93	35	33.99	14	13.58	86	82.50
Total	74	71.53	63	61.99	31	30.58	168	164.10

This page is left intentionally blank

Councillor Attendance at formal meetings 2013/14 (Interim: 15/5/13 to 11/4/14)

Appendix 2

Please note that this information relates only to formal meetings of the Council, the Executive, Committees, Sub-Committees and Working Groups and does not attempt to reflect the overall workload of Councillors. Councillors attend a wide and varied workload range of meetings not listed below such as pre-meetings, consultative panels, partnership meetings and events in their wards.

	Present	Absent <i>(Figures in brackets are for apologies received)</i>	Percentage meetings attended <i>(excludes as a visiting Member)</i>	Present as Visiting Member	Total meetings attended	Councillor comments
Cllr Reg Adams	38	7 (5)	84	2	40	
Cllr Graham Arthur	27	8 (8)	77	15	42	
Cllr Douglas Auld	28	3 (3)	90	3	31	
Cllr Kathy Bance	27	5 (4)	84	0	27	
Cllr Jane Beckley	5	5 (5)	50	0	5	
Cllr Julian Benington	24	5 (4)	83	2	26	
Cllr Nicholas Bennett JP	57	4 (4)	93	9	66	
Cllr Ruth Bennett	17	1 (1)	94	1	18	
Cllr Eric Bosshard	30	4 (4)	88	12	42	
Cllr Katy Boughey	18	5 (5)	78	0	18	
Cllr Lydia Buttinger	20	2 (2)	91	0	20	
Cllr John Canvin	26	2 (0)	93	1	27	
Cllr Stephen Carr	31	5 (5)	81	7	38	
Cllr Roger Charsley	25	3 (3)	89	1	26	
Cllr Peter Dean	21	3 (2)	88	3	24	
Cllr Nicky Dykes	17	3 (3)	85	0	17	
Cllr Judi Ellis	14	6 (4)	68	1	15	Deputy Mayor 2013/14
Cllr Robert Evans	34	8 (8)	84	19	53	
Cllr Roxy Fawthrop	22	6 (1)	85	0	22	
Cllr Simon Fawthrop	23	2 (2)	92	4	27	
Cllr Peter Fookes	54	2 (2)	96	16	70	
Cllr Peter Fortune	18	3 (3)	86	8	26	
Cllr John Getgood	21	13 (12)	62	1	22	
Cllr Julian Grainger	45	5 (3)	90	0	45	
Cllr Ellie Harmer	31	5 (3)	86	2	33	
Cllr Will Harmer	18	0	100	5	23	
Cllr David Hastings	11	7 (3)	61	2	13	
Cllr Brian Humphrys	12	1 (1)	92	1	13	
Cllr S Huntington-Thresher	14	5 (5)	74	0	14	
Cllr W Huntington-Thresher	23	3 (3)	88	6	29	

	Present <i>(Figures in brackets are for attendance as a substitute)</i>	Absent <i>(Figures in brackets are for apologies received)</i>	Percentage meetings attended <i>(excludes as a visiting Member)</i>	Present as Visiting Member	Total meetings attended	Councillor comments
Cllr John Ince	29	1 (1)	97	3	32	
Cllr Russell Jackson	18	4 (4)	82	1	19	
Cllr David Jefferys	18	8 (8)	69	0	18	
Cllr Charles Joel	23	1 (1)	96	2	25	
Cllr Kate Lymer	28	4 (4)	86	4	32	
Cllr Paul Lynch	16	4 (3)	80	0	16	
Cllr Mrs Anne Manning	34	1 (1)	97	1	35	
Cllr David McBride	25	1 (1)	96	1	26	
Cllr Russell Mellor	36	6 (5)	86	21	57	
Cllr Alexa Michael	34	0	100	3	37	
Cllr Nick Milner	18	0	100	2	20	
Cllr Peter Morgan	27	1 (1)	96	8	35	
Cllr Ernest Noad	6	2 (2)	75	0	6	Mayor 2013/14
Cllr Gordon Norrie	18	12 (11)	60	0	18	
Cllr Tony Owen	33	5 (4)	87	1	34	
Cllr Tom Papworth	22	9 (6)	71	2	24	
Cllr Ian Payne	14	5 (2)	74	4	18	
Cllr Sarah Phillips	18	0	100	4	22	
Cllr Neil Reddin	32	2 (1)	94	4	36	
Cllr Catherine Rideout	13	4 (4)	76	4	17	
Cllr Charles Rideout	25	4 (4)	86	3	28	
Cllr Richard Scoates	24	4 (2)	86	9	33	
Cllr Colin Smith	25	4 (3)	86	9	34	
Cllr Diane Smith	34	7 (7)	83	6	40	
Cllr Tim Stevens JP	34	3 (3)	92	3	37	
Cllr Harry Stranger	25	3 (1)	89	1	26	
Cllr Michael Tickner	12	3 (2)	80	6	18	
Cllr Pauline Tunnicliffe	24	4 (0)	86	4	28	
Cllr Michael Turner	21	1 (1)	95	1	22	
Cllr Stephen Wells	28	8 (6)	78	12	40	

Appendix 3
(Answer to question 6)

BROMLEY TOWN CENTRE

Vacancies	TCM count ¹	Local Data Company ²
Bromley	% vacancy	% vacancy
Jun-10	4.0%	9.1%
Sep-10	2.0%	
Dec-10	2.0%	7.5%
Jan-11		9.0%
Feb-11	7.2%	
May-11	6.8%	
Jul-11	6.4%	10.3%
Dec-11	4.7%	
May-12		9.5%
Jul-12	6.6%	
Oct-12		10.1%
Dec-12	4.7%	
Mar-13	7.4%	
May-13		11.3%
Jul-13	8.3%	
Sep-13	9.8%	
Nov-13		11.2%
Dec-13	8.3%	
Feb-14	8.0%	

Notes

1 - From July 2012 the Bromley TCM only surveyed primary areas of the town outside the Glades (Intu Bromley) and the Mall Previous to July 2012 the vacancy figure included the Glades and the Mall (483 units in total).

2 - Local Data Company survey the furthest extent of the town as defined by DCLG including London Road, Tweedy Road, roads around Bromley North Station and Masons Hill (509 units). The more peripheral areas of the town centre traditionally have higher levels of vacancy and therefore increase the overall LDC vacancy rate.

3 - From this point on a more consistent approach to vacancy data will be adopted with an increased reliance on Local Data Company information. The boundaries of the LDC count area can be adjusted to be contiguous with the proposed Bromley BID boundary.

ORPINGTON TOWN CENTRE

Vacancies	TCM count	Local Data Company ¹
Orpington	% vacancy	% vacancy
Jun-10	9.0%	10.5%
Sep-10	7.1%	
Dec-10	8.7%	10.6%
Mar-11	8.0%	13.3%
Mar-12		14.2%
Apr-13	8.0%	
May-13		10.9%
Mar-14		15.3%

Notes

1 - Local Data Company survey the furthest extent of the town as defined by DCLG including the High Street beyond the junction with Chislehurst Road, which has suffered from high vacancies for some years. This differs from the TCM / BID survey which includes only the High Street south of this junction and the Walnuts.

2 - It should be noted that at in April 2014 10 out of the 44 units in the Walnuts were vacant - which provides a 22.7% vacancy rate. The high street rate is currently nearer to 10% according to the BID Manager.

3 - From this point on a more consistent approach to vacancy data will be adopted with an increased reliance on Local Data Company information. The boundaries of the LDC count area can be adjusted to be contiguous with the actual Orpington BID boundary.

BECKENHAM TOWN CENTRE

Vacancies	TCM count	Local Data Company ¹
Beckenham	% vacancy	% vacancy
Jun-10		10.30%
Dec-10	5%	12.50%
Jun-11		9.60%
Oct-11	11%	
Dec-11		9.40%
May-12		9.50%
Nov-12		8.40%
Dec-12	4.70%	
Jan-13	2.50%	
Mar-13	4.70%	
Jun-13		7.10%
Dec-13	5.10%	6.80%

1 - Local Data Company survey the furthest extent of the town as defined by DCLG including more peripheral areas and buildings not included in TCM survey.

2 - From this point on a more consistent approach to vacancy data will be adopted with an increased reliance on Local Data Company information. The boundaries of the LDC count area and the buildings which are defined as retail frontage will agreed and set to provide a consistency with TCM definitions.

Canvass Response Rates 2013/14

(as at publication of the new Register on 17th February 2014)

Bickley	97.74
Biggin Hill	98.35
Bromley Common & Keston	98.20
Bromley Town	97.02
Chelsfield & Pratts Bottom	98.84
Chislehurst	96.21
Clock House	97.36
Copers Cope	94.93
Cray Valley East	95.71
Cray Valley West	97.49
Crystal Palace	91.54
Darwin	95.81
Farnborough & Crofton	98.71
Hayes & Coney Hall	99.41
Kelsey & Eden Park	97.63
Mottingham & Chislehurst N	95.51
Orpington	98.39
Penge & Cator	95.01
Petts Wood & Knoll	99.48
Plaistow & Sundridge	95.96
Shortlands	97.40
West Wickham	99.14

APPENDIX A

LONDON BOROUGH OF BROMLEY

ANNUAL MEETING OF THE COUNCIL 4th JUNE 2014

DETAILS OF COUNCILLORS ELECTED ON 22ND MAY 2014

The particulars are as stated in the nomination in each case

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
BICKLEY WARD			
LYMER	Kate	17 Vincent Close Bromley Kent BR2 9ED	CON
RIDEOUT	Catherine Esther	16 Mavelstone Close Bromley Kent BR1 2PJ	CON
SMITH	Colin Paul	Merryn Warren Road Hayes Bromley Kent BR2 7AN	CON
BIGGIN HILL WARD			
BENINGTON	Julian Wybergh	4 Crow Hill, Rookery Road, Downe Orpington BR6 7JE	CON
STEVENS	Melanie May	Lillys Chelsfield Lane Chelsfield Village Orpington Kent BR6 7RP	CON

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
BROMLEY COMMON AND KESTON WARD			
BENNETT	Ruth Elizabeth Margaret Jean	18 Upper Park Road Bromley Kent BR1 3HT	CON
CARR	Stephen Leslie	10 Bradford Close Bromley Kent BR2 8NR	CON
MICHAEL	Alexa Christine Anne	33 Kingswood Road Bromley Kent BR2 0HG	CON
BROMLEY TOWN WARD			
HARMER	Will	114 Madeira Avenue Bromley Kent BR1 4AS	CON
DYKES	Nicky	114 Madeira Avenue Bromley Kent BR1 4AS	CON
RUTHERFORD	Michael James	Flat 24, Northlands, 165 Widmore Road Bromley BR1 3AN	CON

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
----------------	------------------------	----------------	--------------------

CHELSEFIELD AND PRATTS BOTTOM WARD

BUTTINGER	Lydia Hannah	Little Charmwood Charmwood Lane Pratts Bottom Kent BR6 7PA	CON
HUNTINGTON- THRESHER	Samaris Victoria Cosette	95 Kynaston Road Orpington Kent BR5 4JY	CON
ONSLOW	Keith	114 St Johns Road Petts Wood Orpington BR5 1HZ	CON

CHISLEHURST WARD

BOSSHARD	Eric	53 Marlings Park Avenue Chislehurst Kent BR7 6RD	CON
BOUGHEY	Katy	46 Camden Park Road Chislehurst Kent BR7 5HF	CON
PAYNE	Ian Frederick	45 Ravenswood Crescent West Wickham BR4 0JH	CON

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
----------------	------------------------	----------------	--------------------

CLOCK HOUSE WARD

ALLEN	Vanessa	41 Clock House Road Beckenham Kent BR3 4JS	LAB
DUNN	Ian	41 Clock House Road Beckenham Kent BR3 4JS	LAB
PHILLIPS	Sarah Jane	19 Clock House Road Beckenham Kent BR3 4JS	CON

COPERS COPE WARD

MELLOR	Russell Lawrence	16 Cheriton Avenue Bromley Kent BR2 9DD	CON
TICKNER	Michael John	3 Arbor Close Beckenham BR3 6TW	CON
WELLS	Stephen Frederick Christian	89D Albemarle Road Beckenham BR3 5HP	CON

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
CRAY VALLEY EAST WARD			
BALL	Teresa	7 Willow Close Orpington Kent BR5 2AZ	CON
PAGE	Angela	27 Repton Road Orpington Kent BR6 9HR	CON
PIERCE	Christopher Derry	11 Austin Road Orpington Kent BR52BT	CON
CRAY VALLEY WEST WARD			
ELLIS	Judith Elizabeth	13 Crofton Avenue Orpington Kent BR6 8DU	CON
LIVETT	David George	36 Grosvenor Road Petts Wood Orpington BR5 1QU	UKIP
NATHAN	Terence Paul	24 Ravenscourt Road Orpington BR5 2PW	UKIP
CRYSTAL PALACE WARD			
WILKINS	Angela	1 st and 2 nd Floor Flat 47 Selby Road, Anerley London SE20 8ST	LAB
WILLIAMS	Richard	39 Palace Square Upper Norwood London SE19 2LT	LAB

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
DARWIN WARD			
SCOATES	Richard William	41 Broadcroft Road Petts Wood Orpington Kent BR5 1ET	CON
FARNBOROUGH AND CROFTON WARD			
EVANS	Robert John	29 Drayton Avenue Orpington BR6 8JN	CON
JOEL	Charles	61 Ferndown Avenue Orpington Kent BR6 8DE	CON
STEVENS	Timothy Charles	Lillys, Chelsfield Lane Chelsfield Village Kent BR6 7RP	CON
HAYES AND CONEY HALL WARD			
ARTHUR	Graham Leslie	33 Stanley Avenue Beckenham Kent BR3 6PU	CON
FORTUNE	Peter Timothy	22 Station Road St Paul's Cray Orpington Kent BR5 3EH	CON
REDDIN	Neil Richard	25 The Brackens Orpington Kent BR6 6JH	CON

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
----------------	------------------------	----------------	--------------------

KELSEY AND EDEN PARK WARD

COLLINS	Alan John Charles	3 Red Roofs Close The Avenue Beckenham Kent BR3 5YR	CON
---------	-------------------	---	-----

DEAN	Peter Leslie	5A Manor Road Beckenham Kent BR3 5JB	CON
------	--------------	---	-----

SMITH	Diane Helen	Merryn Warren Road Hayes Bromley Kent BR2 7AN	CON
-------	-------------	--	-----

MOTTINGHAM AND CHISLEHURST NORTH WARD

CARTWRIGHT	David	5 Grove Park Road Mottingham London SE9 4NP	CON
------------	-------	--	-----

RIDEOUT	Charles John	16 Mavelstone Close Bromley Kent BR1 2PJ	CON
---------	--------------	---	-----

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
----------------	------------------------	----------------	--------------------

ORPINGTON WARD

BOTTING	Kim Davina	Bodiam House 3 Moat Close Orpington Kent BR6 6ET	CON
---------	------------	--	-----

HUNTINGTON- THRESHER	William Keith Ernest	18 Homestead Road Orpington Kent BR6 6HW	CON
-------------------------	----------------------	---	-----

TUNNICLIFFE	Pauline Anne	Holly Cottage 9 Holly Road Chelsfield Kent BR6 6BE	CON
-------------	--------------	--	-----

PENGE AND CATOR WARD

BANCE	Kathy	17 Pawleyne Close Penge London SE20 8JH	LAB
-------	-------	--	-----

BROOKS	Kevin	35 Bredhurst Close Penge London SE20 7BH	LAB
--------	-------	---	-----

FOOKES	Peter	63 Bramerton Road Beckenham Kent BR3 3NY	LAB
--------	-------	---	-----

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
PETTS WOOD AND KNOLL WARD			
AULD	Douglas Murray	2 Grange Drive Pratts Bottom Orpington Kent BR6 7NA	CON
FAWTHROP	Simon Henry	3 Monarch Close West Wickham Kent BR4 9DQ	CON
OWEN	Anthony Mervyn	12 The Maltings Orpington Kent BR6 0DH	CON
PLAISTOW AND SUNDRIDGE WARD			
HARMER	Eleanor	36 Rodway Road Bromley Kent BR1 3JL	CON
MORGAN	Peter Leonard Wilton	28A Sundridge Avenue, Bromley BR1 2PX	CON
TURNER	Michael	72 Alexandra Crescent Bromley Kent BR1 4EX	CON

<u>Surname</u>	<u>Christian Names</u>	<u>Address</u>	<u>Description</u>
----------------	------------------------	----------------	--------------------

SHORTLANDS WARD

COOKE	Mary	104 Perry Hall Road Orpington Kent BR6 0HR	CON
-------	------	---	-----

JEFFERYS	David Barrington	17 Scotts Avenue Bromley Kent BR2 0LG	CON
----------	------------------	--	-----

WEST WICKHAM WARD

BENNETT	Nicholas Jerome	18 Upper Park Road Bromley BR1 3HT	CON
---------	-----------------	--	-----

GRAY	Hannah	34 Cherry Tree Walk Beckenham BR3 3PG	CON
------	--------	---	-----

PHILPOTT	Thomas Robert	57 Whitmore Road Beckenham BR3 3NX	CON
----------	---------------	--	-----

Report No.
CSD14070

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Council

Date: 4th June 2014

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

Title: SCHEME OF DELEGATION TO OFFICERS

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 At the Annual Council meeting each year a Scheme of Delegation to Officers is approved by Council and by the Leader. The Scheme is an appendix to the Council's constitution. In 2010, the Scheme was amended to meet the requirements of the Local Government and Public Involvement in Health Act 2007, principally by clarifying whether powers are delegated by the Council, by the Leader in the case of executive powers, or both. The Scheme was last updated by Council on 15th May 2013 and only a small number of minor updates proposed.
-

2. RECOMMENDATIONS

- 2.1 That the Scheme of Delegation to Officers in respect of executive functions be received from the Leader of the Council.
- 2.2 That the Scheme of Delegation to Officers in respect of non-executive functions be approved.

Corporate Policy

1. Policy Status: Existing policy. The Council and the Leader approve a Scheme of Delegation to Officers each year at the annual 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: £367.636 (2013/14)
 5. Source of funding: existing revenue budgets
-

Staff

1. Number of staff (current and additional): There are ten posts (8.75 FTE) in the Democratic Services Team. No additional staff are required to update the Scheme of Delegations.
 2. If from existing staff resources, number of staff hours: Updating the Scheme of Delegations has involved a number of senior officers, but the time involved is minimal.
-

Legal

1. Legal Requirement: Statutory requirement. Local Government Act 1972 and successive legislation, including the Local Government and Public Involvement in Health Act 2007.
 2. Call-in: Call-in is not applicable.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The delegation of powers to officers is essential to the efficient operation of Council services.
-

Ward Councillor Views

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

3. COMMENTARY

3.1 The Scheme of Delegation to Officers sets out formal delegation of various powers to the Council's chief officers and their staff, and forms part of the Council's Constitution (Appendix 10). The Scheme is normally updated for approval at the Council's annual meeting each year, although under the Local Government and Public Involvement in Health Act 2007 any executive powers delegated to officers have to be delegated not by the Council, but by the Leader of the Council, and it is open to the Leader to table changes to the executive scheme. The executive or non-executive origin of each delegation in the scheme is reflected in a column which indicates whether each individual delegation derives from the Leader or from Council, or both.

3.2 The scheme has been reviewed and the following minor updates have been made –

General Authorities

1 (xv) A section has been added to clarify that Chief Officers may authorise expenditure of section 106 money.

Development Control Committee:

Delegations (26) (xiii) and (xv) have been amended to reduce unnecessary confusion and clarify that various delegated actions are not contingent on reports back to Plans Sub-Committees or Development Control Committee.

Resources Portfolio

In delegation (29), "mortgages" has been corrected to "mortgagee."

In delegation (47) (xviii), the wording has been amended to allow officers to approve property transactions where the purchaser wishes to proceed in the name of another company within the same group, where all other conditions remain as originally approved.

3.3 The amended scheme is attached at Appendix 1.

Non-Applicable Sections:	Finance/Legal/Policy/Personnel
Background Documents: (Access via Contact Officer)	Scheme of Delegation to Officers considered by Council, 15 th May 2013

This page is left intentionally blank

LONDON BOROUGH OF BROMLEY
CONSTITUTION – APPENDIX 10

**SCHEME OF EXECUTIVE AND NON-EXECUTIVE
DELEGATION TO OFFICERS**

* * * *

CONTENTS

	Page No.
Proper Officers	2
<u>Part I</u>	
General Conditions governing delegation of functions to:	
Chief Officers	4
<u>Part II</u>	
(A) General Authorities applicable to the functions of the Council, Executive body or any Committee:	
All Chief Officers	7
Chief Executive	9
Director of Corporate Services	10
Executive Director of Education, Care and Health Services	12
(B) Authorities related to the functions of the Executive, individual Portfolio Holders and regulatory Committees:	
Key references to Officers	13
Development Control Committee	14
Portfolio for Education*	23
Portfolio for Public Protection & Safety*	29
Portfolio for the Environment *	33
Portfolio for Resources*	52
Portfolio for Care Services *	61
Portfolio for Renewal and Recreation*	64
* Or, as the case may be, any relevant regulatory Committee(s)	
Appendices	65

(June 2014)

* * *

PROPER OFFICERS

The Local Government Act 1972 introduced a requirement that the officer required to perform specified duties should be the 'proper officer' appointed by the Council for that purpose.

(1) Subject to any appointment for a specific purpose, the 'proper officer' for the purpose of the Local Government Act 1972 shall be as set out below:-

<u>Section</u>	<u>Purpose</u>	<u>Proper Officer</u>
39	Registration Officers	}
41(2) & (3)	Returning Officers at Local Government Elections	
83(1)	Declaration of Acceptance of Office	
		Chief Executive
		The Director of Corporate Services shall act as proper officer where the Chief Executive is unable to act
84	Resignation of Members	}
88(2)	Filling of casual vacancies for Chairman	}
89(1)	Notice of casual vacancies	}
212	Local Land Charges	}
		Director of Regeneration and Transformation
Schedule 12, Pt. 1	Notice of Meetings – for the issue of	}
4(2)(b) & 4(3)	(i) summonses calling meetings of the Council	}
		Chief Executive
	(ii) agenda for meetings of Committees, Sub-Committees etc.	}
		}
		Director of Corporate Services,
96(1) & (2)	Notice of pecuniary interest	}
225(1)	Deposit of Documents	}
		}
Schedule 14, Pt. 2	Certification of Resolutions	}
Para. 25(7)		}
229(5)	Photographic copies of documents	}
238	Evidence of Byelaws	}
115(2)	Accountability of Officers	}
146	Transfer of securities on alteration	}
		Director of Finance

<u>Section</u>	<u>Purpose of area</u>	<u>Proper Officer</u>
151	Financial administration	} } Director of Finance
	Notifiable diseases and food poisoning	} Director of Public Health
Schedule 22, Para.17	Authentication of orders and notices, etc under the Housing Act	For such matters as he is authorised to deal with by the Council's Scheme of Delegation to Officers the Executive Director of Education, Care and Health Services , otherwise the Director of Corporate Services
Sections 28 and 29	Regulation of Investigatory Powers Act 2000	Director of Corporate Services
Section 29(b)	- ditto -	Director of Corporate Services to have general oversight of the use made of the source in respect of covert human intelligence sources.
Sections 29 (a), (c), (d) and (e)	- ditto -	Chief Planner, Executive Director of Education, Care and Health Services , Executive Director of Environment & Community Services, Director of Finance and Head of Audit to have day-to-day responsibility for Sources and responsibility for the security and welfare of Sources.

(2) For all other functions the 'proper officer' shall be the Officer authorised in accordance with the Council's Scheme of Delegation to Officers or, where none is specified, the Chief Executive.

(3) Where written evidence of any such appointment as aforesaid is required the Chief Executive is hereby authorised to issue it, save for evidence of the appointment of the Chief Executive which will be issued by the Director of Corporate Services.

PART I

GENERAL CONDITIONS GOVERNING DELEGATION OF FUNCTIONS TO CHIEF OFFICERS

	Responsibility Delegated from
1. These General Conditions and any amendment of or addition to made by the Council, shall apply to the delegation of functions specified in Part II of this document, and to any amendment of or addition to made by the Council or the Leader or the Monitoring Officer under paragraph 12 of this Part.	-
2. Powers delegated shall be exercised in conformity with the Constitution, Standing Orders, Financial Regulations and other directives of the Council in force from time to time, and in accordance with the expressed policies and objectives of the Council, the Executive or Committees relevant to the matter upon which action is to be taken.	-
3. The delegation of authority to deal with any matter shall not derogate from the power of the Council, the Executive, or Committee, Sub-Committee or Panel to call for a report on any decision or action taken, or to require any such matter under consideration to be referred to the Council or to the appropriate Executive body or Committee Sub-Committee or Panel for determination so far as this accords with the law.	Council/Leader
4. A Chief Officer may refer a matter to the Executive, the appropriate Executive Portfolio Holder or to the Chairman of an appropriate Committee and will, in any event, ensure that care is taken to identify any case within his delegated authority where unusual circumstances or other reasons suggest the desirability of Member consideration.	Council/Leader
5. If a matter involves considerations not within the purview of the Chief Officer primarily concerned, he shall consider whether it is necessary to consult any other Chief Officer concerned before authorising action, shall do so if he concludes it is necessary and shall take due account of any views that are expressed.	Council/Leader
6. When the implementation of a decision taken under the delegated authority by a Chief Officer requires the preparation of formal documents, legal proceedings or other legal process or advice, the Chief Officer concerned shall refer the matter to the Director of Corporate Services for appropriate action.	Council

<p>7. Authority to take decisions and other action including but not limited to the signing of documents and the requirement to arrange consultations shall be exercised and undertaken on behalf of the Council in the name of the Chief Officer to whom the authority to act is given, but not necessarily personally by him.¹ Therefore, under this condition each Chief Officer has power to authorise others to exercise any power conferred on him provided that any such authorisation shall be subject to these General Conditions and be commensurate with the nature of the matters to be dealt with. Further, the Chief Executive may authorise any other Chief Officer to exercise any power delegated to him in this scheme which in his judgement is consistent with that other officer's responsibility. Authorisations given by Chief Officers to others to exercise powers delegated under this scheme should be recorded in writing in a list maintained by each Chief Officer. This shall be taken to mean that, provided a Chief Officer has authorised the person making a decision on his behalf to act, that person may sign in his own name or in his Chief Officer's name when he makes that decision.</p>	<p>Council/Leader</p>
<p>8. The Chief Executive may, after consultation with any Chief Officer, refer to the Executive, the appropriate Executive Portfolio Holder, or appropriate Committee for decision any matter which has been brought to his notice and which, in his opinion, because of special difficulty or otherwise, warrants such reference.</p>	<p>Council/Leader</p>
<p>9. For the purposes of these General Conditions and the general and specific authorities to act to which they apply, the expression 'Chief Officer' shall mean:- The Chief Executive, the Director of Corporate Services, the Executive Director of Education, Care and Health Services, the Executive Director of Environment and Community Services, the Director of Regeneration and Transformation, the Director of Human Resources, the Director of Finance, the Director of Public Health and the Chief Planner.</p>	<p>Council</p>
<p>10. Reference to an enactment in a grant of delegation shall be deemed to extend to and include reference to any subsequent enactment having like or similar effect as though the delegation had been granted under the subsequent enactment.</p>	<p>Council/Leader</p>
<p>11. An officer exercising any power under this scheme of delegation shall ensure that some written or other permanent record is made of his decision and, in cases where a range of alternative decisions presented themselves, shall record why he made the particular decision.</p>	<p>Council/Leader</p>

¹ This shall be taken to mean that, provided a Chief Officer has authorised the person making a decision on his behalf to act, that person may sign in his own name or in his Chief Officer's name when he makes that decision.

² Under the provisions of the Local Government Act 2000 as amended, the Council undertakes executive and non-executive functions. The Leader is responsible for delegated executive functions. The Council delegates non-executive functions. Save where a contrary intention is stated, the Leader and the Council have delegated the necessary general functions as is stated in Part 1 of this scheme above.

<p>12. For the avoidance of doubt, the Council and the Leader hereby declare that any exercise of a power by a Chief Officer, or an officer authorised by him and which, if expressly provided for by this Scheme of Delegation, could have been lawfully exercised by an officer under powers delegated to him by the Council or a Committee, shall be deemed to be authorised by this Scheme notwithstanding such express provision may not have been made in it; PROVIDED THAT, where an officer relies on this paragraph, the Monitoring Officer shall be informed by the officer of this action and the Monitoring Officer shall make a report on the matter to the next ordinary meeting of the Council.</p>	<p>Council/Leader</p>
--	-----------------------

PART II

Subject to the foregoing, and without derogation from the powers or duties now or hereafter conferred or imposed upon officers of the Council, by statute or by any statutory instrument or regulation, authority to act for and on behalf of the Council without reference to the Council or Executive body or any Committee shall be delegated as follows:-

A. GENERAL AUTHORITIES	Responsibility Delegated from
<p>1. To each Chief Officer, authority to:-</p> <p>(i) Take all necessary action for the effective day-to-day management, administration and supervision of their Department and of the services for which they are responsible, and for the efficient discharge of the professional responsibilities of their office.</p> <p>(ii) Within budgetary provision, take all necessary action for the effective day-to-day management, administration and supervision of the land and buildings for which they are responsible, such action to include for each property concerned and as far as practicable</p> <ul style="list-style-type: none"> (a) proper documentation; (b) appropriate occupation; (c) maintenance to retain value; (d) security and satisfactory appearance; (e) an annual review to ensure property is still required; and (f) prompt release if surplus to requirements. <p>(iii) That all powers delegated to Chief Officers include authority to take action in respect of any London Residuary Body matter transferred to Bromley by virtue of the London Residuary Body (Transfer of Property etc) Order 1990 in the same way and to the same extent that they have delegated powers in respect of any equivalent Bromley matters.</p> <p>(iv) Incur expenditure and accept tenders for items provided for in the approved revenue estimates or approved capital programme, in accordance with the Council's Contract Procedure Rules.</p> <p>(v) Select quotations and tenders for works, services and/or goods within approved budgetary provision on all contracts in accordance with the Council's Contract Procedure Rules.</p> <p>(vi) On the best terms obtainable, dispose of stores, plant, vehicles, equipment, furniture or other such items which are obsolete, or are unusable for or surplus to the Council's requirements, subject to the Director of Finance's prior agreement to</p>	<p>Council/Leader</p> <p>Council/Leader</p> <p>Leader</p> <p>Council/Leader</p> <p>Council/Leader</p> <p>Leader</p>

any consequential writing off of balances of book value.	
(vii) Make adjustments of stock ledgers and accounts following stocktaking, subject to the Director of Finance's prior agreement.	Leader
(viii) Authorise officers under their control to attend conferences, courses and similar events appropriate to their personal, official responsibilities and to the work of the particular Department, in accordance with an approved list or agreed code of practice.	Council/Leader
(ix) Vary annually fees and charges (except car parking) within policy established by an Executive body or Committee.	Council/Leader
(x) Deal with applications for re-grading in accordance with the Council's agreed procedures.	Council
(xi) Sign authorisation documents, with the exception of the Chief Officer's own personal authorisation, which shall be signed by the Director of Corporate Services.	Council
(xii) Where a complaint has been made through the Council's complaints system, decide whether there is a justifiable case for which the Council should apologise and pay compensation, up to a limit of £5,000 in any one case (or, in the case of the Chief Executive, £10,000).	Council/Leader
(xiii) Approve trips to EU countries made on Council business subject; in each case, to a subsequent report to the appropriate Executive body or Committee on the action taken.	Leader
(xiv) Enter into contracts with any voluntary sector organisation (VSO) for the provision of services by way of a service level agreement (SLA) without the necessity of competition, provided that: (1) the Chief Officer is satisfied that the VSO is able to provide a satisfactory quality of service and that the sums payable under the SLA represent best value; (2) the relevant Portfolio Holder is notified of any new SLAs being entered into; (3) any approval, extensions or renewals of such SLAs comply with the provisions of rule 13.1 of the Contract Procedure Rules;	Council/Leader
(xv) Authorise expenditure of money received through Section 106 agreements, subject to any restrictions set out in the Council's Financial Regulations.	Council/Leader

2. To the Chief Executive, authority to:-	
(i) undertake all duties and responsibilities of the Council's Head of Paid Service as defined in the Local Government and Housing Act 1989;	Council
(ii) take all action necessary for the efficient management and execution of the Council's policies, services and functions;	Council/Leader
(iii) determine in conjunction with the Assistant Chief Executive - Human Resources, starting salaries of staff on Management Grades 1 and 2;	Council
(iv) authority to make detailed arrangements, in consultation with the Leader of the Council, for consultation with residents on service priorities and Council Tax implications.	Leader
In exercising such authority the Chief Executive shall have full regard to the position where:-	
(a) Chief Officers are exercising responsibilities directly imposed on them by statute; or	Council/Leader
(b) the professional discretion or judgement of Chief Officers is involved subject to any difference of opinion between the Chief Executive and the Chief Officer being referred to the next available appropriate meeting of the Executive Portfolio Holder, Executive or committee for determination;	
(v) settle any points requiring interpretation or clarification in the practical application of this code of delegated authorities to Chief Officers.	Council/Leader
(vi) Parliamentary Matters - Take urgent action to protect the Council's interest (through Members of Parliament and/or by petition or otherwise) in consultation with the Leader of the Council.	Council/Leader
(vii) Electoral Fees - To approve the annual revision of the scale of fees within the approved estimate provision, payable to canvassers, checkers and coders.	Council

3. To the Director of Corporate Services, authority to:-	
(i) authorise proceedings before any Court of Summary jurisdiction in respect of any offence for which the Council by virtue of any Act of Parliament; , regulation, order or bye-law, is now or may hereafter be empowered to prosecute or to authorise the institution of such proceedings; except in cases where some other officer is specifically authorised to act;	Council/Leader
(ii) authorise proceedings for the recovery of debts of all kinds due to the Council (other than rates) and for the recovery of possession of premises;	Council/Leader
(iii) authorise the institution or defence of proceedings in the Courts to safeguard the Council's interest;	Council/Leader
(iv) obtain Counsel's Opinion to ensure adequate advice to the Council or Committees;	Council/Leader
(v) in accordance with instructions given, institute or defend any legal proceedings authorised to be taken or defended on behalf of the Council, or serve notices, including directions under section 77 of the Criminal Justice and Public Order Act 1994;	Council/Leader
(vi) take any action urgently required to settle legal proceedings during the course of a trial or other hearing;	Council/Leader
(vii) authorise permanent or temporary members of staff to represent the Council under Section 223 of the Local Government Act 1972 in proceedings before a Magistrates' Court or a Juvenile Court or Family Proceedings Court and under Section 60(2) of the County Courts Act 1984 to represent the Council in the County Court;	Council
(viii) issue written authorities to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties (as evidence of their bona fides); provided that any written authority to enter upon land or premises is in pursuance of a statutory power of entry or inspection;	Council/Leader
(ix) sign and serve on behalf of the Council notices authorised by statute to ascertain ownership and other interest in land;	Council
(x) sign and approve service of Notices to Treat in pursuance of confirmed compulsory purchase orders and, where possession is required without waiting for settlement of terms of acquisition, sign and approve the service of Notices of Entry;	Leader
(xi) approve the assignment of contracts;	Council/Leader

<p>(xii) take appropriate action in individual cases to enable him to effect registration as a registered charge of any local land charge arising by virtue of the statutory provisions set out below, or as amended in subsequent legislation:</p>	
<p>(1) the Housing Act 2004; (2) Public Health Act 1936, Section 291; (3) Building Act 1984, Section 107; (4) Greater London Council (General Powers) Act 1972, Section 19; and (5) Highways Act 1980, Section 212;</p>	<p>Leader</p>
<p>(xiii) deal with applications for the use of the Borough Arms in accordance with arrangements as approved by the Committee;</p>	<p>Council</p>
<p>(xiv) allocate the use of the Committee Suite subject to new applications for use by outside bodies being decided in consultation with the Leader of the Council;</p>	<p>Leader</p>
<p>(xv) allocate and re-allocate existing offices, subject to reference to the Leader of the Council or the Committee in cases of significant changes involving transfer of a department or service from one part of the Council to another;</p>	<p>Leader</p>
<p>(xvi) authorise expenditure from the office improvements budget;</p>	<p>Leader</p>
<p>(xvii) to act as Monitoring Officer;</p>	<p>Council</p>
<p>(xviii) to maintain a Register of Members' Interests under Section 81 of the Local Government Act 2000;</p>	<p>Council</p>
<p>(xix) to sign Chief Officer's authorisation documents;</p>	<p>Council</p>
<p>(xx) determine, in consultation with the relevant Chief Officer, where a complaint has been made to the Ombudsman whether there is a justifiable case for which the Council should apologise and pay compensation as part of a local settlement – up to a limit of £5,000 in consultation with the Director or £10,000 in consultation with the Director and Chief Executive;</p>	<p>Council</p>
<p>(xxi) take any action urgently required to settle legal proceedings prior to a court hearing or to enter into a Compromise Agreement in potential Employment Tribunal cases where it is considered appropriate so to do;</p>	<p>Council/Leader</p>
<p>(xxii) to be the proper officer for, and issue any notice, permission, authorisation or other document under, the Data Protection Act 1998, the Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000;</p>	<p>Leader</p>

<p>(xxiii) to maintain a list of politically restricted posts under Section 2 of the Local Government & Housing Act 1989 and consider and grant exemptions under Section 3 of the Act;</p> <p>(xxiv) to authorise payments in respect of maladministration under Section 92 of the Local Government Act 2000.</p>	<p>Council</p> <p>Council/Leader</p>
<p>4. To the Executive Director of Education, Care and Health Services , authority to:-</p> <p>Negotiate schedules of rates and other contractual provisions with registered residential and nursing home providers and/or care service providers to facilitate client choice within community care legislation. Clients should be directed to providers on such Approved Lists although the Director may agree to placement with a non approved provider provided that</p> <p>(i) the clients' choice is appropriate to their needs and</p> <p>(ii) the client meets the relevant eligibility criteria</p> <p>(iii) the costs fall within the rates accepted by the Council for accommodation and/or care for clients with their specific eligibility or a third party has entered into a binding contract with the provider and Council to meet any difference</p> <p>(iv) as far as possible inflationary increases in such rates should be negotiated at the outset.</p>	<p>Leader</p>
<p>5. To the Director of Public Health, authority to:-</p> <p>Undertake functions relating to Public Health, save where these are delegated to any other body or person.</p>	<p>Leader</p>

B. AUTHORITIES RELATED TO THE FUNCTIONS OF INDIVIDUAL PORTFOLIO HOLDERS AND COMMITTEES

KEY REFERENCES TO OFFICERS

All	-	Chief Officers
CE	-	Chief Executive
DCS	-	Director of Corporate Services
DECH	-	Executive Director of Education, Care and Health Services
DECS	-	Executive Director of Environment and Community Services
DRT	-	Director of Regeneration and Transformation
DHR	-	Director of Human Resources
DF	-	Director of Finance
DPH	-	Director of Public Health
CP	-	Chief Planner

DEVELOPMENT CONTROL COMMITTEE

Officer(s) Authorised	Authority to:	Responsibility Delegated from
Building Regulations		
CP (1)	Give consents where applications conform with Regulations.	Leader
CP (2)	Refuse applications which do not conform with Regulations.	Leader
CP (3)	Decide applications for relaxation where the Council have the power of decision.	Leader
CP (4)	Decide upon the observations to be made to the appropriate Minister with applications for relaxation of the Regulations.	Leader
DCS/CP (5)	Authorise and serve notices under Section 36 of the Building Act 1984 and the current Building Regulations.	Leader
DRT (6)	The Director of Regeneration and Transformation be authorised to amend the building control fees as required with the aim of ensuring the service is provided on a cost recovery basis in line with the 2010 Building (Local Authority Charges) Regulations and to change staffing levels to reflect changes to activity volume as required.	Leader
CP (7)	To be designated as "Appointing Officer" under Section 10 (8) of the Party Wall etc Act 1996 and have delegated power to act in that capacity.	Leader
Dangerous Structures		
CP (8)	Take appropriate action in respect of dangerous structures as set out in sections 60-70, 125, 126, and 142 of the London Building Acts (Amendments) Act 1939 Part VII including the removal of any danger where immediate action is required.	Leader

CP	(9)	To make appropriate charges regulations for dangerous structures as provided for within the relevant sections of the following Acts – London Building Acts (Amendment) Act 1939: Part VII. London County Council (General Powers) Act, 1955: Part II (including section 9 (power of entry with respect to dangerous and neglected structures). London County Council (General Powers) Act, 1958: Part III. London Local Authorities Act 1994.	Leader
CP	(10)	To operate the new scale of fees for dangerous structure activities and to waive the fees in case of extreme hardship.	Leader
CP	(11)	Authorise and serve notices under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976 to obtain particulars of persons interest in land and where there is default in compliance with any such notice refer the matter to the Director of Corporate Services to consider taking legal proceedings.	Council

Operation of Tree Preservation Orders

CP	(12)	Consent with or without conditions, or refuse consent to the pruning, cutting down, topping, lopping or destruction of trees which are the subject of Tree Preservation Orders in accordance with the provisions of such orders.	Council
CP	(13)	Consent with or without conditions to the pruning, cutting down, topping, lopping or destruction of trees within designated Conservation Areas.	Council
CP	(14)	The making of Tree Preservation Orders and provisional TPOs Section 198 and 201 of the Town & Country Planning Act 1990, including the making of TPOs in Conservation Areas.	Council

CP	(15)	Confirm opposed or unopposed TPOs.	Council
CP	(16)	Agree to the revocation of TPOs.	Council
CP	(17)	Issue tree planting notices.	Council
CP	(18)	Enter into management agreements under Section 39 of the Wildlife and Countryside Act 1981.	Council
CP/DRT	(19)	Authorise legal proceedings to be taken in respect of breaches of TPOs and the legislation relating to trees in Conservation Areas, subject to the Director of Resources being satisfied as to the evidence.	Council
Determination			
CP (Subject to consultation with DCS)	(20)	Determine applications for certificates of lawfulness of proposed use or development under Section 192 of the Town and Country Planning Act 1990.	Council
CP (Subject to consultation with DCS)	(21)	Determine applications for certificates of lawfulness of existing use or development under Section 191 of the Town and Country Planning Act 1990.	Council
CP	(22)	Deal with applications for determination of the Council's prior approval for demolition of dwellings and buildings attached to dwellings except for the authorisation of any Article 4 direction.	Council
CP	(23)	Determine applications for hazardous substances consent.	Council
CP	(24)	The power to grant outline or full planning permission, approve details, give advertisement, listed buildings, or conservation area consent, with or without conditions to planning applications or proposals excluding those in the following categories:	Council
	(i)	Council proposals as defined by the Town & Country Planning General Regulations 1992 (but not details pursuant, revised plans and proposals to renew deemed permissions).	Council

	(ii)	Permission to applications involving three or more purpose-built new dwellings (but not other associated buildings, conversions, extensions and changes of use, details pursuant, revised plans and renewal permission applications.	Council
	(iii)	Permissions to applications for new commercial development such as industry, offices and shops (but not other associated buildings, conversions, extensions and change of use, details pursuant, revised plans and renewal applications).	Council
	(iv)	Applications submitted by members of staff in the Planning Division, or other Chief Officers, or submitted by or on behalf of Bromley Councillors or Members of Parliament.	Council
	(v)	Applications and other matters which one or more Members formally request are put before a Committee or Sub-Committee of Members.	Council
CP	(25)	The power to:	
	(i)	refuse planning permission;	Council
	(ii)	refuse express consent for advertisements;	Council
	(iii)	refuse Listed Building Consent;	Council
	(iv)	not approve details submitted pursuant to a condition of a permission or consent;	Council
	(v)	refuse revisions and amendments to plans and to specify reasons for so doing whatever representations are received for or against the application;	Council
	(vi)	provide grounds of appeal and contest all appeals;	Council
	(vii)	observations on proposals for development by Government	Council

departments or in adjoining authority areas which would otherwise fall within the delegated categories.

CP/DCS	(26)	Power to authorise the issue of the following (the signing and actual issue of the notices to be dealt with by the Director of Corporate Services):	
		(i) Enforcement Notices under Section 172 of the Town & Country Planning Act 1990.	Council
		(ii) Stop Notices under Section 183 of the Town & Country Planning Act 1990.	Council
		(iii) Completion Notices under Section 94 of the Town & Country Planning Act 1990.	Council
		(iv) Unopposed revocations under Section 97 of the Town & Country Planning Act 1990 and Section 239 of Planning (Listed Building & Conservation Areas) Act 1990.	Council
(with DRT)		(v) Section 106 Agreements (Town & Country Planning Act 1990) and similar agreements concerning related legislation.	Council
		(vi) Orders under Section 102 Town & Country Planning Act 1990 requiring discontinuance of use, or alteration, or removal of buildings and works.	Council
		(vii) Unopposed revocations of Listed Buildings Consent under Section 23 of Planning (Listed Building & Conservation Areas) Act 1990.	Council
		(viii) Notices under Section 54 and 55 of the Planning (Listed Building & Conservation Areas) Act 1990 concerning urgent works and recovery of expenses.	Council
		(ix) Making and recovery of grants under Section 57 and 58 of Planning (Listed Building & Conservation Areas) Act 1990.	Council

- (x) Listed Building Enforcement Notices under Section 38 of the Planning (Listed Building & Conservation Areas) Act 1990. Council
- (xi) The enforcement of advertisement control. Council
- (xii) The authorisation of Rights of Entry to premises and any land for all the purposes of the Town & Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990, the Planning (Hazardous Substances) Act 1990 and the Building Act 1984 (all these Acts as amended) and any Orders or Regulations made there under. Council
- (xiii) The power to require information as to interests in land under Section 330 of the Town & Country Planning Act 1990. Council

and to give reasons in the Notice or Order for taking such action;

- (xiv) Planning Contravention Notices under Section 171C of the Town & Country Planning Act 1990 Council
- (xv) Breach of Condition Notices under Section 187A of the Town & Country Planning Act 1990 Council

CP

- (27) The power to:
 - (i) give directions and notifications under Regulation 4 of the Town & Country Planning (Applications) Regulations 1988 and Article 7 of the Town & Country Planning General Development Order 1988 to require applicants to submit further information to enable the Council to deal with an application or to verify any particulars; Council
 - (ii) make determinations as to whether planning applications are departures Council

from the development plan;

- | | | |
|--------|--|---------|
| (iii) | make determinations as to whether development would affect the character or appearance of a conservation area or the setting of a listed building to enable such applications to be advertised; | Council |
| (iv) | make determinations under Section 73 of the Planning (Listed Building & Conservation Areas) Act 1990 as to whether a proposal should be advertised as affecting the character or appearance of the Listed Building or Conservation Area; | Council |
| (v) | determine whether prior approval of the method of demolition and any proposed restoration is required in accordance with Part 31 of Schedule 2 of the Town & Country Planning General Development Order 1988 (as amended); | Council |
| (vi) | approve or not approve the details referred to in (v) above; | Council |
| (vii) | determine whether in a particular case details of siting and appearance of certain telecommunications apparatus are required and to determine such details submitted. | Council |
| (viii) | determine applications for non-material amendment to planning permission, minor material amendments to planning permission and extensions to time limits of existing planning permissions. | Council |

Notes:

- (i) No decision will normally be issued within 4 weeks of the date of the weekly listed supplied to Members.
- (ii) In relation to paragraph 19(ii) above the definition of “dwelling” includes bungalows, flats, maisonettes and

multi-occupied premises.

- (iii) "Details" as mentioned herein include siting, design, external appearance, materials, car parking, landscaping, site lines, access, levels and drainage.
- (iv) The Chief Planner will continue long established practice to deal administratively with very minor revisions, details, without formal registration, circular consultations or consultations from adjoining boroughs.

Means of Escape in Case of Fire

CP	(28)	Decide what means of escape in the case of fire are necessary at premises to which the Housing Acts 1985 and 2004 and Sections 24 and 71 of the Building Act 1984 apply; and serve a notice under those sections where these means are not provided.	Leader
----	------	--	--------

Buildings of Special Architectural or Historic Interest

CP	(29)	Approach the Department of the Environment to spot list properties on the list of buildings of special architectural interest if they are threatened.	Leader
----	------	---	--------

Repeat Planning Applications

CP	(30)	Authority to decline to determine repeat applications in accordance with the provisions of Section 70(a) of the Town & Country Planning Act 1990.	Council
----	------	---	---------

Agricultural Buildings/Private Way

CP	(31)	Authority to determine under the Town & Country Planning General Development (Amendment No.2) Order 1991 whether the prior approval of the Local Planning Authority is required to the siting, design and external appearance of agricultural and forestry buildings, or the siting and means of construction of a private way and, where an application is required, to determine such application.	Council
----	------	--	---------

Control of Unauthorised Advertisements

CP (32) Authority to take action under Sections 10-12 of the London Local Authorities Act 1995 relating to the control of unauthorised advertisements. Council

Untidy Site Notices

CP (33) Authority to issue Untidy Site Notices under Section 215 of the Town & Country Planning Act 1990, with such decisions being reported to the next available meeting of Plans Sub-Committee for information. Council

**EDUCATION PORTFOLIO/
RELEVANT REGULATORY COMMITTEE(S)**

Officer(s) Authorised	Authority to:-	Responsibility Delegated from
DECH	(1) Ensure that the powers and duties to provide for the welfare and protection of children and young people are carried out in accordance with statutory requirements and Council policy.	Leader
DECH	(2) Provide preventative services and support for the care of mothers and young children.	Leader
DECH	(3) As Head of the Adoption Agency set up by the local authority, ensure that the agency and the Adoption Panel functions in accordance with statutory requirements, save that this does not include a power to increase fostering allowances which exceed inflation.	Leader
DECH	(4) Direct the Authority's functions in its capacity as a local education authority, except those excluded under section 18(3) of the Act (namely certain functions relating to further education, higher education and adult education).	Leader
DECH	(5) Direct the Authority's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children and the Local Authority's functions for children and young people leaving care.	Council/Leader
DECH	(6) Direct any health-related functions exercised on behalf of an NHS body under section 31 of the Health Act 1999, insofar as they relate to children.	Leader
DECH	(7) Direct the new functions of the Children's Services Authority set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation.	Council/Leader
DECH	(8) Make and sustain arrangements to promote co-operation between the Authority and its partner organisations to improve the well-being of children in the Authority's area.	Leader

DECH	(9)	Maintain the database of basic information on all children in the Authority.	Leader
DECH	(10)	Maintain the Local Safeguarding Children Board, (LSCB) to co-ordinate and ensure the effectiveness of board members' activities for the purpose of safeguarding and promoting the welfare of children in the Authority's area.	Leader
DECH	(11)	Prepare and publish a Children and Young People's Plan (CYPP) to set out the Authority's strategy for discharging their functions in relation to children and young people.	Leader
DECH	(12)	Co-ordinate statements of proposed action in light of a Joint Area Review report, in consultation with partners. The DECH will also exercise a key role in monitoring and evaluating implementation of the proposed action.	Leader
DECH	(13)	Second at least one children's social worker and at least one education professional to the Youth Offending Team.	Leader
DECH	(14)	Promote the educational achievement of looked after children.	Leader
DECH	(15)	Provide the Secretary of State, if he so directs the Authority, with information on individual children.	Leader
DECH	(16)	Interpret conditions of service and all related matters for all teaching staff and non-teaching staff in schools in consultation with the Director of Human Resources where these concern matters which remain to be set by the LEA.	Council
DECH	(17)	Implement payment of teachers' pay awards and secure the LEA's responsibilities as the Relevant Body under the School Teachers' Pay and Conditions.	Council
DECH	(18)	Subject to any existing right of appeal to an Appeals Panel, to suspend, relegate or dismiss school based employees on all grades under the Education Act 2002 and any Regulations made there under.	Council

DECH	(19)	Review and fix, subject to provision of the approved estimates, the establishment of employees at all maintained educational services not covered by a scheme of local management.	Council
DECH	(20)	Exercise all of the statutory functions of the LEA as regards staffing matters in LEA maintained schools as provided for under the Education Act 2002 and any Regulations made there under with the exception of any exercise of discretion concerning the funding of discretionary early retirement with added years or redundancy costs which fall to be determined by the Executive Portfolio Holder.	Council
DECH	(21)	Manage the provision of training and support to the Education Service. (The element of training relating to an individual's terms and conditions is a non-executive matter. However, the Executive may recommend appropriate training within this framework.)	Council/Leader
DECH	(22)	Approve requests from employees in all maintained educational institutions for special leave in accordance with the Council's policy.	Council
DECH	(23)	Approve the payment of relocation and removal expenses to employees in all maintained educational institutions in accordance with the scheme agreed by the Executive Portfolio Holder.	Council
DECH	(24)	Approve payment of grants to individuals and organisations in accordance with the Executive's policy.	Leader
DECH	(25)	Agree annually increases in charges for service within the remit of the Executive Portfolio Holder.	Leader
DECH	(26)	Manage the admissions procedure in accordance with the Executive's policy.	Leader
DECH	(27)	Approve the placing of children with special educational needs in suitable schools as specified in a statement and including day,	Leader

residential, independent and non-maintained special schools and special schools maintained by other authorities.

DECH	(28)	Arrange for home or hospital tuition in appropriate cases.	Leader
DECH	(29)	Fix school terms and holiday dates in consultation with teachers' organisations.	Leader
DECH	(30)	Make arrangements for transport of pupils.	Leader
DECH	(31)	Provide support services as requested by establishments.	Leader
DECH	(32)	Approve the provision of free meals, essential clothing, school uniform and educational maintenance grants in accordance with approved scales.	Leader
DECH	(33)	Approve applications for children to be employed in work or in entertainment, in conformity with relevant bye-laws and statutory obligations.	Leader
DECH	(34)	Take all action including service of notices, consultation, making and service of school attendance orders and to authorised institute and conduct legal proceedings under Sections 437, 438, 439, 440, 441, 443 and 444 of the Education Act 1996 and to make decisions relating to applications for Education Supervision Orders under Section 447 of the Education Act 1996	Leader
DECH	(35)	Approve the making of parenting contracts, parenting orders and the issue of penalty notices under Sections 18 and 23 of the Anti-Social Behaviour Act 2003.	Leader
DECH	(36)	Approve the issue of mini bus passes under Section 19 of the Transport Act 1985.	Leader
DECH	(37)	Undertake the duty of the local education authority with regard to exclusions as specified by Section 67 of the School Standards and Framework Act 1998.	Leader
DECH	(38)	Initiate renewals of temporary planning permissions.	Leader

DECH	(39)	Authorise a fee remission policy for instrumental music tuition provided by Bromley Youth Music Trust in consultation with the Trustees.	Leader
DECH	(40)	Authorise work by the Standards and Effectiveness Services on behalf of other Local Authorities, foundation schools (both within and outside the Borough) and independent schools in accordance with the principles and procedures set out by the Council.	Leader
DECH	(41)	In cases of urgency seek planning permission for mobile accommodation at primary and secondary schools in accordance with Regulation 3 of the Town & Country Planning General Regulations Act 1992 on the understanding that a full explanation for the need will accompany each application.	Leader
DECH	(42)	To act in support of the Borough's Major Incident Controller in respect of emergency accommodation, provisions and staffing.	Leader
DECH	(43)	Approve, after consultation with the Director of Corporate Services and the Head of Strategic Property, leasing arrangements in respect of educational premises where the terms of the lease or agreement do not exceed five years without a break clause.	Leader
DECH	(44)	In consultation with the Director of Corporate Services and Director of Human Resources, interpret and apply the provisions of the Teachers' Pension Scheme Regulation in respect of current and ex employees where the LEA is deemed to be the employer for pension purposes.	Council
DECH	(45)	Agree teachers' applications for early retirement without enhancement by way of added years.	Council
DECH	(46)	Approve the appropriate use of the Priority Schools Budget, Schools Budget Central Contingency as approved by the School's Forum subject to their use being monitored by the budget review process and the relevant consultation with the School's Forum.	Leader

DECH (47) Approve the arrangements for teachers who are to be awarded qualified teacher status after 7th May 1999 to undertake an induction period in accordance with the provision of any regulations laid down by the Secretary of State and subsequent amendments; to grant extensions of the induction period as specified in the regulations and determine whether or not an induction period has been completed satisfactorily. Council

DECH (48) Decide on action in response to individuals OFSTED reports and, when the circumstances of the report are exceptional, submit the report to the Portfolio Holder for detailed consideration. Leader

Adult Education

DECH (49) To ensure the provision of Adult Education Services under Section 85 of the Further and Higher Education Act 1992 in accordance with Committee policy. Leader

**PUBLIC PROTECTION & SAFETY PORTFOLIO/
RELEVANT REGULATORY COMMITTEE(S)**

Officer(s) Authorised	Authority to:	Responsibility delegated from
DCS (1)	In consultation with the Executive Director of Environment and Community Services, prosecution of offences for the selling of spray paint and graffiti implements to children under 16 under the Anti-Social Behaviour Act Section 54 and Environmental Protection Act 1990 Section 59.	Leader
DECS (2)	The issue of fixed penalty notices to abate noise under the London Local Authorities' Act 2004 Sections 15-17 and Schedule 2.	Council
DECS (3)	Enforcement of by-law breaches under the London Local Authorities' Act 2004.	Council
DCS (4)	In consultation with the Executive Director of Environment and Community Services, make parenting contracts and parenting orders in respect of criminal conduct and anti-social behaviour under sections 25 and 26 of the Anti-Social Behaviour Act 2003.	Leader
Fireworks		
DECS (5)	The grant of new applications and the renewal of a licence to retail fireworks outside prescribed periods in cases where (in the latter case) the applicant has not committed any offence prescribed in the Fireworks Regulations 2004 during the licence period.	Leader
Environmental Health/Weights and Measures/Consumer Protection		
DECS (6)	Carry out the Council's functions with regard to weights and measures and other relevant trading standards and consumer protection legislation.	Leader
DECS (7)	Administer the legislation listed in Part I of Appendix C of the report of the Director of Environmental Services to Environmental Services Committee on 7 th June 2000, (<i>as updated at appendix A to this scheme</i>) with the exception of any provision delegated exclusively by statute to another person or body, or any provisions the administration of	Council/Leader

which have already been delegated within this Authority.

DECS	(8)	Carry out the Council's functions with regard to public health, environmental protection control of pollution, food safety and quality, health and safety at work, pest control, communicable disease control, animal welfare, water supply and water quality, young persons and tobacco and other relevant environmental health legislation.	Council/Leader
DECS	(9)	Institute enforcement action and, subject to the Director of Corporate Services being satisfied with the evidence in each case, legal proceedings, in respect of (6) and (7) above.	Council/Leader
DECS	(10)	Authorise employees and, where appropriate, inspectors to carry out functions in relation to (6) and (7) above.	Council/Leader
DECS	(11)	Authorise employees to sign statutory notices in respect of functions relating to (6) and (7) above.	
DECS	(12)	Authorise persons other than employees of the Council for the purposes of providing specialist advice and support in relation to (6) and (7) above.	Council/Leader
DECS	(13)	Grant, renew or transfer (but not refuse or revoke) licences, registrations and authorisations relating to food safety, animal welfare, special treatments, public entertainment, late night refreshment, nurses agencies, caravan sites, environmental protection and Houses in Multiple Occupation.	Council
DECS	(14)	Refuse an occasional public entertainment licence (excluding pop concerts) under the London Government Act 1963.	Council
DECS	(15)	Manage caravan sites owned by the Council.	Leader
DECS	(16)	Carry out the Council's functions under S.16 of the Local Government (Miscellaneous Provisions) Act 1976 and authorise officers to serve notices under S.16 of the Act.	Council
DECS	(17)	Discharge functions relating to the detainment, examination and seizure of food under the Food Safety Act 1990 both within the Borough and in all local authorities in England and Wales where reciprocal arrangements exist. (In addition all local authorities in England and Wales are authorised to	Council/Leader

discharge the above functions within Bromley Borough.)

DECS	(18)	Take action under the Fire Safety and Safety at Places of Sport Act 1987 to approve but not refuse applications for certificates or licences under the Act.	Council
DECS	(19)	Employ veterinary surgeons in conjunction with the Council's functions under diseases of animals, animal welfare and other related legislation.	Leader
DECS	(20)	Authorise persons as competent engineers under Section 31 of the GLC (General Powers) Act 1973.	Council
DECS	(21)	Carry out the Council's functions under Sections 27 and 29 to 32 of the Local Government (Miscellaneous Provisions) Act 1982 in respect of blocked and defective drains and securing of buildings.	Leader
DECS	(22)	Waive the standard fees in respect of occasional licences for music, dancing or plays where the organisations which will provide such entertainment are doing so for: <ul style="list-style-type: none"> (a) educational purposes (b) in support of a registered charity; or (c) non profit making fund raising or similar activity except in the case of pop concerts and open air discos. 	Council
DECS	(23)	Approve payment of compensation under the Public Health (Control of Diseases) Act 1984.	
DECS	(24)	Administer the registration system pursuant to Part V of the London Local Authorities Act 1995 (registration of door supervisors), including refusal of registration of a door supervisor.	Council
DECS	(25)	Authorise competent Council officers to act under the provisions of the Health Act 2006, Schedule 2 (powers of entry) and Section 9 (fixed penalty notices).	Leader
DECS	(26)	Act as the "Proper Officer" under the Public Health (Control of Disease) Act 1984 as amended by the Health and Social Care Act 2008 and appoint officers from the Council, Health Protection Agency or other organisations as necessary to exercise specific functions and powers as given to them (as	Leader

set out in Appendix B to this scheme.)

Regulation of
Investigatory
Powers

DECS	(27)	Authorise action under Sections 28 and 29 of the Regulation of Investigatory Powers Act 2000.	Leader
------	------	---	--------

**ENVIRONMENT PORTFOLIO/
RELEVANT REGULATORY COMMITTEE(S)**

Officer(s) authorised	Authority to:	Responsibility delegated from
New Streets		
DECS	(1) Decide the question of liability or exemption under the Advance Payments Code, including decision on the amount of the payment to be made other than determinations under Section 219(4)(h) of the Highways Act 1980.	Leader
DECS	(2) Agree requirements in relation to new street construction in planning applications.	Leader
DCS	(3) On recommendation of the Executive Director of Environment and Community Services negotiate and complete agreements under Section 38 of the Highways Act 1980 for the construction of new streets.	Leader
Private Street Works		
DECS	(4) Provide street trees where appropriate under Section 2 of the Local Government Act 2000.	Council/Leader
DRS	(5) Sign and serve demands for payment under Sections 204-206 of the Highways Act 1980.	Leader
DCS	(6) Enter into agreements permitting frontagers to pay by instalments.	Leader
DCS	(7) Refer objections to Magistrates Court for determination.	Leader
DCS	(8) Arrange for the implementation of ministerial decisions on appeals by frontagers.	Leader
DECS	(9) Designate the "proper officer" for the purposes of Sections 205, 210 and 211 of the Highways Act 1980.	Leader
Private Streets		
DECS	(10) Within the limits of approved estimates determine priority and execute urgent repairs under Section 230 of the Highways Act 1980.	Leader

Street Naming and Numbering

- | | | | |
|----|------|---|---------|
| CP | (11) | Decide action on applications for approval of intended names of streets. | Leader |
| CP | (12) | Make and sign orders under the London Buildings Acts to give effect to decisions on naming and numbering, including renaming and renumbering. | Council |

Private Direction Signs

- | | | | |
|------|------|--|----------------|
| DECS | (13) | In appropriate circumstances, approve applications, subject to suitable indemnity and on condition that signs are fixed by the Environment and Community Services Department at the applicant's expense. | Council/leader |
| DECS | (14) | In appropriate circumstances, approve applications received from the Automobile Association or the Royal Automobile Club for the erection of temporary signs. | Council/Leader |

Erection of hoardings and scaffolding during building operations and the temporary deposit of materials and excavation

- | | | | |
|------|------|--|---------|
| DECS | (15) | Operate the provision of Sections 169, 171 and 172 of the Highways Act 1980. | Council |
|------|------|--|---------|

Grass Verges

- | | | | |
|------|------|--|--------|
| DECS | (16) | Authorise and erect notices against parking of vehicles. | Leader |
| DECS | (17) | Construct pedestrian access over. | Leader |

Overhanging Trees and Hedges

- | | | | |
|--------------|--|---|--------|
| DECS
(18) | | Authorise and serve notices and take action under the Highways Act 1980, Section 154. | Leader |
|--------------|--|---|--------|

Dangerous Trees

- | | | | |
|------|------|--|--------|
| DECS | (19) | Authorise and serve notices under Section 154 of the Highways Act 1980 requiring owners or occupiers to cut or fell trees that are dead, diseased or insecure and are likely to cause damage by falling on a highway or footpath. On | Leader |
|------|------|--|--------|

default to carry out the work and recover the cost from the owner or occupier.

DECS (20) Take appropriate action in respect of dangerous trees under section 23 and section 24 of the Local Government (Miscellaneous Provisions) Act 1976, including such steps as necessary to recover the costs incurred from the occupier. Leader

Refuse Disposal (Amenity) Act 1978 (Removal of abandoned motor cars and removal and disposal of other refuse abandoned in open air or on land forming part of highway)

DECS (21) Authorise and serve notices, and take action under Sections 3 and 6 of the Refuse Disposal (Amenity) Act 1978. Leader

DECS (22) Remove forthwith from the highway and dispose of any vehicle obviously abandoned and ownership unidentifiable. Leader

Car Parks

DECS (23) Allow refunds on car park season tickets. Leader

DCS (24) Make supplementary orders to apply the Off-Street Parking Places Order to further parking places provided by the Council. Leader

DECS (25) Accept commuted payments in lieu of car parking within a scheme approved by the Council. Leader

DECS (26) Approve and provide means of access to any premises under Section 340, Highways Act 1980. Leader

DCS (27) On the recommendation of the Director of Environment and Community Services and on terms negotiated, complete agreements with owners and occupiers concerned. Leader

Off-Street Car Parking

DECS (28) Authority to institute proceedings for contraventions of parking orders relating to the use of off-street car parks. Leader

Parking Enforcement

- | | | | |
|------|------|--|--------|
| DECS | (29) | Sign, on behalf of the Council, requests for information as to the identity of the driver of a vehicle alleged to be guilty of an offence to which Section 85 of the Road Traffic Regulations Act 1967 applies, and sign notices under Sections 2 and 3 of the Road Traffic Act 1974 relating to excess parking charges. | Leader |
| DECS | (30) | Authority to determine applications for exemption from the footway parking ban. | Leader |

Special Parking Areas

- | | | | |
|------|------|--|--------|
| DECS | (31) | Authority to institute or contest any action or administrative proceedings arising out of contraventions of traffic management orders relating to the Special Parking Area designated pursuant of the Road Traffic Act 1991. | Leader |
|------|------|--|--------|

Private Sewers and Drains – Overflow Prevention

- | | | | |
|------|------|--|--------|
| DECS | (32) | Install and maintain anti-flood ball valves. | Leader |
|------|------|--|--------|

Temporary Direction Signs, Street Banners etc

- | | | | |
|------|------|---|----------------|
| DECS | (33) | Deal with all applications for temporary direction signs, street banners, etc, including seasonal and occasional decorations. | Council/leader |
|------|------|---|----------------|

Sight-Lines

- | | | | |
|-----|------|---|--------|
| DCS | (34) | Authorise and serve notices and act under Highways Act 1980, Section 79, to secure sight-lines recommended by the Director of Environment and Community Services. | Leader |
|-----|------|---|--------|

Temporary Closure of Highways

- | | | | |
|-----|------|--|--------|
| DCS | (35) | Make orders for temporary closures recommended by the Director of Environment and Community Services | Leader |
|-----|------|--|--------|

Minor Improvements of Highways and Sewers

- | | | | |
|------|------|--|--------|
| DECS | (36) | Approve and execute minor schemes of improvement of all categories of highways and | Leader |
|------|------|--|--------|

sewers maintainable at public expense, subject to all necessary consents, etc, being obtained and statutory action taken.

Prescription of Building Lines

DCS	(37)	Prescribe building lines under Highways Act 1980, Section 74 recommended by the Executive Director of Environment and Community Services.	Leader
-----	------	---	--------

Highway Adoptions

DECS	(38)	After construction to his satisfaction declare streets to be highways maintainable at the public expense, and declare the associated drainage to be vested in the Council.	Leader
------	------	--	--------

Public Footpaths

DECS	(39)	Approve the making of orders for the diversion of public footpaths where no objections are made following prior consultations with relevant owners and occupiers of land and with local and other interested organisations or statutory undertakers.	Council
------	------	--	---------

DCS	(40)	Make orders for diversion of public footpaths approved by the Executive Director of Environment and Community Services and confirm such orders where no statutory objections are made.	Council
-----	------	--	---------

DCS	(41)	The Director of Corporate Services, in consultation with the Executive Director of Environment and Community Services, to confirm:	Council
-----	------	--	---------

(a)	all unopposed Orders for the creation, extinguishment, stopping-up or diversion of any footpaths, bridleways and byways; and	Council
-----	--	---------

(b)	all unopposed modification Orders made under the Wildlife and Countryside Act 1981 relating to footpaths, bridleways and byways.	Council
-----	--	---------

DECS	(42)	Make comments, on behalf of the Highway Authority, on the diversion of footpaths or bridleways necessitated to enable development for which planning consent has been given, to	.Leader
------	------	---	---------

take place

Markets

DECS	(43)	Deal with the day-to-day supervision and management of markets.	Council
------	------	---	---------

Walkways in Buildings

DCS	(44)	On terms recommended by the Executive Director of Environment and Community Services complete agreements for the provision of dedication of footways or walkways under the provisions of Section 35, Highways Act 1980.	Leader
-----	------	---	--------

Drainage of Highways

DECS	(45)	Take all action necessary for the drainage or prevention of flooding of highways under the provisions of Sections 100, 299 and 339 of the Highways Act 1980.	Leader
------	------	--	--------

Control of Builders' Skips

DECS	(46)	Operate the provisions of Section 139 and 140, Highways Act 1980 in respect of skips deposited on highways.	Council
------	------	---	---------

Retaining Walls near Streets

DECS	(47)	Operate the provisions of Section 167 of the Highways Act 1980 in respect of the erection and condition of retaining walls.	Leader
------	------	---	--------

Construction of Buildings over Highways

DECS	(48)	Issue licences for construction of buildings over any part of a publicly maintained highways under the provisions of Section 177 of the Highways Act 1980.	Leader
------	------	--	--------

Vehicle Crossings over Footways

DECS	(49)	Operate the provisions of Section 184 of the Highways Act 1980 relating to the construction of vehicle crossings over footways and verges.	Leader
------	------	--	--------

DECS	(50)	Authorise, the waiver of charges in respect of the provision of crossovers in association with other adaptations to disabled persons' properties, and in accordance with the recommendations of the	Leader
------	------	---	--------

Executive Director of Education, Care and Health
Services (Occupational Therapy Service).

Trees and Shrubs in a Highway

DECS	(51)	Grant licences for the planting and maintenance of trees and shrubs under the provisions of Section 142 Highways Act 1980.	Council
------	------	--	---------

Powers of entry for Survey

DECS	(52)	Authorise entry on to land for surveys in connection with highway functions under the provisions of Sections 289 and 290, Highways Act 1980.	Council
------	------	--	---------

Powers of Entry to Maintain Structures and Works

DECS	(53)	Authorise entry on to land for the purpose of maintaining, altering etc, works or structures owned by the Highway Authority under the provisions of Section 291 of the Highways Act 1980.	Leader
------	------	---	--------

Provision of Dustbins

DECS	(54)	Authorise and serve notices under Section 46 of the Environmental Protection Act 1990, as amended, requiring owners or occupiers of premises to provide the required number and type of covered dustbins for household refuse.	Leader
------	------	--	--------

Trade Refuse Disposal Facilities

DECS	(55)	Authorise and serve notices on the owner or occupier of a building under Section 11 of the London County Council (General Powers) Act 1963 as amended requiring the carrying out of works or taking action to secure that the building is provided with trade refuse disposal facilities approved by the Executive Director of Environment and Community Services.	Council
------	------	--	---------

Offences involving the use of a vehicle

DECS	(56)	Authorise and serve notices under Section 17 of the Greater London Council (General Powers) Act 1972 relating to an offence involving the use of a vehicle on a highway or parking area requiring information as to the identity to the driver or person in charge.	Council
------	------	---	---------

Dangerous Land Adjoining Streets

DECS (57) Authorise and serve notices and take action under Section 165, Highways Act 1980 in respect of dangerous land adjoining streets. Leader

Footbridges over Highways

DECS (58) Grant licences for the construction of footbridges over highways under provisions of Section 176 of the Highways Act 1980. Leader

Restriction on placing rails, beams, etc over highways

DECS (59) Determine applications and grant consents under Section 178, Highways Act 1980, to place rails, beams, pipes, cables, wires, or other similar apparatus over, along or across highways. Council

Cellars under Streets

DECS (60) Determine applications and grant consents under Section 179, Highways Act 1980 for the construction of cellars, etc under the carriageway of a street and authorise and serve notices for removal, or alteration, of any cellar, etc, constructed in contravention of that section. Council

Openings in footways into cellars and pavement lights and ventilation

DECS (61) Determine applications and grant consents under Section 180, Highways Act 1980, to make an opening in the footway of a street to a cellar, or vaults; or to carry out works in a street to provide means for the admission of air or light to premises situated under or abutting onto the street and authorise and serve notices where default arises in complying with statutory requirements as to repairs. Council

Minor Improvement Budget Schemes

DECS (62) Approve expenditure on schemes from within the minor improvement budget. Leader

Traffic Management Schemes – Civil Engineering Costs

DECS (63) Following agreement in principle to traffic management schemes by the Council, approve Leader

the detailed civil engineering element costs.

Land Drainage and Watercourses

DECS	(64)	(i)	Issue approvals under Section 11 (Restrictions as to buildings etc, in or over streams) and Section 13 (Restrictions on new connections with streams) of the River Ravensbourne etc (Improvements and Flood Prevention Act 1961.	Council
		(ii)	In accordance with the Land Drainage Acts 1991 and 1992 implement the Council's National Rivers Authority policies on:	Leader
		(a)	building over, adjacent to or in the flood plain of any watercourse;	Leader
		(b)	the use and maintenance of any watercourse;	
		(c)	the prevention of pollution to, and protection of the water environment;	
		(d)	in accordance with the Land Drainage Act 1991 Section 25, to serve notices on riparian owners for maintenance of watercourses and, if in default, carry out works and recharge the owner all reasonable costs.	

Bromley Town Centre – Closure of White Hart Slip

DECS	(65)	Approve the issue of permits and determine any conditions that should be imposed thereon in respect of vehicles carrying out infrequent specialised maintenance or building activities and for infrequent delivery or collection of exceptional loads needing to gain access to White Hart Slip.	Leader
------	------	--	--------

Bromley Town Centre – Parades etc in High Street

DECS	(66)	Determine applications for exemptions for parades and other similar events in the pedestrianised area of the High Street.	Council
------	------	---	---------

Disposal of small surplus highway sites

DECS	(67)	Authority to declare as surplus to the requirements land held for highways purposes, being small areas of highway land not exceeding 500 square metres and to take such action as is necessary to extinguish highway rights associated with the land, subject to the receipt of planning consent for the change of use and the views of the local Ward Councillors being sought before any application is determined.	Leader
------	------	---	--------

Licences – use of highway land

DCS	(68)	On the recommendation of the Executive Director of Environment and Community Services prepare licences under the provisions of the Highways Act 1980 to enable the owners of properties fronting public highways to use adjoining highway land as part of their gardens.	<i>Leader</i>
-----	------	--	---------------

Neighbourhood Watch Signs

DECS	(69)	Authorise and/or refuse consent for the erection of Neighbourhood Watch signs on Council street furniture.	Council/Leader
------	------	--	----------------

Street Trading

DECS	(70)	To recommend legal proceedings subject to the Director of Corporate Services being satisfied as to the sufficiency of evidence.	Council
DECS	(71)	To grant unopposed applications for full and temporary licences and applications for renewals of such licences where the terms and conditions are unchanged.	Council
DECS	(72)	To refuse applications for street trading licences in circumstances where Section 25(4)(a) and (b) apply.	Council
DECS	(73)	To grant unopposed applications by licence holders for variation of conditions attached to their licence.	Council
DECS	(74)	To waive fees for temporary licences in	Council

respect of national charity events.

DECS	(75)	To remit or refund fees or charges associated with street trading licences on production of a medical certificate or where because of road works etc a trader is unable to trade or for any other approved reason.	Council
DECS	(76)	To accept applications for renewal of licences later than two months before expiry date (submitted before the expiry date).	Council
DECS	(77)	To accept the surrender of a street trading licence.	Council
DECS	(78)	To refuse the granting of a temporary licence for a street trader.	Council
DECS	(79)	Confirm all experimental traffic regulation orders after an operational period of 12 months subject to: (i) the Ward Members concerned, the police and the public where appropriate being consulted; (ii) no objections being forthcoming; (iii) a report being made to the Executive Portfolio Holder in respect of those locations where objections have been received.	Leader
DECS	(80)	Powers to control unlicensed street trading under the London Local Authorities' Act 2004 Section 20 and Schedule 4.	Council

School Keep Clear Markings

DECS	(81)	Introduce mandatory school Keep Clear markings when the need is apparent and, the cost of each Traffic Order be funded from the block revenue provision for minor traffic management schemes.	Leader
------	------	---	--------

Central Islands/Refuges

DECS	(82)	Approve the installation and removal of central islands/refuges subject to consultation with ward members.	Leader
------	------	--	--------

Environment Bromley – Grant

DECS	(83)	Approve annual requests from Environment Bromley for grant funding.	Leader
------	------	---	--------

Graffiti Removal

DECS	(84)	The Power to require the removal of graffiti from shops, commercial properties, apparatus and plant under the London Local Authorities' Act 2004.	Council
------	------	---	---------

DECS	(85)	Approve action to secure the removal of graffiti in consultation with the Director of Corporate Services.	Council/Leader
------	------	---	----------------

Waiting and Loading Restrictions

DECS	(86)	Authority to:	
	(i)	suggest the sites for the introduction or amendment of waiting and loading restrictions.	Leader
	(ii)	consult the Executive Portfolio Holder, Ward Members concerned, the Police and the public on the proposals.	Leader
	(iii)	subject to no objections being forthcoming, or where the scheme is less than £5,000 to introduce the restrictions; and	Leader
	(iv)	report to the Executive Portfolio Holder in respect of schemes costing over £5,000 where objections have been received but it is still considered that the restrictions should be implemented.	Leader

Disabled Persons Parking Bays

DECS	(87)	Approve applications which meet all the following criteria and where no objections are received during consultation with the Ward Members, Police and local residents.	Leader
	(i)	only disabled drivers will be considered, except in exceptional	Leader

circumstances;

- | | | |
|-------|---|--------|
| (ii) | only applicants with no suitable off-street parking available to them will be considered; | Leader |
| (iii) | serious and frequent problems must be experienced in parking near the applicant's residence; | Leader |
| (iv) | applicants must undergo a medical assessment by the Council-appointed doctor; | Leader |
| (v) | applicants under 65 years of age should be receiving the higher mobility component of disability living allowance whilst applicants over 65 years of age would be assessed by the Council-appointed doctor only as in (iv) above. | Leader |
| (vi) | the exceptional circumstances referred to in (i) above be: | Leader |
| | (a) the application is on behalf of a minor; and | |
| | (b) the refusal of the application would cause hardship to the carers or the disabled person. | |

Street Works etc

- | | | | |
|------|------|--|---------|
| DECS | (88) | Operate the provisions of Section 50 of the New Roads and Street Works Act 1991, for the granting of street works licences. | Council |
| DECS | (89) | Operate the provisions of Section 56 of the New Roads and Street works Act 1991, for giving the undertaker such directions as to the times when works may or may not be carried out. | Leader |

Unauthorised Signs on the Highways

- | | | | |
|------|------|--|--------|
| DECS | (90) | Operate the provisions of Section 132 of the Highways Act 1980 to remove unauthorised signs placed on the highway in roads which are on the Council's statutory list of maintained highways and rights of way in | Leader |
|------|------|--|--------|

the Definitive Map.

Wilful Obstruction of the Highway

DECS	(91)	Operate the provisions of Section 148 of the Highways Act 1980 for the removal of unauthorised things on the highway which are on the Council's statutory list of maintained highways and rights of way in the Definitive Map.	Leader
------	------	--	--------

Removal of Projections from Buildings

DECS	(92)	Serve notice under Section 152 of the Highways Act 1980 in respect of any projection from a building which may endanger the public.	Leader
------	------	---	--------

White Bar Carriageway Markings

DECS	(93)	Decide whether white bar markings should be laid to reduce the incidence of car parking obstruction in the following cases: (a) access to public places such as churches, halls and libraries; (b) accesses to groups of garages or similar situations where obstruction causes for delivery or loading including refuse collection. (c) access for individual disabled drivers who park off-street; and (d) to assist pedestrian access where vehicle parking obstruction takes place at crossing sites, excluding formal pedestrian crossings.	Leader
------	------	--	--------

Consultation Documents

DECS	(94)	Consider and submit comments in respect of consultation documents received seeking the Council's views on all matters within the portfolio's purview subject to there being no policy issues or substantial expenditure, involved. In those instances, where the	Leader
------	------	--	--------

Executive Director of Environment and Community Services considers it appropriate prior consultation should be undertaken with the Executive Portfolio Holder before observations are submitted.

Signing to Places of Worship

DECS	(95)	Approve or refuse application for signing to places of worship, based on the criteria approved by the Executive Portfolio Holder – any complex or sensitive issues to be referred to the Executive Portfolio Holder for determination.	Leader
------	------	--	--------

Environmental Improvements

CP	(96)	Select environmental improvement schemes for implementation, following consultation with the Ward Members concerned (the CP also to report annually on the Committee on the action taken).	Leader
----	------	--	--------

Blue Badge Scheme

DECS	(97)	The issue and administration of the Blue Badge Scheme as provided for under the Chronically Sick and Disabled Persons Act 1970.	Leader
------	------	---	--------

Lease of Council Facility

DECS	(98)	Let or lease a Council facility or part to a Council contractor to assist with the performance of their contract with the Council.	Leader
DECS	(99)	Authority to approve highways and transport planning schemes for signs and disabled parking bays, including consultation and implementation stages, provided costs are within current budgets.	Council/Leader
DECS	(100)	Authority, in consultation with the Director of Corporate Services, to make Orders in respect of waiting restrictions and loading bays.	Leader
DECS	(101)	Decide on action in response to petitions related to environmental operational matters.	Council/Leader

Allotments

DECS	(102)	Manage and let allotment plots (in conjunction with allotment society or association where management agreement exists between Council and the society or association).	Leader
DECS	(103)	Waive all or part of the rent due in the initial year of a tenancy where in his opinion a plot requires additional work to put it into a satisfactory state for cultivation.	Leader
DECS	(104)	Deal with applications for permission to erect buildings and structures, subject to consultation with local allotment society or association in the case of those exceeding two feet in height and not being the replacement of an existing building or structure.	Leader
DECS	(105)	Authorise the signature of tenancy agreements on behalf of the Council.	Leader
DECS	(106)	Authorise and service notices to quit or notices or re-entry on allotment tenants:- (a) where the Council determine alternative use of the land, and (b) for arrears of rent or other breach of tenancy agreement.	Leader
DECS	(107)	In consultation with the Director of Corporate Services, approve changes of trustees appointed for the purposes of a management agreement between the Council and an allotment society or association.	Leader

Parks, recreation grounds, open spaces

DECS	(108)	Approve occasional, general or individual variations of dates and opening hours.	Leader
DECS	(109)	Allocate seasonal reservations in accordance with priorities approved.	Leader
DECS	(110)	Restrict public use to accommodate lettings, reservations and other special occasions.	Leader
DECS	(111)	Let all premises in accordance with policy and permitted uses approved by the Executive or Executive Portfolio Holder.	Leader

DECS	(112)	Let catering rights in all premises, on the best available terms, in respect of arrangements of up to one year's duration only and where arrangements for a longer period have not previously been made, subject to consultation where necessary with the Director of Corporate Services and the signing by the Chief Executive of any consequent licence.	Leader
DECS	(113)	Deal with applications for commercial purposes at a charge to be negotiated in each case.	Leader
DECS	(114)	Let sports pitches and facilities.	Leader
DECS	(115)	Set the dates of commencement and completion of sports seasons, including occasional, general or individual extension or contraction.	Leader
DECS	(116)	Grant temporary use and letting of parks, open spaces and premises to outside organisations including temporary closure to the public so that admission charges may be levied.	Leader
DECS	(117)	Accept gifts of memorial and other seats.	Leader
DECS	(118)	(a) Decide conditions for suitable applicants to be allowed to use the Council's parks and open spaces for filming and commercial photography on payment of prescribed fees, but with power to waive the fee for filming or photography by an education authority, or in such a case, to charge a nominal fee of £1, at his discretion.	Leader
		(b) Refuse an application where the films or photographs are likely to be detrimental to the Council's interests.	Leader
DECS	(119)	Deal with applications for use by circuses and small family fun fairs of areas within the Council's control which have been approved as suitable for such use.	Leader (Licensing decision Council)
DCS	(120)	Approve the use of the forecourt at the Churchill Theatre/Central Library for events.	Leader (Licensing decision Council)

Commons

DECS	(121)	Deal with applications for fetes and other special activities on commons.	Leader (Licensing decision Council)
------	-------	---	-------------------------------------

Cemeteries

DECS	(122)	Manage the Council's cemeteries including the allocation of burial space and the authorisation and execution of grave grants.	Leader
------	-------	---	--------

Anti Social Behaviour

DECS	(123)	In consultation with the Director of Corporate Services issue of fixed penalty notices in respect of graffiti and fly posting under the Anti-Social Behaviour Act 2003 Section 43.	Leader
------	-------	--	--------

DECS	(124)	Issue of graffiti removal notices under the Anti-Social Behaviour Act 2003 Section 48.	Leader
------	-------	--	--------

DECS	(125)	Powers to deal with the clearance of works and litter under the Anti-Social Behaviour Act 2003 Sections 55 and 56.	Leader
------	-------	--	--------

DECS	(126)	Control of high hedges under the Anti-Social Behaviour Act 2003 Sections 68, 69 and 70.	Council
------	-------	---	---------

DECS	(127)	Propose the making of a Gating Order under the Clean Neighbourhoods and Environment Act 2005.	Leader
------	-------	---	--------

Miscellaneous

DECS	(128)	Deal with dangerous trees pursuant to Sections 23 and 24 of the Local Government (Miscellaneous Provisions) Act 1976.	Leader
------	-------	---	--------

DECS	(129)	Approve the purchase of selected horticultural stock, without recourse to competitive quotations.	Leader
------	-------	---	--------

DECS	(130)	Refer to the Director of Corporate Services for consideration with a view to prosecutions, cases under the Council's byelaws or other statutes.	Council
------	-------	---	---------

DRT	(131)	Manage the staff canteens and catering service without prejudice to the Director of Finance's financial responsibilities referred to in Minute 1/356 (General Purposes	Council/Leader
-----	-------	--	----------------

Committee – 8.6.65) and subject to consultation as appropriate with and by the Director of Human Resources on staff welfare aspects.

DECS	(132)	Issue of fixed penalty notices for fly posting under the London Local Authorities' Act 2004 Sections 15-17 and Schedule 2	Council
DECS	(133)	Destruction of vehicles which are unlicensed, without a valid registration plate, or which have no registered keeper and associated powers under the London Local Authorities' Act 2004 Sections 3, 4, 6 and 7.	Council
DECS	(134)	The control of car repairs on the street under the London Local Authorities' Act 2004 Section 11.	Council
DECS	(135)	Pigeon proofing of bridges under the London Local Authorities' Act 2004 Section 9.	Council

**RESOURCES PORTFOLIO/
RELEVANT REGULATORY COMMITTEE(S)**

Where marked * exercise of an authority to act is conditional upon the authorised officer consulting with the Chief Executive.

Officer(s) authorised	Authority to:	Responsibility delegated from
Staff Appointments		
All	(1) With the exception of the post of Chief Planning Officer, appoint staff in authorised posts of "Deputy Chief Officer" as defined by the Local Government Act 2002. A procedure for notifying the Executive will apply before a formal offer can be made.	Council
Suspension, relegation and dismissal of officers		
All	* (2) Subject to any existing right of appeal to an Appeals Panel to suspend, relegate or dismiss Deputy Chief Officers as defined by the Local Government Act 2002.	Council
	Consider appeals from employees against their dismissal, except where the Council's procedures provide for these to be heard by a Members' Appeal Panel	Council
DHR	(3) Authorise the release of statutory minimum redundancy payment and basic pension to eligible staff as provided for under redundancy payments legislation and the LGPS Regulations.	Council
Departmental Structures and Job Grade Reviews		
All	(4) (i) Authorise departmental restructurings and grading reviews in consultation with the Director of Human Resources, provided that these are in line with the overall strategic direction of the Council and do not involve redundancies or early retirement and are self financing.	Council/Leader
Chief Executive	(ii) Authorise reorganisations and restructurings involving redundancies and /or early retirement to be made by the Chief Executive after consultation with the Leader, relevant Director(s) and Portfolio Holder(s) on the service and financial implications where there is funding available to meet the associated costs.	Leader

Conditions of Service

All	(5)	Approve payment of, in accordance with procedures laid down from time to time:- Leased cars; Car allowances; Car purchase loans; Removal expenses for new staff; Telephone installation and rental charges; Travelling and subsistence expenses; Excess travelling expenses for transferred staff for up to 4 years; Interest free loans for annual season tickets.	Council
All	(6)	Permit, as appropriate, staff to undertake activities such as the giving of lectures or instruction associated with professional or analogous training which may fall partly within office hours.	Council/Leader
DHR	(7)	Determine variations to local conditions of service in exceptional individual employee cases in consultation with the departmental Chief Officer and with the Director of Finance when direct costs are incurred.	Council
Early Retirement			
All and DHR	(8)	Authority to agree applications for early retirement outside the redundancy policy where this will lead to compensatory staff savings, and act as a member of the Chief Officer Early Retirement Panel to determine applications for early retirement under the Local Government Pension Scheme Regulations.	Council
DHR	(9)	Make all necessary arrangements for implementation of the Council's long service awards.	Council
Leave			
All	(10)	Grant annual and special leave in accordance with the Council's policy.	Council
Superannuation etc			
DF	(11)	Determine and apply the provisions of the Local Government Pension Scheme Regulations excluding matters relating to ill-health, as applicable to employees, pensioners, dependents and estates. Determine and apply the provisions of the Social Security Acts and	Council

Occupational Pension Scheme Regulations to leavers, pensioners, dependants and transfer values.

DHR	(12)	The determination and application of all matters relating to ill-health retirement under the Local Government Pension Scheme Regulations.	Council
DF and DHR	(13)	Authority to determine future applications for early payment of deferred benefits under the Local Government Pension Scheme Regulations.	Council
DF and DHR	(14)	To implement the Council's schemes for gratuities and severance payments.	Council
DF and DHR	(15)	With regard to automatic enrolment under the Pensions Act 2008 authority to - (i) use postponement for workers on short-term contracts and in circumstances where it aids administrative processes; and (ii) take all necessary action to ensure that the Council's responsibilities under the requirements of automatic enrolment are met.	Council

Implementation of Awards etc

DF	(16)	Implement payment of salary and wage awards by the Council.	Council
CE	(17)	Implement decisions of appropriate national negotiating bodies of a routine or minor character affecting the working conditions of employees.	Council

Ex Gratia Payments

All	(18)	Authorise, in consultation with the Director of Finance,, ex gratia payments not exceeding £500 in any one case to persons in the employment of the Council in respect of loss of or damage to personal property sustained during the course of duty when reimbursement for such loss or damage is not recoverable from any other source.	Council
-----	------	---	---------

Industrial Injuries Scheme

DHR	(19)	Determine, in consultation with the Executive Director of Education, Care and Health Services so far as teachers are concerned, all applications under Paragraph 8 of the Greater London Whitley Council Industrial Injuries Scheme as at 31 March 2013.	Council
-----	------	--	---------

Honoraria

All (20) Authorise the payment of honoraria to employees in accordance with conditions of service and the Council's scheme. Council

DHR (21) Determine any individual variations to the Council's scheme for the payment of honoraria to management grade staff. Review periodically the basis of the honoraria in the light of pay awards and any other relevant factors and revise the honoraria amounts accordingly. Council

Essential Car users – Car Loan Council

DF/DHR (22) Authority to carry out an annual review of the maximum sum the Authority is prepared to make available in the form of a loan to "essential car users" for the purpose of purchasing a car and to agree an increase in the maximum loan as necessary to reflect any increase in the cost of new cars, subject to an individual not being permitted to borrow more than 50% of their annual salary. Council

DCS (23) Determine the area over which rights alone should be acquired in respect of the Bromley Town Centre redevelopment. Leader

Benchmark Lease Cars

DECS/DF (24) The Executive Director of Environment and Community Services, in consultation with the Director of Finance, be authorised to revise benchmark lease car contributions as and when manufacturers vary prices during the course of the year. Council

DHR/DF (25) The Director of Human Resources, in consultation with the Director of Finance, be authorised to vary the mileage rates payable to leased car users. Council

Mortgages

DCS (26) Seal: Council

- (a) vacating receipts and discharges of mortgages;
- (b) mortgages where the advances are made by instalments;
- (c) mortgages to secure the external borrowing of money.

CE/DCS (27) Sign receipt on mortgages and discharges of registered charges where the Council's seal is not required. Council

DCS	(28)	Approve advances for the connection of houses to public sewers.	
DCS	(29)	Approve applications for the consent of the Council as mortgagee to: (i) the grant of rights of way and other easements, and licences; (ii) the carrying out of alterations and/or improvements to the mortgaged properties; subject in each case to being satisfied that the Council's security will not be adversely affected.	Leader
DCS	(30)	Authorise and institute proceedings for the recovery of arrears and/or possession of the property where mortgagors under the Council's Housing Act Advance Scheme have made default in payment of sums secured by the mortgage.	Leader
DCS	(31)	Authorise and give permission for short-term lettings of mortgaged property by mortgagors.	Leader
DECHS	(32)	Approve Housing Act advances in accordance with the scheme and criteria approved by the Executive.	Leader
DF	(33)	Approve increases or reductions in mortgage periods.	Leader
DCS/DF	(34)	Approve applications for the transfer of mortgages from the husband and/or wife to husband and/or wife subject to normal income limits.	Leader
DCS	(35)	Endorse extensions of mortgages executed by the Council in connection with external loans.	Leader
Private Street Works Charges, etc.			
DCS/DF	(36)	Approve the suspension of repayment of the principal element of private street works charges and loans for house connections to sewers for such period as the applicant is in receipt of Social Security income support	Leader
Loans			
DF	(37)	To make all necessary arrangements for efficient debt and cash management in accordance with any statutory requirements and the Treasury Policy Statement approved by the Council. In particular to:	Council/Leader

		(i) arrange loans, as required, on terms appropriate to market conditions in order to finance new capital expenditure or refinance maturing loans;	
		(ii) raise temporary loans and invest surplus cash:	
		(iii) arrange leasing finance as appropriate.	
DECH	(38)	Authority to approve maturity loans applications.	Leader
Rates of Interest			
DCS	(39)	Determine rates of interest of (a) local bonds and mortgages and (b) Housing Act mortgage advances, subject to referral to Committee of any proposal to vary existing practice in the relative treatment of pre- and post-1980 Act mortgages.	Council/Leader
Local Taxes			
DF	(40)	Authority to act on behalf of the Council in all matters concerning the administration, collection, recovery or community charges, Council Tax and non-domestic rates (including authority to authorise bailiffs to levy distress on behalf of the Council) and the administration of community charge and Council Tax benefits (including, for the avoidance of doubt, the consideration of any complaint or appeal by a Council tax payer).	Council/Leader
Value Added Tax			
DF	(41)	To take any necessary action to “opt to tax” exempt supplies where the third party is VAT registered.	Leader
Contractors Bonds			
All	(42)	Allow contractors to obtain their own bonds for due performance of any proposed contract, subject to the nominated bondsman being acceptable to the Director of Finance and to any additional cost being met by the contractor.	Leader
Carry Forward of Budgets			
DF	(43)	Authorise spending officers to carry forward from one financial year to the next any unspent General Fund or Housing Revenue Account budget provision, provided that the goods were ordered or the work was started in the expectation that the order would be completed by 31 st March.	Council/Leader
DF	(44)	The Director of Finance shall be the Chief Finance	Council

Officer for the purposes of Section 114 of the Local Government Finance Act 1988.

DF	(45)	In respect of benefit fraud, impose or request administration penalties as appropriate.	Leader
----	------	---	--------

Management of The Glades

DRT	(46)	Following, where appropriate, consultations with the Director of Corporate Services to take decisions concerning the management of The Glades shopping centre so as to maintain the Council's overall interests.	Leader
-----	------	--	--------

Property

DCS/DRT	(47)	Authority to:-	
		(i) approve purchases of properties in pursuance of confirmed compulsory purchase orders, on terms recommended and endorsed, when necessary, by the District Valuer;	Leader
		(ii) To approve the terms of any property transaction where there has been a decision of the Council, Executive, Executive Portfolio Holder, Committee or Sub-Committee, to acquire or dispose subject to a capital value less than £500,000 or rental value less than £50,000;	Leader
		(iii) To sell land not required for operational purposes with an area less than 500 sq. meters and value less than £10,000;	Leader
		(iv) To sell property or purchase it by private treaty when such action was included in the Asset Management Plan, subject to the financial limits set out in (ii) above;	Leader
		(v) Carry out all functions relating to the leasing and management of property, including landlords' consent, unless they fall outside the financial limits detailed in (ii) above, or the matter is particularly referred by Members to the Executive or Portfolio Holder;	Leader
		(vi) To take action on all London Residuary Body matters, subject to the financial limits set out in (ii) above.	Leader
		(vii) authorise the making of a Home Loss Payment	Leader

in any case in which such a payment is appropriate;

- | | | |
|--------|---|----------------|
| (viii) | grant leases to public utility undertakings for land required for the erection of sub-stations or other similar purposes; | Leader |
| (ix) | grant leases of Council land or properties not immediately required for the purposes for which they were originally acquired or are currently held, provided such leases are | Leader |
| | (a) for a period not exceeding seven years; or | |
| | (b) where the premium does not exceed £5,000 or the annual rent £500; | |
| (x) | consent to the assignment of leases and tenancies of Council properties; | Leader |
| (xi) | negotiate and agree terms in respect of easements, wayleaves, consents and licences affecting land and property; | Leader |
| (xii) | approve applications for the consent of the Council, as landlord, for minor alterations or improvements to buildings; | Leader |
| (xiii) | determine rent reviews and agree changes in use of commercial properties in Council ownership where the Council is acting as landlord; | Leader |
| (xiv) | on terms determined in accordance with provisions of the Act, approve sales or the extension of leases under the Leasehold Reform Act 1967, as amended by the Housing Act 1980, where appropriate claims have been accepted as being legally valid and without grounds for counter-claim; | Leader |
| (xv) | enter into an agreement, or agreements under Section 1 of the Local Authorities (Goods and Services) Act 1975, on such terms as he considers appropriate: | Council/Leader |
| | (1) with the London Fire and Emergency Planning Authority, to act on its behalf in respect of the sale of Beckenham Fire Station and any other property owned by that body; and | |

(2) with any other public body which may request such service.

(xvi) Agree terms, in consultation with the Leader of the Council, for the disposal of the Council's reversionary interest in small areas of non-housing land and buildings on the former GLC Seaside and Country Home estates, subject to an upper price limit of £200,000. Leader

(xvii) Decisions on former London Residuary Board matters which do not involve expenditure by the Council and are not of a controversial or sensitive nature. Leader

(xviii) Approve transactions when the name of the purchaser or transferee changes, or the purchaser wishes the transfer to proceed in the name of another company within the same group but all other terms and conditions remain as originally approved; Leader

(xix) Dispose of small areas of former highway land not exceeding 500 square metres which have been declared surplus to the requirements of the Council and upon which highway rights have been extinguished subject to consultation with Ward Members. Leader

Energy Contracts

DF (48) In consultation with the DECH and relevant Executive Portfolio Holders, to accept energy tenders for gas and electricity for those schools which have opted into a corporate contract (in accordance with the decision of the Executive on 21st July 2008). Leader

DF (49) To accept energy tenders for gas and electricity for the remainder of the Council (in accordance with the decision of the Executive on 21st July 2008). Leader

Registration Service

DCS (50) Be "Proper Officer" in respect of the Births Deaths and Marriages Registration Service. Council

**CARE SERVICES PORTFOLIO/
RELEVANT REGULATORY COMMITTEE(S)**

Officer(s) Authorised	Authority to:-	Responsibility delegated from
DECH/ DECS(1)	Ensure that the powers and duties to provide for the social care of elderly people, people with a disability and/or chronic sicknesses are met in accordance with statutory requirements and Council policy.	Council/Leader
DECH (2)	Exercise the statutory functions (including under the Mental Health Acts and Mental Capacity Act 2005) to safeguard the welfare of people suffering from a mental illness.	Leader
DECH (3)	Arrange burials and cremations in cases where no other suitable arrangements have been made.	Leader
DECH/ (4) DRT/DECS	Consider the conditions and housing needs of the Borough.	Leader
DECH (5)	Assess and arrange rehousing for homeless applicants in accordance with statutory requirements and Council policy.	Leader
DECH (6)	Nominate applicants to Housing Associations.	Leader
DECH/DRT (7)	Monitor the performance of Housing Associations and arrange for collection and production of statistical information.	Leader
DECH/DRT (8)	Consult with and provide advice to Housing Associations and other housing organisations on the housing needs of the Borough.	Leader
DECH (9)	Manage and provide temporary accommodation for homeless people and in cases of emergencies.	Leader
DECH (10)	Agree the terms and conditions for block booking arrangements for temporary accommodation.	Leader
DECH/DRT (11)	Manage the Council funded development programme in line with Council policy.	Leader
DECH (12)	Undertake the general supervision and management of social work support services provided under the Local Authority Social Services Act 1970 (and any other enactment) not generally covered elsewhere in this scheme of delegation.	Leader

DECH	(13)	Ensure that reasonable costs are recovered for certain services in line with statutory regulations and Council policy.	Leader
DECH	(14)	Discharge the Council's transport functions in accordance with statutory requirements.	Council/Leader
DECH	(15)	Dispose of small plots of land which are surplus to requirements and which do not exceed 200 square metres in area, subject to consultation with local Ward Members.	Leader
DECH	(16)	Waive or abate charges and to take further action in relation to recovery of charges.	Leader
DECH	(17)	Approve applications for joint financing of less than £50,000.	Leader
DECH	(18)	Authority to allocate Housing Association Programme funds in accordance with the criteria contained in Social Services and Housing Committee Minute 232(g) (21 st July 1997).	Leader
DRT	(19)	Determine and pay claims for "well maintained" payments following directions given by the Secretary of State for the Environment.	Leader
DRT	(20)	Negotiate with owners and accept tenancies of properties in compulsory purchase orders awaiting confirmation by the Secretary of State and from which immediate rehousing is considered necessary.	Leader
DRT	(21)	Deal with the day-to-day management of all maisonettes associated with shop premises.	Leader
DF	(22)	Authorise payment of disturbance claims.	
DECS	(23)	Approve all renovation, disabled facilities and other housing grants and loans in accordance with the schemes approved by the Executive Portfolio Holder.	Leader
DECS	(24)	Require and enforce repayment of housing and disabled facilities grants in accordance with the practice of the Executive. Approve the waiving of repayments where financial hardship to the owner would arise.	Leader
DECS	(25)	Carry out the Council's functions relating to private sector housing in connection with hazard rating, disrepair, provision of amenity, means of escape in the case of fire, overcrowding, energy efficiency, empty property, management and control.	Leader

DECS	(26)	Institute enforcement action and, subject to the Director of Corporate Services being satisfied with the evidence in each case, legal proceedings, and hearings in respect of (25) above.	Leader
DECS	(27)	Authorise the carrying out of work in default in appropriate cases of non-compliance.	Leader
DECS/CP	(28)	Arrange for the demolition of properties for redevelopment purposes.	Leader
DF	(29)	Determine the amounts of rent rebates to be allowed under approved scheme.	Leader
DECH	(30)	Authorise the approval of discretionary disabled facilities grants in exceptional circumstances.	Leader
DECH	(31)	Authority to approve Social Workers' warrant cards.	Leader

**RENEWAL AND RECREATION PORTFOLIO/
RELEVANT REGULATORY COMMITTEE(S)**

Officer(s) Authorised	Authority to:	Responsibility delegated from
Libraries		
DECS	(1) Select and purchase books and other library and museum materials and arrange loan exhibitions.	Leader
DECS	(2) Amend list of purchased periodicals, such amendments to be reported to the Portfolio Holder annually.	Leader
DECS	(3) Publish book lists.	Leader
DECS	(4) Decide on the closure of libraries at Christmas, Easter and public holidays.	Leader
DECS	(5) Decide on occasional variation of library opening hours.	Leader
DECS	(6) Deal with the letting of library halls.	Leader
DECS	(7) Carry out the Council's functions and duties under the Public Libraries and Museums Act 1964 and any amendments.	Leader
DECS	(8) Approve the secondment of trainee librarians for training, subject to the following: (a) such trainees to sign the usual undertaking in respect of staying in the Council's service for two years after completion of their studies; and (b) financial provision being agreed in the revenue budget annually.	Council
Local Land Charge Searches		
DRT	(9) Deal with local land charge searches.	Leader

Legislation enforced by Bromley Public Protection Division
(Public Protection and Safety Portfolio – Delegation (7))

PRIMARY LEGISLATION

ACT/REGULATION	DESCRIPTION OF DELEGATION
Accommodation Agencies Act 1953	To perform functions and investigate offences related to the practices of accommodation agencies
Administration of Justice Act 1970	To perform functions and investigate offences related to the harassment of debtors
Animal Welfare Act 2006	Powers relating to the control of animal welfare
Animal Health Act 1981	Provisions for welfare of farm animals in transit, on the farm and at market
Animal Boarding Establishments Act 1963	Provisions relating to the commercial boarding of animals
Agriculture Act 1970	67(1) Duty Of local authority to enforce part IV of the Act in respect of fertilisers and animal feeding stuffs.67(4) Power to grant consent for inspectors of another enforcement authority to exercise powers within the London Borough of Bromley;67(3) Power to appoint agricultural analyst and deputies; to perform functions and investigate offences related to fertilisers and animal feeding stuffs;75(2) Power to require information and documentation; 76 – Power to enter premises and take samples
Advanced Television Services Regulations 1996	Provisions relating to supply & construction of television equipment.
Aerosol Dispensers (EEC Requirements) Regs 1977	Re marking, inspecting, testing and content of aerosols
Anti-Social Behaviour Act 2003	To perform functions and investigate offences related to the sale of aerosol paint to persons under age.
Architects Act 1997	To perform functions and investigate offences related to unregistered architects
Breeding and sale of dogs (welfare) Act 1999	Provisions to control the activities of commercial dog breeders
Breeding of dogs Act 1973 & 1991	Provisions to control the activities of commercial dog breeders
Building Act 1984	Provisions relating to adequate water supply, drainage and sanitary ware repair/improvement, in dwellings and emergency abatement of certain statutory nuisances.

ACT/REGULATION	DESCRIPTION OF DELEGATION
Business Names Act 1985	Provisions relating to ownership details on premises and stationery.
Cancer Act 1939	To perform functions and investigate offences connected to advertisements relating to the treatment of cancer
Caravan Sites and Control of Development Act 1960	Provisions for granting licences to caravan sites, attachment of conditions and the provision of caravan sites.
Charities Act 1992	To perform functions and investigate offences connected with information to be provided, and false statements made by, professional fund raisers.
Charities Act 2006	To perform functions and investigate offences connected with unauthorised use of badges certificates and articles and of false statements made, in respect of charitable appeals.
Children & Young Persons Act 1933	To perform functions and investigate offences connected with the sale of tobacco and cigarette papers to persons under age and in respect of tobacco vending machines.
Children & Young Persons (Protection Tobacco) Act 1991	Duty of local authority to consider a programme of enforcement action in respect of the sale of tobacco to persons under age.
Children & Young Persons (Protection Tobacco) Act 1991	To perform functions and investigate offences connected with the sale of single cigarettes [3(1)] and in respect of tobacco warning notices [4(1) & 4(2)]
Cinemas Act 1985	The provisions relating to the regulation of cinemas and film exhibitions
Clean Air Act 1993	Provisions relating to control of smoke from chimneys and the chimney height; smoke grit and fumes from furnaces and the height of the furnace; the control of appliances and fuels in smoke control areas; controls over cable burning and the power to publish information thereof. Duty to enforce regulations concerning the composition and content of motor fuel [30(4)] and the sulphur content of oil fuel [31(4)] To perform functions and investigate offences connected to regulations made under section 30 & 31 related to the composition and content of motor fuel and fuel oil. To exercise powers of entry, inspection, seizure and test purchase in respect of motor fuel and fuel oil
Copyright, Designs & Patents Act 1988	To perform functions and investigate offences related to making or dealing with infringing articles etc Duty of enforcement by local weights and measures authority and powers of authorised officers related to entry, inspection, seizure and test purchase etc To perform functions and investigate offences related to making dealing with or using illicit recordings etc Duty of enforcement by local weights and measures authority and powers of authorised officers related to entry, inspection, seizure and test

ACT/REGULATION	DESCRIPTION OF DELEGATION
	purchase etc
Companies Act 2006	Where relevant to other authorised functions, to perform functions and investigate offences related to the display and disclosure of company names [Part 5], fraudulent trading [part 29], display and disclosure of business names [part 41].
Consumer Credit Act 1974	Duty of enforcement by local weights and measures authority Powers of authorised officers related to entry[including making application for warrants], inspection, seizure etc [162] and test purchase [164]
Consumer Protection Act 1987	Duty of enforcement by local weights and measures authority of safety provisions [part II of Act] Power of authorised officers to issue suspension notices in respect of goods suspected of contravening safety provisions and to give consents in respect of notices issued. Power of authorised officers to apply for forfeiture of goods contravening safety provisions. Powers of authorised officers to make test purchases [28(1)], of entry inspection & seizure etc [29], to apply for warrants of entry [30(2)], to request information & assistance [32(1)], to request information & assistance from Commissioners of Customs & Excise [37(1)].
Control of Pollution (Amendment) Act 1989	Powers relating to control of waste carriers and power to seize vehicles.
Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991	Power to require information in relation to waste carriers.
Control of Pollution Act 1974	Provisions relating to the control of certain paints and treatments; noise and vibration from building sites; noise in the streets; noise abatement zones and the carrying out of certain works by the Council.
Criminal Justice and Public Order Act 1994	Power to remove unauthorised traveller encampments
Criminal Justice and Police Act 2001	Closure of certain classifications of premises
Criminal Attempts Act 1981	To perform functions and investigate offences connected to attempts to commit an indictable offence, where relevant to other authorised functions.
Criminal Justice Act 1988	To perform functions and investigate offences connected to the supply of offensive weapons [141] and the sale of knives etc. to underage persons [141A]
Criminal Law Act 1977	To perform functions and investigate matters connected to conspiracy to commit offences where relevant to other authorised functions.

ACT/REGULATION	DESCRIPTION OF DELEGATION
Crossbows Act 1987	To perform functions and investigate matters connected to– the supply of crossbows to persons underage.
Dangerous Wild Animals Act 1976	Provisions relating to control of dangerous wild animals and power to seize dangerous wild animals.
Dangerous Dogs Act 1991	Provisions relating to breeding, supply, control and abandonment of dangerous dogs.
Development of Tourism Act 1969 See also schedule of secondary legislation [orders & regulations]	To perform functions and investigate matters connected to the notification of pricing of accommodation.
Deer Act 1991	The provisions relating to control of the sale of deer and associated record keeping
Eggs (Marketing Standards) Regs 1995	Control provisions for quality, marking and grading of eggs
Education Reform Act 1988	To perform functions and investigate offences connected to unrecognised degrees Duty of local weights and measures authority to enforce provisions of section 214 Trading Standards List 2 Powers of authorised officers in respect of premise entry, inspection search & seizure etc [215(2), 215(6)], to apply for warrants of entry [215(4).
Enterprise Act 2002	Designation and power of local weights and measures authority to act as a general enforcer in respect of certain consumer legislation. Power of authorised officers to seek undertakings in respect of domestic and community infringements. Power of authorised officers to give notice requiring that information be provided Duty of local weights and measures authority to give notice of intended proceedings under specified enactments or legislation. Power to disclose specified information To investigate offences in respect of disclosure of specified information
Energy Act 1976 See also schedule of secondary legislation [orders & regulations]	Enforcement of orders relating to passenger car fuel consumption
Energy Conservation Act 1981	Power of local weights and measures authority to enforce provisions concerning the design, construction and operation of energy consuming appliances. Powers of authorised officers in respect of entry, inspection, seizure & detention etc [20(2),20(3),20(7) and warrants of entry [20(5)
Environment Act 1985	Provisions imposing certain requirements and provision of controls relating to the control of air quality in the Borough
Environmental Protection Act 1990	Duty of Local authority to inspect its area for nuisance and to investigate all complaints of statutory nuisance. Power of entry, power to require works, power to carry out works and powers to recover costs in relation to said

ACT/REGULATION	DESCRIPTION OF DELEGATION
	statutory nuisance.
Estate Agents Act 1979	Duty of local weights and measures authority to enforce the provisions of the Act Powers of authorised officers in respect of entry, inspection, seizure & detention etc and warrants of entry.
European Communities Act 1972 Refer to schedule of secondary legislation [orders and regulations].	Enforcement of <i>any</i> orders, regulations or other instruments made there under or relating thereto, or having effect by virtue of the Act, in as far as they relate to consumer protection, fair trading, weights and measures and any other matters considered to be trading standards functions.
Explosives Act 1875 to 1976	To perform functions and investigate offences connected to the sale of gunpowder [30,32] and the sale of gunpowder to persons under age [31].
Fair Trading Act 1973	Duty of local weights and measures authority to enforce orders made under section 22 of the Act Power to make test purchases [28]. Powers of entry, inspection, seizure & detention etc 7 warrants of entry [29]
Farm & Garden Chemicals Act 1967	To perform functions and investigate offences connected to transactions in unlabelled products
Financial Services & Markets Act 2000 Refer to schedule of secondary legislation [orders and regulations].	To exercise the functions of a 'relevant officer' under the Money Laundering Regulations 2007
Fire Safety & Safety of Places of Sport Act 1987	Provisions relating to the safety of sports grounds
Fertilisers Regulations 1991	Provisions for labelling and sampling controls of fertilisers
Fireworks Act 2003	Duty of local weights and measures authority to enforce provisions in respect of firework regulations Powers of entry and inspection etc [by reference to the Consumer Protection Act 1987]
Firearms Act 1968	To perform functions and investigate offences connected to the supply of air weapons to persons under age.
Feeding Stuffs Regs 1991 & 1995	
Food Act 1984	
Food & Environment Protection Act 1985	Duty of local weights and measures authority to enforce regulations relating to the sale, labelling and advertising of pesticides Exercise of enforcement powers by authorised officers

ACT/REGULATION	DESCRIPTION OF DELEGATION
Forgery & Counterfeiting Act 1981	To perform functions and investigate offences connected to forgery and false instruments where relevant to other authorised functions.
Fraud Act 2006	To perform functions and investigate offences where relevant to other authorised functions.
Food Safety Act 1990	To perform functions in relation to food safety
Gaming Act 1968	Provisions for controls over gaming machines
Gambling Act 1985	Provisions for controls over gambling activities
Game Licences Act 1970	Provisions for licensing dealers in game, sale and purchase of game and the keeping of records
Game Acts 1831 & 1970	Provisions for licensing dealers in game, sale and purchase of game and the keeping of records
Greater London (General Powers) 1984	To exercise powers in respect of the registration of premises used for sales by way of competitive bidding Powers of entry and inspection in connection with sales by way of competitive bidding
Greater London (General Powers) 1978	Licensing of places concerned with entertainment
Greater London (General Powers) 1967	Licensing of places concerned with hairdressers and barbers
Greater London (General Powers) 1966	Licensing of places concerned with exhibitions
Guard Dogs Act 1975	Provisions for control of the use of guard dogs on premises.
Hallmarking Act 1973	Duty of local weights and measures authority to enforce the provisions of the Act. Powers of authorised officers in respect of test purchasing, entry and inspection etc
Housing Act 2004	Duty of local weights and measures authority to enforce sections 155 to 159 inclusive and 167(4) [provisions related to home information packs]. Powers of authorised officers to require production of home information packs Powers of authorised officers to issue penalty charge notices in connection with breaches of 155 to 159 inclusive, 167(4), 172(1) Powers to confirm or withdraw a penalty charge notice. Powers to extend the period for complying with a penalty charge notice requirement. Duty to investigate, obtain information, inspect and take action in relation to housing conditions, houses in multiple occupation and empty property as set out in parts 1-1V and all associated schedules.

ACT/REGULATION	DESCRIPTION OF DELEGATION
Housing Act 1985	Section 17 in relation to compulsory purchase
Housing Grants, Construction and Renovation Act 1996	Whole Act
Health Act 2006	
Health and Safety at Work etc Act 1974	Section 18(4) of Act – duty of local authority to enforce relevant provisions. Appointment of inspectors Authority to exercise power of inspector
Home Energy Conservation Act 1974	The provisions requiring local authorities to adopt a strategy for improving energy efficiency
Insurance Brokers [Registration] Act 1977	To perform functions and investigate offences connected to false registration
Intoxicating Substances [Supply] Act 1985	To perform functions and investigate offences connected to the sale of solvent based products to persons under age.
Knives Act 1997	To perform functions and investigate offences connected to the unlawful marketing of knives and the publication of associated material.
Legal Services Act 2007	To perform functions and investigate offences connected to carrying on restricted legal activities when not entitled [14] or carrying on those activities through persons not entitled [16] Powers of authorised officers to enter premises, powers to require production or take copies of documents, to request information . Power to apply for warrants of entry [198(6)]. To perform functions and investigate offences connected to obstruction and failing to provide information etc
Licensing Act 1964	To comment on applications for licences and permits
Licensing Act 2003	All I Authority Licensing functions including the duty of local weights and measures authority to enforce the provisions of section 146, 147, 147A in respect of the sale of alcohol to persons under age. To issue a closure notice in respect of persistently selling alcohol to persons under age To request a person under age to buy or attempt to buy alcohol To perform functions and investigate offences connected to the sale of liqueur confectionery to persons under age
Local Government (Miscellaneous Provisions) Act 1982	Powers relating to the protection of unoccupied buildings
Local Government (Miscellaneous Provisions) Act 1976	Power to require information

ACT/REGULATION	DESCRIPTION OF DELEGATION
London Local Authorities Act 1996	The provisions relating to licensing premises where occasional sales take place
London Local Authorities Act 1995	The provisions relating to licensing of door supervisors
London Local Authorities Act 1991	The provisions relating to licensing premises where special treatments are carried out and provision for the control of burglar alarms
London Local Authorities Act 1990	To enforce provisions in respect of street trading licences including the power to require production of a licence by a licence holder Powers in respect of the removal of receptacles Enforcement of provisions in respect of unlicensed street trading including seizure of relevant articles and things Powers of entry and inspection of authorised officers in connection with occasional sales Power to institute legal proceedings if a relevant person fails to furnish an authorised Officer with a name, provides a false name or false address
London Local Authorities Act 2004 Part 4	Administration of accounts for Fixed Penalty Notices, use of surplus, report to Secretary of State Power to enforce provisions including the Issuing of Fixed Penalty Notices in respect of contraventions of section 34(1 – 4) and 38(1) of Local Authorities Act 1990
Plastic materials & Articles in Contact with Food Regulations 1992	The provisions relating to plastic materials that are to be in contact with food
Magistrates Courts Act 1980	Where relevant to other authorised functions, to perform functions and investigate offences related to the aiding, abetting, counselling or procuring the commission of offences.
Malicious Communications Act 1988	Where relevant to other authorised functions, to perform functions and investigate offences related to sending letters etc. with intent to cause distress or anxiety
Materials & Articles in Contact with Food Regulations 1987	The provisions relating to materials that are to be in contact with food
Medicines Act 1968	Powers of authorised officers related to inspection, premise entry, taking of samples, seizure & detention etc related to medicated animal feed stuffs.
Motor Cycle Noise Act 1987	To perform functions and investigate offences related to the supply of motorcycle silencers and exhaust systems.
National Assistance Act 1948	Power of entry to inspect property
Noise & Statutory Nuisance Act 1993	Provisions for powers in relation to noise and nuisance in the street, control of alarms and recovery of costs

ACT/REGULATION	DESCRIPTION OF DELEGATION
Noise Act 1996	Power to issue warning notices and fixed penalty notices for noise and the power to enter premises and seize equipment
Natural Mineral Water, spring water and bottled drinking water Regs 1999	Provisions for the control of the bottling, supply and quality for natural mineral water
National Lottery Act 1993	To perform functions and investigate offences related to the supply of lottery tickets etc to persons under age
Olive Oil (Marketing Standards) Regulations 1987	Provisions for the control of the bottling, supply and quality for olive oils
Olympic Symbol etc (Protection) Act 1995	Power of local weights and measures authority to enforce provisions relating to relevant goods
Olympic Symbol etc (Protection) Act 1995	Powers of test purchase, entry, inspection & seizure of authorised officers
Pet Animals Act 1951 & 1983	Provisions for the control of sale of pet animals
Personal Protective Equipment (EC Directive) Regs 1992	Provisions for the control of the supply and quality of Personal Protective Equipment
Performing Animals (Regulation) Act 1925	Provisions for the control of the training or exhibition of performing animals
Poisons Act 1972	Provisions for the control of the supply and sale of poisons and the registration of sellers of poisons.
Prices Acts 1974 & 1975	Duty of local weights and measures authority to enforce orders made under sections 2, 4 & 5 in respect of the prices of goods. Powers of entry, inspection, seizure etc of authorised officers
Prevention of Damage by Pests Act 1949	Powers to enter premises for the control of rodents, to require treatments and to carry out works.
Protection of Animals Act 1911	Provisions relating to animal welfare
Proceeds of Crime Act 2002	Matters in relation to the investigation and charging of money laundering offences
Property Mis-descriptions Act 1991	Duty of local weights and measures authority to enforce the provisions of the Act Powers of inspection, seizure, to request the production etc of goods and documents Power of authorised officers to enter premises [paragraph 4(1)] and to apply for warrant of entry [paragraph 4(2)]
Protection From Harassment Act 1997	Where relevant to other authorised functions, to perform functions and investigate offences related to harassment and putting people in fear of violence
Public Health (Control of Diseases) Act 1984	The obligations placed upon, and provisions empowering local authorities with regard to the control of disease

ACT/REGULATION	DESCRIPTION OF DELEGATION
Public Health Act 1961	The obligations placed upon, and provisions empowering local authorities with regard to the control of public health
Public Health Act 1936	The obligations placed upon, and provisions empowering local authorities with regard to the control of public health
Recreational Craft Regs 1996	The obligations placed upon, and provisions empowering local authorities with regard to the supply of recreational craft
Restriction of Offensive Weapons Act 1959	Where relevant to other authorised functions, to perform functions and investigate offences related to the sale and supply of knives and other dangerous weapons.
Riding Establishments Act 1964 - 1970	Provisions relating to licensing of horse riding establishments
Road Traffic (Foreign vehicles) Act 1972	Provisions relating to the powers of authorised persons to prohibit overloaded vehicles
Road Traffic Act 1988	To perform functions and investigate offences related to the sale of motorcycle helmets To perform functions and investigate offences related to the supply of unroadworthy vehicles [75] and the fitting or supply of defective or unsuitable vehicle parts [76].
Scotch Whiskey Act 1988	Provisions relating to the supply and sale of products described as scotch whiskey.
Safety of Sports Grounds Act 1975	The provisions relating to the safety of sports grounds
Solicitors Act 1974	To perform functions and investigate offences related to pretending to be a solicitor and engaging in various practices when unqualified Powers of inspection, entry, seizure & detention, application for a warrant of entry of authorised officers
Sunday Trading Act 1994	Controls over hours of opening on Sundays and Easter for large shops.
Scrap Metal Dealers Act 1964	The provisions relating to the registration of scrap metal dealers
Solicitors Act 1974	The provisions relating to the preparation of certain instruments by unqualified persons
Telecommunications Act 1984	To perform functions and investigate offences related to the marking and labelling of telecommunications apparatus and information contained in advertisements for telecommunications apparatus.
Tattooing of minors act 1969	The provisions relating to the tattooing of young persons
Theft Act 1968	Where relevant to other authorised functions, to perform functions and investigate offences related to false accounting [17] and going equipped to cheat [25].

ACT/REGULATION	DESCRIPTION OF DELEGATION
Timeshare Act 1992	Duty of local weights and measures authority to enforce the provisions of the Act. Power of authorised officers to request information and seize documents
Tobacco Advertising and Promotion Act 2002	Duty of local weights and measures authority to enforce the provisions of the Act. Powers of authorised officers to enter premises, perform inspections, seize items, apply for warrants of entry etc.
Trade Descriptions Act 1968	Duty of local weights and measures authority to enforce the provisions of the Act Power of authorised officers to make test purchases Power of authorised officers to enter premises, inspect goods, of seizure and detention, to apply for warrants of entry etc.
Trade Marks Act 1994	Duty of local weights and measures authority to enforce provisions of section 92 (unauthorised use of trade mark, etc. in relation to goods). Powers of authorised officers to inspect goods and enter premises etc, of seizure and detention, to apply for warrants of entry etc. Power to apply for forfeiture of goods To perform functions and investigate offences related to the falsification of the trademarks register etc [94] and falsely representing a trade mark as registered [95].
Trading Representations (Disabled Persons) Acts 1958 and 1972	To perform functions and investigate offences related to registration of sellers of goods made by persons with disabilities
Unsolicited Goods and Services Act 1971 & 1975	To perform functions and investigate offences related to unsolicited demand for payment etc
Veterinary Surgeons Act 1966	To perform functions and investigate offences related to the carrying out of veterinary practices by unqualified persons and the use of practitioners titles when unqualified.
Video Recordings Act 1984	Duty of local weights and measures authority to enforce the provisions of the Act Powers of authorised officers to make test purchases, to enter premises, carry out inspections, powers of seizure & detention and to apply for warrants of entry etc To investigate outside of Bromley, offences suspected of being linked to or suspected to have been committed within the borough. To give consent to officers from other local authorities to investigate within Bromley, offences suspected of being linked to that other authority or suspected to have been committed within it.
Water Industry Act 1991	The provisions relating to the control of water to premises, including sufficiency, wholesomeness, and contamination; the control of waste water and duties placed upon the local authority.
Weights and Measures Act 1985	Designation of the London Borough of Bromley as a local weights and measures authority. <i>Power to provide consumer advice</i> Delegation of Chief Inspector of weights and measures To authorise an inspector to act as Deputy

ACT/REGULATION	DESCRIPTION OF DELEGATION
	<p>Chief Inspector of weights and measures To appoint inspectors of weights and measures To act as Deputy Chief Inspector of weights and measures To perform functions related to passing weighing & measuring equipment as fit for use for trade To issue certificates to operate public weighing and measuring equipment Powers of inspector in connection to certain goods [38] and certain documents [39], goods on road vehicles [40] and check weighing of certain road vehicles [41]. <i>Power to make test purchases</i> General powers of inspector to enter, inspect, seize & detain & to apply for warrants of entry etc</p>
Public Protection - General	<p>All other legislation or parts thereof considered to be relevant to the Public Protection Division that may be in force from time to time including amendments and additions to existing legislation.</p>

SECONDARY LEGISLATION

ACT/REGULATION	DESCRIPTION OF DELEGATION
Secondary legislation made under the European Communities Act 1972	
Aerosol Dispensers (EEC Requirements Regulations 1977)	<p>Powers of authorised officers related to entry (including making application for warrants), inspection, 'testing' etc... To perform functions and investigate offences/breaches under the Regulations</p>
Boiler (Efficiency) Regulations 1993	<p>Duty of local weights and measures authority to enforce the provisions of the Regulations.</p>
Business Protection from Misleading Marketing Regulations 2007	<p>Duty of local weights and measures authority to enforce the provisions of the Regulations Power to request information by notice in writing. Power to make test purchases and enter into an agreement to secure the provision of a service. Power to enter premises, inspect goods require production and seize or take copies documents and seize goods. Power to enter premises with a warrant.</p>
Chemical (Hazard Information & Packaging for Supply)	<p>Duty of the local weights and measures authority to enforce where the supply is from any form of retail outlet</p>

ACT/REGULATION	DESCRIPTION OF DELEGATION
Regulations 2002	and to enforce the provisions relating to the control of advertising (Reg 6) and child resistant packaging (Reg 11) Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Construction Products Regulations 1991	Duty of the local weights and measures authority to enforce the provisions of Part II of the Regulations (requirements relating to construction products). Power of authorised officers to issue suspension notices in respect of products suspected of contravening the regulations and to give consents in respect of notices issued. Power of authorised officers to apply for forfeiture of products contravening the Regulations Powers of authorised officers to make test purchases, of entry inspection & seizure etc, to apply for warrants of entry, to request information & assistance.
Consumer Protection from Unfair Trading Regulations 2007	Duty of local weights and measures authority to enforce the Regulations. Power to carry out test purchases or enter into arrangements to purchase products. Power to enter premises, inspect goods require production and seize or take copies documents and seize goods. Power to enter premises with a warrant.
Control of Misleading Advertisements Regulations 1988	To perform functions and investigate breaches under the Regulations
Consumer Protection (Cancellation of Contracts made in a consumers home or place of work etc) Regulations 2008	Duty of local weights and measures authority to enforce the provisions of regulations (offence relating to the failure to provide cancellation rights). Power of authorised officers to request production of documents and to seize documents.
Consumer Protection (Distance Selling) Regulations 2000	Duty of local weights and measures authority to consider complaints made to it about a breach. To perform functions and investigate offences/breaches under the Regulations
Cosmetic Products (Safety) Regulations 2004	To perform functions and investigate offences under the Regulations
Crystal Glass (Descriptions) Regulations 1973	Duty of local weights and measures authority to enforce Regulations. Powers of authorised officers to make test purchases, of entry inspection & seizure etc , to apply for warrants of entry
Electromagnetic Compatibility Regulations 2006	Duty of local weights and measures authority to enforce the Regulations (except the provisions relating to electricity water meters). Powers of authorised officers to make test purchases, of entry inspection & seizure etc), to apply for warrants of entry, to issue compliance and suspension notices and to request information & assistance.

ACT/REGULATION	DESCRIPTION OF DELEGATION
Electro-medical Equipment (EEC Requirements) Regulations 1988	Powers of authorised officers to make test purchases, of entry inspection & seizure etc, to apply for warrants of entry Power to make test purchases, enter premises and inspect and seize goods and entry by warrant.
Energy Efficiency (Ballasts for Fluorescent Lighting) Regulations 2001	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (Washing Machines) Regs 1996	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (Household Air Conditioners) Regs 2005	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (Combined washer driers) Regs 1997	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (Dishwashers) Regs 1999	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (Household electric ovens) Regs 2003	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant
Energy Information (Household refrigerators and freezers) Regs 2004	Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (lamps) Regs 1999	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant.
Energy Information (tumble dryers) Regs 1996	Duty of local weights and measures authority to enforce the Regulations Power to request technical documentation, carry out test purchases, entry, seizure and entry by warrant
The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007	Duty of local weights and measures authority to enforce regulations 5(2), 5(5), 6(2), 9(2), 10, 16(2), 21(1), 23, 24 and 39(4). Powers to request copies of documents to issue a penalty charge notice
Financial Services (Distance Marketing) Regulations 2004	Duty of local weights and measures authority to consider complaints about a breach of the Regulations To perform functions and investigate breaches/offences under the Regulations

ACT/REGULATION	DESCRIPTION OF DELEGATION
Footwear (Indication of Composition) Labelling Regulations 1995	Duty of local weights and measures authority to enforce the Regulations. Powers of authorised officers to make test purchases, of entry inspection & seizure etc, to apply for warrants of entry.
General Product Safety Regulations 2005	Duty of local authority to enforce the provisions of the Regulations. Power to issue suspension notices, require to 'mark,' require to warn, issue a withdrawal notice, issue a recall notice, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Manufacture and Storage of Explosives regulations 2005	Inspection of premises in relation to storage of explosives
Measuring Container Bottles (EEC Requirements) Regulations 1977	To perform functions and investigate offences related to the Regulations. Power of inspection, entry and testing.
Measuring Instruments (Automatic Discontinuous Totalisers) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Automatic Rail-weighbridges) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Automatic Catchweighers) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Gravimetric Filling Instruments) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations
	Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Beltweighers) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Capacity Serving Measures) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Liquid Fuel and Lubricants) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Liquid Fuel Delivered from Road Tankers) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry,

ACT/REGULATION	DESCRIPTION OF DELEGATION
	inspection testing and search by warrant
Measuring Instruments (Material Measures of Length) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (Cold-water Meters) Regs 2006	Duty of the local weights and measures authority to enforce the Regulations Power to serve compliance notice, serve an enforcement notice and powers of entry, inspection testing and search by warrant
Measuring Instruments (EEC Requirements) Regulations 1988	To perform functions and investigate offences related to the Regulations. Power to entry, inspection testing and search by warrant.
Medical Devices Regulations 2002	Powers of forfeiture, issue suspension notices, enter premises and seize goods and entry by warrant. Duty of local weights and measures authority to enforce these regulations in relation to devices that are consumer goods.
Medicines (Advertising) Regulations 1994	To perform functions and investigate breaches under the Regulations
Non-Automatic Weighing Instruments (EEC Requirements) Regulations 2000	To perform functions and investigate offences related to the Regulations. Only local weights and measures authority can institute proceedings. Powers of entry, inspection, testing and entry by warrant.
Packaging (Essential Requirements) Regulations 2003	Duty of local weights and measures authority to enforce the Regulations. Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Packaged Goods Regulations 2006	Duty of local weights and measures authority to enforce the Regulations. Powers of entry, inspection, testing and search by warrant.
Passenger Car (Fuel Consumption & CO2 Emissions Information) Regulations 2001 and The Passenger Car (Fuel Consumption) Order 1983.	Duty of local weights and measures authority to enforce the Regulations. Power to enter premises to request production to seize a certificate of conformity. Power to search by warrant.
Personal Protective Equipment (EC Directive) Regulations 2002	Duty of local weights and measures authority to enforce the Regulations Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Package Travel, Package Holidays and Package Tours Regulations 1992	Duty of local weights and measures authority to enforce the Regulations for the purposes of regs 5, 7, 8, 16 & 22. Powers of entry, seizure, production of documents and entry by warrant.
Pressure Equipment Regulations 1999	Duty of local weights and measures authority to enforce the Regulations in relation to pressure equipment or assemblies for private use or consumption. Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc...

ACT/REGULATION	DESCRIPTION OF DELEGATION
	and obtain search warrants
Radio Equipment & Telecommunications Terminal Equipment Regulations 2000	Duty of local authority to enforce the Regulations. Power to serve enforcement notice. Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Recreational Craft Regulations 2004	Duty of local weights and measures authority to enforce the Regulations. Power to service compliance notice. Power to issue suspension notices, apply for forfeiture and obtain information.
Simple Pressure Vessels (Safety) Regulations 1991	Duty of local weights and measures authority to enforce the Regulations where they relate to vessels and relevant assemblies as consumer goods. Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Supply of Machinery (Safety) Regulations 1992	Duty of local weights and measures authority to enforce where it relates to relevant machinery as goods for private use or consumption Power to issue suspension notices, apply for forfeiture, carry out test purchases, enter premises, inspect and seize goods etc... and obtain search warrants
Unfair terms in consumer contracts Regs 1999	Enforcement of unfair terms in consumer contracts
Secondary legislation made under the Development of Tourism Act 1969	
Tourism (Sleeping Accommodation Price Display) Order 1977	Power of entry and inspection.
Secondary legislation made under the Financial Services & Markets Act 2000	
Money Laundering Regulations 2007	Pursuant to arrangements made with the Office of Fair Trading (reg. 40) Power to request information, records and attendance of persons to answer questions. Powers of entry, inspection, take copies of documents and entry by warrant. Upon failure by a person to provide information, power (pursuant to arrangements made with the Office of Fair Trading) to make an application to the courts requesting person to take certain action.

Legislation enforced by Bromley Public Protection Division
(Public Protection and Safety Portfolio – Delegation (26))

Public Health (Control of Disease) Act 1984
as amended by Health and Social Care Act 2008

Section	Power
45M	Apply for orders under part 2A
46	Duty of the La to bury or cremate a body where no other arrangements made
48	Power to apply to Court for an order removing a body to a mortuary
61	Power of entry for appointed 'Proper Officer'
62	Supplementary powers as to entry
64	Power to prosecute

The Health Protection (Local Authority Powers) Regulations 2010

Section /Regulation	Power
2	To serve / review vary or revoke a notice to keep a child away from school when a child is or may be infected or contaminated
3	To serve notice on a head teacher of school to provide names addresses and contact numbers of pupils
4	To disinfect or decontaminate things at the request of the owner and charge for the service
5	To disinfect or decontaminate things at the request of a person with custody or control of the things and charge for the service
6	To disinfect or decontaminate premises at the request of the owner and charge for the service
7	To disinfect or decontaminate things at the request of the tenant and charge for the service

8	Power to serve notice on a person or groups requesting co-operation for health protection purposes. Offer compensation
9	Serve notice on the person having charge or control of premises in which a dead body is located prohibiting contact with the body
10	Serve notice on the person having charge or control of premises in which a dead body is located prohibiting entry to the room in which the body is located
11	To relocate or cause to be relocated a dead body

Health Protection (Notification) Regulations 2010

Section / Regulation	Power
	Appointment of the 'Proper Officer' for the receipt of information and notifications
Regulation 6	Duty of the Proper Officer to disclose a notification to the Health Protection Agency and or Proper Officer of another LA or Port Authority

Health Protection (Part 2A Order) Regulations 2010

Regulation 7	Power to charge in connection with Part 2A orders relating to things and premises
--------------	---

This page is left intentionally blank

Report No.
CSD14089

London Borough of Bromley
PART ONE - PUBLIC

Decision Maker: COUNCIL

Date: 4th June 2014

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

Title: MINOR CHANGES TO THE CONSTITUTION

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: All

1. Reason for report

- 1.1 Council is requested to agree minor changes to the terms of reference of the General Purposes and Licensing Committee and the Development Control Committee in the light of a recent legal judgement to clarify that the Committees may hear individual licensing and town planning cases.
-

2. RECOMMENDATION

- 2.1 That Council approves the following proposed clarifications to the responsibilities of the following Committees in Part 3, 2.01, 2.07, 2.08 and 2.09 of the Constitution –

2.01 General Purposes and Licensing Committee –

(m) Licensing matters, *including, where appropriate, determining cases relating to individual licenses*

2.07 Licensing Sub-Committee -

Add “*Concurrently with General Purposes and Licensing Committee*” before 1.

2.08 Development Control Committee -

1. Planning and Conservation *and Building Control*. All of the Council’s powers and duties relating to town and country planning and development control *and building control* as specified in Schedule 1 of the Functions Regulations, *including where appropriate, determining cases relating to individual sites*.

2.09 Plans Sub-Committees

Add “*Concurrently with Development Control Committee*” before 1.

Corporate Policy

1. Policy Status: Existing Policy:
 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: £367,636
 5. Source of funding: 2013/14 revenue budget
-

Staff

1. Number of staff (current and additional): 10 (8.75 fte)
 2. If from existing staff resources, number of staff hours: N/A
-

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): N/A
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The Council's various licensing functions are discharged by the General Purposes and Licensing Committee. These are non-executive functions as defined by The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Function and Responsibilities) (England) (Amendment) Regulations 2001 and cannot be undertaken by the Executive. Under our current constitution the Committee has 15 members and currently licensing decisions are delegated to sub-committees of 3 members.
- 3.2 Following a recent case (R. (on the application of Bridgerow Ltd) v Cheshire West and Chester BC), a local authority's decision refusing to renew a sexual entertainment venue licence was set aside as, in breach of its constitution, it was taken by a panel of twelve councillors instead of by three members drawn from the full committee. In order to avoid any confusion, it is proposed that a minor amendment to Bromley's Constitution is made to clarify that General Purposes and Licensing Committee can, if it wishes, consider cases relating to individual licenses.
- 3.3 For the avoidance of any doubt, it is proposed that similar changes be made for Development Control Committee and Plans Sub-Committees, and also that a specific reference is made to building control in the Committee's terms of reference.

Non-Applicable Sections:	Policy/Legal/Financial/Personnel
Background Documents: (Access via Contact Officer)	Constitution of the London Borough of Bromley

This page is left intentionally blank

Report No.
CSD14073

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: COUNCIL

Date: 4th June 2014

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

Title: COUNCILLOR ATTENDANCE 2013/14

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 One of the recommendations of the Constitution Improvement Working Group, endorsed by Council on 15th December 2009, was that details of Councillor attendance at meetings be published at the end of each Council year. The data for 2013/14 will be included in this report. The data covers formal meetings of the Council, the Executive, Committees and Sub-Committees, plus at the request of the Constitution Improvement Working Group various other meetings including executive and non-executive working groups. Even with this additional information, this report does not purport to give an exhaustive account of Councillor activity.
-

2. **RECOMMENDATION(S)**

Council is asked to note the Councillor attendance data for 2013/14 and agree that, subject to inclusion of data from any outstanding meetings and any minor corrections identified by Members, this be published on the Council website.

Corporate Policy

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

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Representation
 4. Total current budget for this head: £1,159,600
 5. Source of funding: 2013/14 Revenue budget
-

Staff

1. Number of staff (current and additional): 0
 2. If from existing staff resources, number of staff hours: N/A
-

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 provided for the benefit of Councillors and to assist in providing transparency about the work of Councillors.
-

Ward Councillor Views

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

3. COMMENTARY

3.1 The Constitution Improvement Working Group in its third report, presented to full Council on 15th December 2009, recommended that information about Councillor attendance at meetings should be recorded and published annually. This information has always been published through the minutes of meetings, but was not previously been brought together in one document. The recommendation (set out below) was adopted by Council -

“That attendance information be routinely collected and that it be published annually at the end of the Municipal Year including details of apologies for absence and the appointment of substitutes.”

3.2 The meetings covered are listed in appendix 1; these are all Council, Committee, Sub-Committee and Executive/Portfolio Holder meetings during the Council year 2013/14, plus a variety of other meetings and working groups. The Constitution Improvement Working Group also suggested that individual Members be offered the opportunity to add any further notes or comments that take into account any other meetings not already covered. A schedule covering attendance of individual members will be circulated “to follow” as soon as it is available as appendix 2.

3.3 The data in appendix 2 will not include attendance at a variety of more informal meetings, partnership meetings, official engagements carried out by the Mayor and Deputy Mayor, or any of the wide range of ward-related activities carried out by Councillors throughout the year.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of meetings in 2013/14 (except those held in private.)

Meeting Name	Number of Meetings in 2013/14
Council, Committees & Sub-Committees (91)	
Council	6
General Purposes & Licensing	7
Appeals Sub-Committee	5
Audit Sub-Committee	3
Industrial Relations Sub-Committee	1
Licensing Sub-Committee	24
Local Joint Consultative Committee	3
Pensions Investment Sub-Committee	5
Rights of Way Sub-Committee	1
Development Control Committee	6
Plans Sub-Committees (x4)	26
Appointment Panel	0
Standards Committee	1
Urgency Committee	3
PDS Committees and Sub-Committees (41)	
Care Services PDS Committee	5
Education PDS Committee	5
Environment PDS Committee	5
Executive & Resources PDS Committee	8
Public Protection & Safety PDS Committee	5
Renewal & Recreation PDS Committee	5
Education Budget PDS Sub-Committee	5
Health Scrutiny PDS Sub-Committee	3
Executive meetings (13)	
Executive	11
Improvement & Efficiency Sub-Committee	0
Portfolio Holder Meetings	2
Other Meetings (54)	
Health & Wellbeing Board	6
SACRE	3
Economic Partnership	4
Safer Bromley Partnership	4
Adoption Panel	14
Foster Panel	19
Crystal Palace Park Executive Project Board	4
Executive Working Groups (22)	
Biggin Hill Heritage Centre WG	1
Constitution Improvement WG	2
Children's Board	9
Child Safeguarding & Corporate Parenting WG	2
Local Development Framework Advisory Panel	6
Special Educational Needs WG	2
PDS Working Groups (14)	
Beckenham & West Wickham Town Centres WG	3
Behaviour Service WG	1
Costs and Charges WG	2
Primary School Places WG	2
New Technology WG	3
Parking WG	1
School Governance WG	2
TOTAL	235

Report No.
CSD14087

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: COUNCIL

Date: 4th June 2014

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

Title: **REPORTS FROM COUNCILLORS APPOINTED TO OUTSIDE BODIES 2013/14**

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 One of the recommendations of the Constitution Improvement Working Group, endorsed by Council on 15th December 2009, was that Councillors appointed to serve on outside bodies with a significant role and budget should be required to provide a short written statement to full Council at the end of each Council year.

2. **RECOMMENDATION**

Council is asked to note the reports from Councillors appointed to outside bodies.

Corporate Policy

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

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Representation
 4. Total current budget for this head: £1,149,820
 5. Source of funding: 2013/14 revenue budget
-

Staff

1. Number of staff (current and additional): 0
 2. If from existing staff resources, number of staff hours: N/A
-

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 provided for the benefit of Members of the Council and to provide transparency
-

Ward Councillor Views

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

3. COMMENTARY

3.1 The Constitution Improvement Working Group in its third report, presented to full Council on 15th December 2009, recommended -

“That the Members appointed as the Council’s representatives on outside organisations with a significant role and budget, should be required to provide a short annual written report to the final Council meeting or PDS in each Municipal Year.”

3.2 This recommendation was duly approved by full Council, and reports have been requested from a number of Members who have served as the Council’s representatives during 2013/14 on outside bodies with significant roles and budgets -

Affinity Sutton - London Regional Scrutiny Board (Cllr Nicholas Bennett)

Bromley Healthcare Council of Governors (Cllr Diane Smith)

Mytime Active Board (Cllr Tim Stevens)

Bromley Youth Music Trust Board of Directors (Cllr Kate Lymer)

Community Links Bromley (Cllrs Judi Ellis and Ellie Harmer)

3.3 Reports will be attached as **Appendix 1** when they become available.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	None

This page is left intentionally blank