



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 1 October 2013

To: Members of the

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

Councillor Eric Bosshard (Chairman)

Councillor Russell Mellor (Vice-Chairman)

Councillors Nicholas Bennett J.P., Peter Fookes, Ellie Harmer, Will Harmer, David Hastings, Brian Humphrys, William Huntington-Thresher, Kate Lymer, Nick Milner, Tony Owen, Tom Papworth, Ian F. Payne, Neil Reddin FCCA and Pauline Tunncliffe

A meeting of the Executive and Resources Policy Development and Scrutiny Committee will be held at Bromley Civic Centre on **THURSDAY 10 OCTOBER 2013**  
**AT 7.00 PM**

MARK BOWEN

Director of Corporate Services

*Copies of the documents referred to below can be obtained from  
[www.bromley.gov.uk/meetings](http://www.bromley.gov.uk/meetings)*

**PART 1 AGENDA**

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

**STANDARD ITEMS**

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 4<sup>th</sup> October 2013.

- 4 **MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 4TH SEPTEMBER 2013 (EXCLUDING EXEMPT ITEMS)** (Pages 5 - 14)
- 5 **MATTERS ARISING FROM PREVIOUS MEETINGS** (Pages 15 - 18)
- 6 **FORWARD PLAN OF PRIVATE AND KEY EXECUTIVE DECISIONS** (Pages 19 - 24)
- 7 **CONTRACTS REGISTER**

Copies of the Contracts Register have been circulated under separate cover and are available on the Council website.

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

- 8 **QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 4<sup>th</sup> October 2013.

- 9 **RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY**

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

- a **PRIORY GARDENS AND ADJOINING FORMER PUBLIC TOILET BLOCK**  
(Pages 25 - 30)  
Orpington Ward
- b **CHIEF EXECUTIVES DEPARTMENT CARRY FORWARD REQUESTS**  
(Pages 31 - 36)
- c **INSURANCE FUND - ANNUAL REPORT 2012/13** (Pages 37 - 42)

#### **HOLDING THE EXECUTIVE TO ACCOUNT**

- 10 **SCRUTINY OF THE LEADER OF THE COUNCIL**
- 11 **PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS** (Pages 43 - 46)  
Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 16th October 2013.

#### **POLICY DEVELOPMENT AND OTHER ITEMS**

- 12 **UPDATES FROM PDS CHAIRMEN** (Pages 47 - 52)
- 13 **WORK PROGRAMME 2013/14** (Pages 53 - 58)

## **PART 2 AGENDA**

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

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

#### **Items of Business**

#### **Schedule 12A Description**

### **15 EXEMPT MINUTES OF THE MEETING HELD ON 4TH SEPTEMBER 2013**

(Pages 59 - 62)

### **16 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS**

#### **a ORPINGTON FOODBANK, 111 COTMANDENE CRESCENT, ST PAUL'S CRAY**

(Pages 63 - 68)

Cray Valley West Ward

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

#### **b 20 SNOWDOWN CLOSE PENGE**

(Pages 69 - 78)

Penge and Cator Ward

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

### **17 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS**

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

Minutes of the meeting held at 7.00 pm on 4 September 2013

### **Present:**

Councillor Eric Bosshard (Chairman)  
Councillors Nicholas Bennett J.P., Brian Humphrys,  
William Huntington-Thresher, Russell Mellor (Vice-  
Chairman), Nick Milner, Tom Papworth, Ellie Harmer,  
Peter Fookes, David Hastings, Tony Owen,  
Neil Reddin FCCA, Pauline Tunnicliffe, Will Harmer and  
Kate Lymer

### **Also Present:**

Councillor Graham Arthur, Councillor Stephen Carr and  
Councillor Robert Evans

### **364 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Councillor Ellie Harmer sent apologies for arriving late.

### **365 DECLARATIONS OF INTEREST**

There were no declarations of interest, although in respect of agenda item 15 (a) Enhancement of Bromley Pensions Software it was noted that advice had been received that Members who were part of the Local Government Pensions Scheme did not need to declare an interest.

### **366 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

No questions had been received.

### **367 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 18TH JULY 2013 (EXCLUDING EXEMPT ITEMS)**

It was noted that in minute 357, Updates from PDS Chairmen, the typing errors related to the Education PDS Committee update, not the Public Protection and Safety PDS Committee update.

**RESOLVED** that, subject to the correction set out above, the minutes of the meeting held on 18<sup>th</sup> July 2013 (excluding exempt information) be confirmed.

**368 MATTERS ARISING FROM PREVIOUS MEETINGS**  
Report RES13152

The Committee received an update on matters arising from previous meetings – the information requested at the last meeting from Liberata would be chased.

**369 FORWARD PLAN OF PRIVATE AND KEY DECISIONS**

The Committee received the latest version of the Forward Plan of Private and Key Decisions published on 13<sup>th</sup> August 2013.

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

No questions had been received.

**371 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY**

The Committee received the following reports for pre-decision scrutiny where the Resources Portfolio Holder was minded to take a decision.

**371.1 CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2013/14**  
Report RES13144

At its meeting on 24<sup>th</sup> July 2013 the Executive had received the first quarterly monitoring report for 2013/14 and agreed a revised Capital Programme for the four year period 2013/14 to 2016/17. This was set out in Appendix A to the report. Appendix B set out details of the 2012/13 outturn and Appendix C set out detailed comments on scheme progress at the end of the first quarter of 2013/14.

A Member commented that IT projects often appeared to be delayed, either because they were not planned or managed well. Officers responded that often these were very complex projects and sometimes project plans were too optimistic; Members comments would be passed back.

**RESOLVED that the recommendation to confirm the changes to the Resources Capital Programme made by the Executive be supported.**

**371.2 TREASURY MANAGEMENT - ANNUAL REPORT 2012/13 & PERFORMANCE Q1 2013/14**  
Report RES13151

The Committee considered the Treasury Management Annual Report for 2012/13 and a summary of investment performance in the first quarter of 2013/14. The report also included an update on the Council's investment with Heritable Bank (the Council had now received 94% of its claim) and proposed

changes to the Council's Annual Investment Strategy in the form of an increase in the maximum duration for loans to other local authorities from two years to three and the inclusion of collective (pooled) investment schemes as eligible investment vehicles. These changes would require the approval of full Council.

The Committee accepted that with returns at low levels it was sensible to accept the proposed changes to the Strategy.

**RESOLVED that the recommendations to note the report, approve the actual prudential indicators within the report and request Council to approve changes to the Annual Investment Strategy be supported.**

### **372 HOLDING THE CHIEF EXECUTIVE TO ACCOUNT**

Mr Doug Patterson, the Chief Executive, attended the meeting to update the Committee on his work and answer questions. He summarised the current position on a number of issues, including the budget, integration of health and social care and local terms and conditions for staff.

Mr Patterson indicated that he was confident that the projected overspends in the current year would be dealt with, and offered to comment further on this when the Committee considered the Executive's Budget Monitoring report (minute 373 below). The budget gap for 2014/15 was projected to be between £4m and £8m, with a further £20m to be found in 2015/16 leading to an eventual reduction in budget in the region of £60m (from about £190m to about £130m.) Work was continuing on the twin strands of baseline reviews and commissioning, where a number of services were under active consideration.

The integration of health and social care services was a key issue and undoubtedly the correct way to go, building on the joint commissioning that had already taken place. Mr Patterson confirmed that recent announcements of funding for integration did not involve any new or additional money and the Department of Health would still need to approve the Council's health spending plans. Any movement towards more integration or community budgets would have opportunities for efficiencies, but there would also be some very difficult issues to overcome and a common vision across local public sector agencies would be needed.

The move towards local terms and conditions was now largely completed, with only 27 staff not having signed the new contract, and 14 staff going to Employment Tribunal. The final deadline was 15<sup>th</sup> September 2013.

The Chairman stated that progress on commissioning needed to be faster; Mr Patterson accepted this but responded that five major services were now being considered – Customer Services, HR Transactional Services, Adult Social Care, Regulatory Services and Facilities and Property Management. Around £30m had already been taken out of the Council's budget in the previous two or three years. Councillor Nicholas Bennett suggested that as

budgets declined the burden on Councils was actually being increased through new legislation and “activist” judges – Mr Patterson confirmed that local MPs were being briefed and agreed that issues such as people with no recourse to public funds, changes to youth remand funding, and homelessness and welfare reforms were causing budget pressures in Care Services.

Councillor Pauline Tunnicliffe reported that Care Services PDS Committee had received reports of wastage in the community equipment budget, where expensive equipment had not always been retrieved and re-used and health partners were projected to overspend by a considerable margin. Mr Patterson commented that the Council’s greater financial rigour and democratic influence would help to prevent these issues as integration between health and social care progressed.

Councillor Neil Reddin raised the issue of inflationary pressures building up in the economy, and the effect of this on contracts. Members were informed that RPIX had been used for Council contracts in the past, but CPI was normally used now.

Councillor Will Harmer asked whether the proposed outsourcing of Customer Services to Liberata would mean that the contract would restrict the Council’s opportunities to reduce services. It was confirmed that it would be possible to vary the contract if necessary.

Councillor Russell Mellor asked whether mergers with other boroughs were likely. In response, Mr Patterson referred to the tri-borough arrangements in London, and to questions about the size of district councils.

Councillor William Huntington-Thresher asked whether the Council could expect Government funding to address the pressure for secondary school places in the future, and where the additional land required could be found. The Council did have the demographic information available to carry out the planning required, and Councillor Bennett reported that the Primary Places Working Group had met earlier that week and made a series of recommendations, and, renamed as the School Places Working Group, would continue to address these issues.

The Committee emphasised that to tackle the budget reductions it was necessary to have a strategic plan, to face the difficult decisions about services that might need to be withdrawn and to take prompt action. Officers responded that although it might appear that progress was slow, considerable work had been done to understand the Council’s activity.

**373            PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS**  
Report RES13153

The Committee considered the following reports on the agenda for the meeting of the Executive on 11<sup>th</sup> July 2013.



**(5) Budget Monitoring**

Report RES13148

The Committee considered the second budget monitoring report for 2013/14 based on activity and expenditure levels up to July 2013. The report also highlighted significant variations which would impact on future years and early warnings that could affect the final year end position.

The Chief Executive summarised the causes for some of the projected overspends and the action being taken to balance the budget. The largest variations were in Environment (car parking income not achieved), Resources (rental income not achieved) and Care Services, where a number of different pressures were being addressed including placements budgets, people with no recourse to public funds, young people on remand and homelessness provision. The Chief Executive assured Members that with better gatekeeping, compensatory savings and provisions in contingency the overspend would be significantly reduced by the end of the financial year.

A Member raised concerns that projected savings were sometimes too optimistic, and that there was often too much of a delay between decisions being taken and implemented.

**RESOLVED that the recommendations be supported.**

**(6) 2013/14 Planned Highway Maintenance Programme – Street Services Reinstatement Fund**

Report RES13156

It was proposed to use £483k held in the Street Services Reinstatement Fund (included in the Council's earmarked reserves) to fund a number of additional highway maintenance schemes. The money had originally been set aside in 2003 for the purposes of remedial works for cable television infrastructure.

**RESOLVED that the recommendations be supported.**

**(7) Glebe Foundation Special School (Capital Works)**

Report ED13078

A statutory consultation had been carried out on proposals to enlarge the Glebe Foundation Special School by 104 places, and permission was sought to engage a consultant to undertake initial feasibility and planning work.

**RESOLVED that the recommendations be supported.**

**(8) Adoption Reform Grant (Part A) Drawdown**

Report CS13032

In January 2013 the Department for Education had announced grant funding for local authorities to support adoption reform. The Executive had already

approved proposals for Part B of the grant, ring-fenced specifically for the recruitment of adopters. Permission was sought to draw down funding of £140,100 of the £547,752 available from Part A, which was not ring-fenced. The report also outlined possible spend for 2014/15 and 2015/16.

**RESOLVED that the recommendations be supported.**

**(9) Formal Consultation on Outline Service Proposals and Procurement Strategy – Customer Services**  
Report RES13157

At its meeting in November 2012 the Executive had asked officers to explore opportunities for outsourcing Customer Services, whilst recognising the importance of maintaining service standards and retaining well-trained staff with local knowledge. It was now proposed to award a contract to Liberata commencing on 1<sup>st</sup> November 2013 enabling annual savings of £68,000 on Customer Services operations and additionally £28,000 from the Capita IT contract if the number of computers decreased by 100. A one-off investment of £330k from the Invest to Save Fund was also proposed to deliver further savings of between £125,000 and £200,000pa. It was confirmed that current service standards would apply, there would be no job-losses and all staff would transfer to Liberata.

The proposals would consolidate existing front-line services under one provider and would enable more services to be transferred to the Customer Service Centre (CSC). Portal development would increase accessibility of services, allow more self-service and reduce the use of other more expensive customer service channels.

The Chairman invited Glenn Kelly, as Staff-side Secretary, to address the Committee. He argued that the proposals were too hasty and would only produce minimal savings. He drew attention to the accommodation costs of £107,000 which had been excluded from the bid – he argued that these should have been included making Liberata's bid more expensive than retaining the service in-house. He criticised the report for not providing enough detail, and questioned whether the channel-shift approach was appropriate in the borough with the highest population in London of people over 85 years.

Officers confirmed that the accommodation costs had been excluded as this was the cheapest approach and reflected existing in-house recharges. If an element of rent was included Liberata would simply charge a corresponding increase in their bid price. The Liberata contract had three and a half years to run, and it was anticipated that further savings could be achieved when it was re-tendered, along with savings from IT and channel shift which could amount to as much as £300,000 in total.

Some Members felt that there was not sufficient detail in the report on issues such as how failure-demand could be reduced, and that the savings targets were not sufficiently ambitious. Fix my Street was mentioned as an example

of an effective and innovative online service that the Council should be using and emulating – it was confirmed that was having an impact already and which would increase when it was publicised in future. The portal would be key to addressing failure demand; this would not be developed by Capita as the IT support provider, but the Council would take advantage of Liberata's expertise in this field. It was confirmed that there were targets for answering phone calls, but call duration was not targeted as resolving the customer's issues was the aim.

The Committee supported the principle of channel shift, and it was confirmed that further development of online services such as school admissions and free school meals applications would be within the contract.

Members asked for further details of the proposals, such as a project specification or draft contract, and sought more substance and evidence of how the additional savings could actually be achieved. It was also noted that the contract needed to allow the Council to vary and reduce service standards if necessary – officers confirmed that the contract contained this flexibility, and that the default clauses in the existing contract would apply should Liberata fail to perform to the required standards. Officers agreed to circulate further information including the service level agreement (SLA).

Members asked why Bromley Social Services Direct (BSSD) was not being included in the proposed contract. It was explained that BSSD was a discreet service separate from the main part of the CSC; as Adult Social Care services were being re-modelled the Education, Care and Health Services Department preferred the BSSD service to transfer back to them to manage the changes they required.

The Committee concluded that the Executive should be informed that the recommendations should be supported, but considered that more information was needed to support the anticipated savings.

**RESOLVED that the recommendations be supported.**

**374           UPDATES FROM PDS CHAIRMEN**  
RES13154

The Committee received an update from Councillor Pauline Tunnicliffe, Chairman of the Care Services PDS Committee, on the meeting held on 3<sup>rd</sup> September 2013.

**375           WORK PROGRAMME 2013/14**  
Report RES13118

The Committee received an update on its work programme for 2013/14 and on currently active working groups and Sub-Committees. The Chairman informed the Committee that there would be reports to the meeting on 13<sup>th</sup> November on the Bromley Employment Project and to the meeting on 8<sup>th</sup> January on Shared Parking Services.

Councillor Nicholas Bennett reported that the Primary School Development Working Group had been re-named the School Places Working Group, while the Behaviour Services Working Group had been wound up. Councillor William Huntington-Thresher invited Members to attend the meeting of the LIP (Local Improvement Plan) Working Group on 10<sup>th</sup> September, which would be considering the draft LIP before it was considered by the PDS Committee on 1<sup>st</sup> October.

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

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

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

**377 EXEMPT MINUTES OF THE MEETING HELD ON 18TH JULY 2013.**

The exempt minutes of the meeting held on 18<sup>th</sup> July 2013 were confirmed.

**378 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS**

The Committee scrutinised the following proposed decisions of the Resources Portfolio Holder.

**378.1 Enhancement of Bromley Pensions software**

The Committee supported a proposal to approve a waiver of the Contract Procedure Rules to award a contract for the upgrade of the Council's pensions administration software.

**378.2 Lynwood House, Crofton Road, Orpington**

The Committee considered a proposal to release a restrictive covenant.

**378.3 The Laurels, Norheads Lane, Biggin Hill**

The Committee considered a proposal to agree to a change of name of the purchaser.

**378.4 Isard House, Glebe House Drive, Hayes**

The Committee considered a proposal to accept a revised purchase price for Isard House.

**378.5 Former Caretaker's House, Education Development Centre,  
Princes Plain, Bromley**

The Committee considered a proposal to retain the former caretaker's house at the former Education Development Centre.

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

The Committee scrutinised reports on the Executive's part 2 agenda for the meeting on 11<sup>th</sup> September 2013 – (13) Former Town Hall and South Street Car Park, Bromley and (14) Gateway Review – Dynamic Purchasing System.

The Meeting ended at 9.04 pm

Chairman

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# Agenda Item 5

Report No.  
RES13179

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE AND RESOURCES  
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** 10<sup>th</sup> October 2013

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

**Title:** MATTERS ARISING FROM PREVIOUS MEETINGS

**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

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1. Reason for report

- 1.1 Appendix 1 to this report updates Members on matters arising from previous meetings which continue to be "live." Four matters are listed concerning the Winter Health Project, potential Working Groups and requests for further information on the Revenues Service and the Housing Benefit Service.

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2. **RECOMMENDATION(S)**

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

### 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: £363,070
  5. Source of funding: 2013/14 revenue budget
- 

### Staff

1. Number of staff (current and additional): 8 posts (7.22 fte)
  2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours between each meeting.
- 

### Legal

1. Legal Requirement: None:
  2. Call-in: Not Applicable: This report does not involve an executive decision.
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### Customer Impact

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

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

<b>Non-Applicable Sections:</b>	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of previous meetings



**Appendix 1**

<b>Minute Number/ Title/Date</b>	<b>PDS Request</b>	<b>Update</b>	<b>Action By</b>	<b>Completion Date</b>
336 <b>Executive Reports: (12) Winter Health Project</b> (5 <sup>th</sup> June 2013)	The Committee requested an update in a year's time	The issue will be included in the Work Programme	Public Health Associate Director	May 2014
340 <b>Work Programme</b> (5 <sup>th</sup> June 2013)	The Chairman asked that suggestions for any issues for consideration by Working Groups should be submitted to him.	To be considered as necessary under the Work Programme report.	Committee Members	October 2013
355 <b>Revenues Service Monitoring Report</b> (18 <sup>th</sup> July 2013)	Members asked for information about companies in default on NNDR. Cllr Will Harmer requested information on the numbers of people using different payment methods for Council Tax.	Information has been collated by Liberata and was emailed to PDS Members on 27 <sup>th</sup> September 2013	Head of Revenues and Benefits	September 2013
356 <b>Housing and Council Tax Benefit Service Monitoring Report</b> (18 <sup>th</sup> July 2013)	The Chairman asked for a breakdown of the length of Discretionary Housing Payments for review by the Committee in six months.	The issue has been added to the Committee's work programme.	Head of Revenues and Benefits	January 2014

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**LONDON BOROUGH OF BROMLEY**

**FORWARD PLAN FOR KEY DECISIONS AND PUBLIC MEETINGS PUBLISHED ON: 17<sup>th</sup> SEPTEMBER 2013**

**PERIOD COVERED: September 2013 - December 2013**

**DATE NEXT FORWARD PLAN FOR KEY DECISIONS AND PUBLIC MEETINGS PUBLISHED: 22<sup>nd</sup> OCTOBER 2013**

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
<b>COUNCIL</b>						
<b>EXECUTIVE</b>						
ANERLEY TOWN HALL	Executive	16 October 2013  Executive and Resources PDS Committee	Meeting	Contact Officer:  Colin Brand Tel: 0208 313 4107 <a href="mailto:colin.brand@bromley.gov.uk">colin.brand@bromley.gov.uk</a>	<u>Private meeting - exempt information - financial/business affairs of a person/body.</u>	Part 2 report - confidential
EXCLUSIVITY ARRANGEMENTS IN CRYSTAL PALACE PARK	Executive	16 October 2013  Executive and Resources PDS Committee	Meeting	Contact Officer:  Colin Brand Tel: 0208 313 4107 <a href="mailto:colin.brand@bromley.gov.uk">colin.brand@bromley.gov.uk</a>	<u>Private meeting - exempt information - financial/business affairs of a person/body.</u>	Part 2 report - confidential
AWARD OF CONTRACT - INTERMEDIATE CARE	Executive	16 October 2013  Health Scrutiny Sub-Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Lorna Blackwood Tel: 020 8313 4110 <a href="mailto:lorna.blackwood@bromley.gov.uk">lorna.blackwood@bromley.gov.uk</a>	<u>Private meeting - exempt information - financial/business affairs of a person/body.</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
INVEST TO CONTAIN - ADULT SERVICES	Executive	16 October 2013  Executive and Resources PDS Committee	Meeting	Contact Officer:  Lorna Blackwood Tel: 020 8313 4110 <a href="mailto:lorna.blackwood@bromley.gov.uk">lorna.blackwood@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
EDUCATION SERVICES COMMISSIONING PLANS	Executive	16 October 2013  Education PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Laurence Downes Tel: 0208 313 4805 <a href="mailto:Laurence.Downes@bromley.gov.uk">Laurence.Downes@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
FINANCIAL IMPLICATIONS OF CHANGES TO THE YOUTH REMAND FRAMEWORK	Executive	20 November 2013  Care Services PDS Committee, Public Protection and Safety PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Paul King Tel: 020 8461 7572 <a href="mailto:paul.king@bromley.gov.uk">paul.king@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
TACKLING TROUBLED FAMILIES - GRANT DRAW-DOWN	Executive	20 November 2013  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Mark Thorn  <a href="mailto:Mark.Thorn@bromley.gov.uk">Mark.Thorn@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
RECRUITMENT AND RETENTION STRATEGY - CHILDREN'S SOCIAL CARE	Executive	20 November 2013  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Mathew Brooks Tel: 020 8313 4350 <a href="mailto:Mathew.Brooks@bromley.gov.uk">Mathew.Brooks@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
WELFARE REFORM - BUDGET PRESSURES	Executive	20 November 2013  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Sara Bowrey Tel: 020 8313 4013 <a href="mailto:sara.bowrey@bromley.gov.uk">sara.bowrey@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
INFORMATION ADVICE AND GUIDANCE GATEWAY REPORT	Executive	20 November 2013  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Claire Lynn Tel: 020 8313 4034 <a href="mailto:claire.lynn@bromley.gov.uk">claire.lynn@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
<b>CARE SERVICES PORTFOLIO</b>						
PROCUREMENT STRATEGY PUBLIC HEALTH	Portfolio Holder for Care Services (including Public Health)	Not before 29 October 2013  Care Services PDS Committee	Meeting	Contact Officer:  Richard Hills Tel: 020 8313 4198 <a href="mailto:Richard.Hills@bromley.gov.uk">Richard.Hills@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
<b>EDUCATION PORTFOLIO</b>						
GATEWAY REPORT - NURSERIES	Portfolio Holder for Education	Not before 12 November 2013  Education PDS Committee	Meeting	Contact Officer:  Wendy Norman Tel: 020 8313 4212 <a href="mailto:Wendy.Norman@bromley.gov.uk">Wendy.Norman@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
THERAPY COMMISSIONING IN SCHOOLS	Portfolio Holder for Education	Not before 12 November 2013  Education PDS Committee	Meeting	Contact Officer:  Hilary Rogers Tel: 020 8776 3172 <a href="mailto:Hilary.Rogers@bromley.gov.uk">Hilary.Rogers@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
ADULT EDUCATION - GATEWAY	Portfolio Holder for Education	Not before 12 November 2013  Education PDS Committee	Meeting	Contact Officer:  Debi Christie  <a href="mailto:Debi.Christie@bromley.gov.uk">Debi.Christie@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
<b>ENVIRONMENT PORTFOLIO</b>						
TFL FUNDED WORK PROGRAMME 2014/15	Portfolio Holder for Environment	Between 01 October 2013 and 04 October 2013  Environment PDS Committee	Meeting	Contact Officer:  Steven Heeley  <a href="mailto:Steven.Heeley@bromley.gov.uk">Steven.Heeley@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
TRANSPORTATION HIGHWAYS AND ENGINEERING CONSULTANCY SERVICES CONTRACT	Portfolio Holder for Environment	Not before 19 November 2013  Environment PDS Committee.	Meeting	Contact Officer:  Paul Redman Tel: 020 8313 4930 <a href="mailto:Paul.Redman@bromley.gov.uk">Paul.Redman@bromley.gov.uk</a>	<u>Private meeting - exempt information - financial/business affairs of a person/body.</u>	Part 2 report - confidential
<b>PUBLIC PROTECTION AND SAFETY PORTFOLIO</b>						
<b>RENEWAL AND RECREATION PORTFOLIO</b>						
<b>RESOURCES PORTFOLIO</b>						

London Borough of Bromley: 020 8464 3333 [www.bromley.gov.uk](http://www.bromley.gov.uk)

Contact Officer: Keith Pringle, Chief Executive's Department: 020 8313 4508, [keith.pringle@bromley.gov.uk](mailto:keith.pringle@bromley.gov.uk)



Report No.  
ES13084

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Resources Portfolio Holder

**Date:** For Pre-decision Scrutiny by the Executive and Resources PDS Committee on 10<sup>th</sup> October 2013 and the Environment PDS Committee on 1<sup>st</sup> October 2013

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

**Title:** PRIORY GARDENS AND ADJOINING FORMER PUBLIC TOILET BLOCK

**Contact Officer:** Louise Simpson, Development & Partnerships Manager  
Tel: 020 8461 7864 E-mail: Louise.Simpson@bromley.gov.uk

**Chief Officer:** Nigel Davies, Executive Director of Environment & Community Services  
Marc Hume, Director of Regeneration and Transformation

**Ward:** Orpington

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1. Reason for report

To suspend the marketing of the former Priory Gardens Public toilets to provide an opportunity for the Friends of the Priory Gardens to use this building as a base from which to operate a horticultural gardening volunteer programme.

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2. **RECOMMENDATION**

That the Resources Portfolio Holder agrees:

- 2.1 To suspend the sale or demolition of the former toilets adjacent to the Priory Gardens, whilst officers investigate external funding opportunities to permit the Friends of the park to have use of this building for volunteer gardening related activities.

## Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Excellent Council Quality Environment Contributes to other BBB priorities
- 

## Financial

1. Cost of proposal: £1,500 for conversion to a bothy and £40,000 for an information centre should external grant be secured. This would free up £17,850 from the property planned maintenance budget to be used for other maintenance works. However, there is the potential loss of a capital receipt
  2. Ongoing costs: Between £600 and £2,200 per annum for business rates, utility and maintenance costs
  3. Budget head/performance centre: Park Partnership
  4. Total current budget for this head: £35,370
  5. Source of funding: Existing revenue budget for 2013/14, plus any additional external funding which can be secured to fund the information centre conversion
- 

## Staff

1. Number of staff (current and additional): 2
  2. If from existing staff resources, number of staff hours: 0.05 ft
- 

## Legal

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

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): all visitors to Priory Gardens, Orpington (difficult to quantify as no records kept)
- 

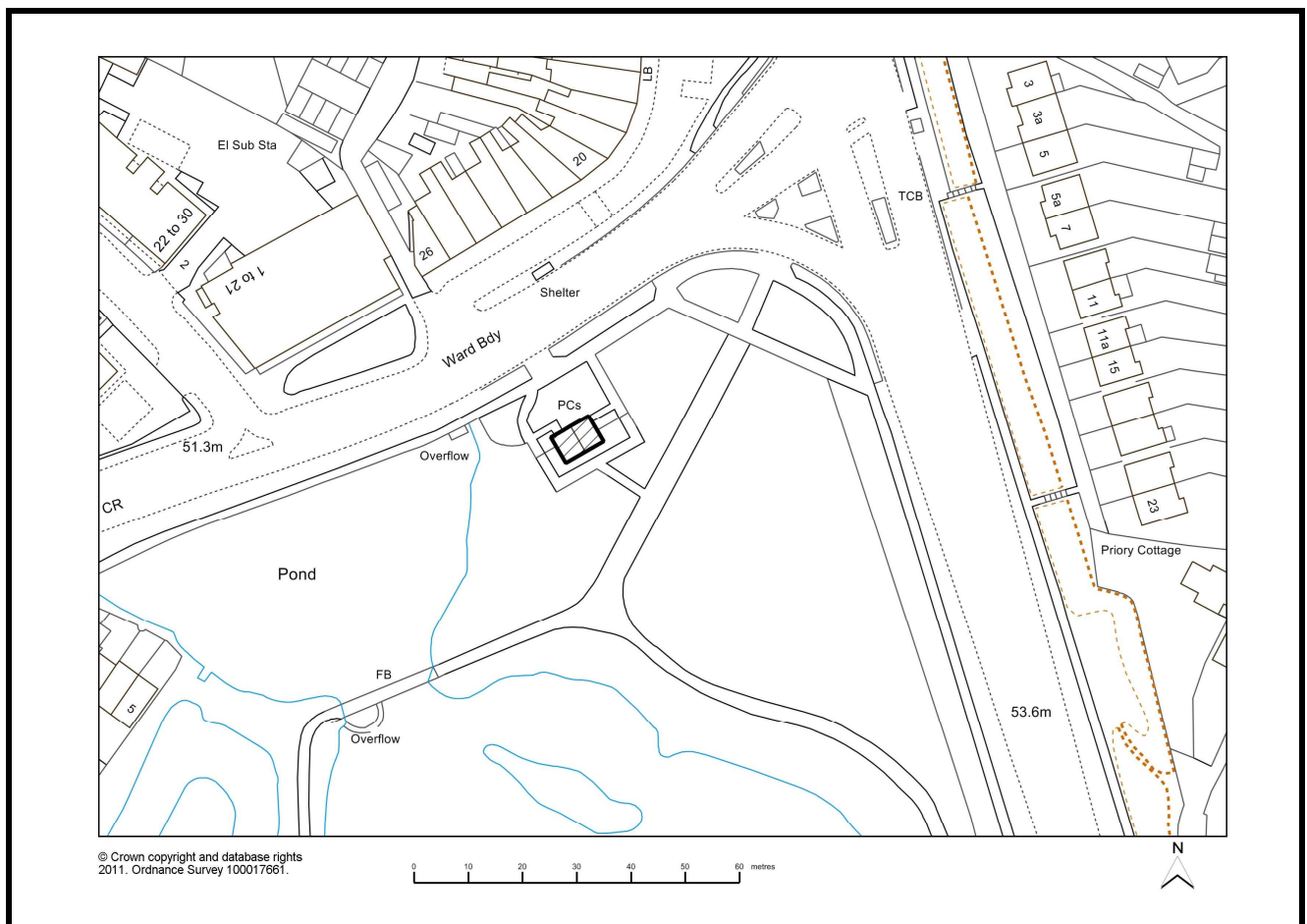
## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors' comments: Councillor W Huntington-Thresher supports the recommendation. Any further comments received from Ward Members will be reported to Committee and the Portfolio Holder:

### 3. COMMENTARY

- 3.1 Following the Environment PDS Committee on the 5<sup>th</sup> April 2011, the Environment Portfolio Holder agreed to the closure of the public toilet adjacent to Priory Gardens, Orpington. The Resources Portfolio Holder then agreed to their disposal or demolition on the 21<sup>st</sup> November 2012, following pre-decision scrutiny by the Executive and Resources PDS Committee. The Priory Gardens public toilets building has not been marketed so far, whilst the alternative option outlined in this report is considered.
- 3.2 At this site, both the sale and demolition options are complicated by the fact that the electricity supply to the building is shared with the park. Therefore a separation of the service will be required, which would be costly and expected to be met by any prospective purchaser should the property be sold. The cost of the demolition and separation of the electricity systems is £17,750 and was to be funded from the planned maintenance programme

#### Priory Gardens, Orpington



- 3.3 The Council has a long and successful record of working with the community, with over 50% of all of Bromley's parks now being supported by individual Friends Groups.
- 3.4 Working in partnership with the Borough's grounds maintenance contractor, *The Landscape Group*, officers have generated local resident interest. A new volunteer gardening team has formed and begun to maintain these historic gardens. To enable this group to develop, there is now a requirement to provide a tool store for their gardening equipment, as well as shelter, a bothy and a toilet.

- 3.5 This building provides an ideal location for this proposed facility adjoining to the park. By spending £1,500 from existing revenue budgets, this property can be easily adapted into a bothy with shelving for tools, a facility to make hot drinks and will include additional security measures. External funding will be sought within a 24 month period to expand on the modifications to provide a complete upgrade of the facility to include a kitchen and information centre at an estimated cost of £40,000. A similar adaptation of a former toilet block, to create a Friends work store, small kitchen and information centre, was created recently in Kelsey Park, Beckenham, and is managed solely by the Friends of Kelsey Park. A further example is the Friends of Keston who have utilised the former toilet block at Westerham Road to provide tools storage, a kitchen and toilet facility for their practical work days.
- 3.6 There is an additional cost of £1,600 p.a. for business rates to occupy this building, which will be funded from within the Parks and Green Space budget. However this may become void if it can be proved to the District Valuer that the building's use has been adapted for parks related activities. It is estimated that annual utility costs of up to £600 may be incurred which will be funded from within the existing Parks and Greenspace budgets.
- 3.6 Officers will seek to secure external funding to make the Priory Gardens facility into a showcase information centre and Friends' work store. Such a building would also provide additional security for the site and would attract more users to the park.
- 3.7 If the application for external funding is unsuccessful and/or if the Friends volunteer group has no further need of the former toilet block at some point in the future, then the building could then be offered for sale or demolition as originally agreed. A capital receipt would be generated through the sale of this property, but in view of its unique nature it is very difficult to anticipate interest or to estimate the value for the building. To date sale prices for toilets have ranged from £42,000 to over £100,000, but only where alternative uses have been possible. An alternative use for the Priory Gardens toilet block has not been identified.

#### **4. POLICY IMPLICATIONS**

- 4.1 The Council's aims include being a Council which manages its assets well.
- 4.2 The Council seeks to empower communities by working with individuals and groups to improve their local environment. One of the key aims set out in the Environment Portfolio Plan 2013/16 is to "Promote the activities of Friends groups in enhancing the Borough's parks and street scene".

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The Resources Portfolio Holder on 21<sup>st</sup> November 2012 agreed that the public toilet in Priory Gardens was to be demolished or disposed of. The cost of the demolition together with the separation of the electrical system is estimated at £17,850 and was to be funded from the property planned maintenance budget.
- 5.2 This report is recommending that the sale or demolition of the premises be suspended for up to 24 months to enable officers to investigate whether external funding could be secured to convert the premises into an information centre and to be used by the Friends group during the period.
- 5.3 Should external funding be secured then there will be a saving of £17,850 within the planned maintenance budget that could be re-allocated to undertake other maintenance works.
- 5.4 It would also mean that the Council would forgo generating a capital receipt, the value of which cannot be estimated at this moment in time.

- 5.5 The cost of altering the toilet block to make it suitable for use as a shelter, toilet and tool store for volunteers is estimated to be £1,500 which can be funded from within the existing Parks and Greenspace budget for 2013/14.
- 5.6 Additional revenue costs for the business rates and utilities will be incurred up to an estimated total of £2,200 which again can be contained within the parks budget. This annual cost may reduce to £600 per annum should the business rates not become payable.
- 5.7 Any major improvements to convert the building to an information centre will cost approximately £40,000 and officers will investigate whether external funding can be secured to meet these costs.
- 5.8 Should Officers be unsuccessful in securing the external funding, a report will be brought back to the Resources Portfolio Holder for a decision about the future of the building.

**6 LEGAL IMPLICATIONS**

- 6.1 Section 123 of the Local Government Act 1972 requires a local authority to secure the best consideration reasonably obtainable when it disposes of land (other than on a lease of seven years or less)

<b>Non-Applicable Sections:</b>	Personnel Implications
Background Documents: (Access via Contact Officer)	Environment PDS Committee, Friends Annual Report 25 <sup>th</sup> June 2013  Executive and Resources Policy Development and Scrutiny Committee Former Public Toilets, 21 <sup>st</sup> November 2012  Environment PDS Committee - Public Toilet Provision, 5 <sup>th</sup> April 2011

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Report No.  
RES13186

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker: RESOURCES PORTFOLIO HOLDER**

**FOR PRE-DECISION SCRUTINY BY EXECUTIVE AND  
RESOURCES PDS ON**

**Date: 10 October 2013**

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

**Title: CHIEF EXECUTIVES DEPARTMENT CARRY FORWARD  
REQUESTS**

**Contact Officer:** Lesley. Moore, Deputy Director of Finance,  
Tel: 020 8313 4633 E-mail: lesley.moore@bromley.gov.uk

**Chief Officer:** Chief Executive

**Ward:** (All Wards);

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1. Reason for report

- 1.1 This report provides the reasons for the carry forwards from 2012/13 to 2013/14 and seeks approval to draw these down..

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2. **RECOMMENDATION(S)**

2.1 **The Portfolio Holder:**

- (i) **Approves the draw down of carry forward funds of £107,800 as set out in the report.**

### Corporate Policy

1. Policy Status: Not Applicable
  2. BBB Priority: Resources Directorate
- 

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Resources Portfolio
  4. Total current budget for this head: £37.3m
  5. Source of funding: Resources Approved Budget
- 

### Staff

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

### Legal

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

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The 2013/14 budget reflects the financial impact of the Council's strategies, service plans etc. which impact on all of the Council's customers (including council tax payers) and users of the services
- 

### Ward Councillor Views

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



### 3. COMMENTARY

- 3.1 On 22 June 2011, the Executive approved the establishment of an earmarked reserve to deal with the technical accounting changes relating to non-ring fenced government grants under International Financial Reporting Standards (IFRS) which were fully implemented for Local Authority Accounts from 2010/11.
- 3.2 This accounting change meant that grants with no explicit right of repayment contained within the grants conditions could no longer be carried forward as a "receipt in advance" but must be allocated to an earmarked reserve should a carry forward be agreed.
- 3.3 There is effectively no difference whether the money is set aside as a receipt in advance or an earmarked reserve and this is purely to deal with technical accounting requirements. By agreeing the carry forwards, authority to spend will be delegated to meet the grant related expenditure in the following year. In previous years, such grant funding would have been treated as a receipt in advance with no requirement to create an earmarked reserve.
- 3.4 The carry forward requests detailed above are identified as either:
- (i) **grants that contain an explicit right of repayment**  
If the carry forward is not approved, the grant would have to be repaid and planned initiatives to carry out the work/changes expected from the grants would have to be reviewed and in some cases not be implemented.
  - (ii) **grants without an explicit right of repayment**  
Although the grants would not have to be returned unused to their respective government agencies if carry forwards were not approved, in at least some cases, and perhaps in all of them, this would cost the Council money, since the project funded by the grant is ongoing and expenditure may have already been incurred since 1st April. Even where expenditure has not been incurred yet, there may also be 'contractual obligations to proceed with the work.
  - (iii) **non grant related expenditure**  
These relate to underspends in 2012/13 that are not funded by government grant mainly arising from the slippage of planned expenditure.

#### **4. CARRY FORWARD DRAWDOWN**

- 4.1 As agreed at the Executive on the 12<sup>th</sup> June 2013, all carry forward requests must be approved by the Portfolio Holder/PDS prior to expenditure taking place. The carry forward requests for the Chief Executives department are listed below.

##### **Chief Executive**

- 4.2 CCG Funding to Comms Team re: Integrated Services for the Elderly (ProMISE) - £47,000

A sum of £58k was transferred from the Clinical Commissioning Group under a Section 256 Agreement in 2012/13 for the delivery of a communication strategy to support Health's Proactive Management of Integrated Services for the Elderly (ProMISE). To date a sum of £11k has been spent on a stakeholder analysis and further preparatory communication work, with the bulk of this money being set aside whilst Health colleagues gained full authorisation to become the Clinical Commissioning Group (CCG) which formally took place on the 1<sup>st</sup> April 2013.

If this money is not spent the £47k would have to be repaid to the CCG.

- 4.3 Health and Wellbeing Board Funding - £15k

A sum of £15k was received by Bromley Health & Wellbeing Board in March 2012 to invest in developing one of our Health & Wellbeing priorities. It was agreed to develop a healthy lifestyles project at the Duke Community Centre, refurbishing the kitchen and on-site café to support local residents to learn to cook healthy food which would then be sold locally, using produce where possible from the Poverest allotments. A request to carry forward the £15k into 2013/14 is necessary due to the time needed for project planning and delivery, which involves a number of partners. The business case has been agreed and contractors for the kitchen refurbishment have produced plans, however unforeseen electrical issues have delayed the start date on site.

This funding is currently held in reserve as there is no explicit requirement to repay this money if it is not spent.

##### **Director of Corporate Services**

- 4.4 Electoral Services - £23,000

The Electoral Services budget underspent in 2012/13 by £23,000 and a carry forward request is being sought to support Individual Electoral Registration (IER), which is to be introduced by 2015. The process of creating resources and an infrastructure to support this is already underway, to ensure that we meet the strict timescales set in legislation. Some degree of government funding will be available to support IER but this funding may not necessarily cover all our costs. Staff with specific IT skills will be needed to assist with this implementation as well as other forms of support. Therefore to alleviate this specific element of expenditure from putting pressures on current electoral budgets a carry forward is being requested.

#### 4.5 Connecting Communities - £22,800

A grant of £88,000 was received in 2011/12 from Communities and Local Government (CLG) to support various community initiatives, of which £28k was left unspent and carried into 2012/13. The customer focus group agreed that this would be used for Responsive Web Design development work. Unfortunately our contractor was unable to identify resources to complete this work during 2012/13 and so a carry forward request is being sought of £22,800 to allow this work to be completed in this financial year.

This funding is currently held in reserve as there is no explicit requirement to repay this money if it is not spent.

4.6 It is requested that the Portfolio Holder approve the draw down of this funding that is currently held in contingency.

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<b>Non-Applicable Sections:</b>	Legal Implications Personnel Implications Customer Implications
Background Documents: (Access via Contact Officer)	2012/13 Budget files in Corporate finance

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Report No.  
RES13183

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Resources Portfolio Holder

**Date:** For pre-decision scrutiny by the Executive & Resources PDS Committee on 10<sup>th</sup> October 2013

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

**Title:** **INSURANCE FUND - ANNUAL REPORT 2012/13**

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

**Chief Officer:** Director of Finance

**Ward:** All

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1. Reason for report

- 1.1 This report advises Members of the position of the Insurance Fund as at 31st March 2013 and presents statistics relating to insurance claims for the last two years. In 2012/13, the total Fund value increased from £2,965k to £3,022k, as the value of claims paid and estimated outstanding claims was broadly in line with the value of contributions to the Fund. A mid-year review of the Fund has been carried out and, at this stage, it is estimated that the final Fund value as at 31<sup>st</sup> March 2014 will increase to around £3.2m. The position will continue to be monitored throughout the year.
- 

### RECOMMENDATION(S)

- 2.1 The PDS Committee and the Resources Portfolio Holder are asked to note the contents of the report.

### Corporate Policy

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

### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Insurance Fund
  4. Total current budget for this head: £3,022k (Fund balance at 31/3/13)
  5. Source of funding: Insurance Fund - contributions from revenue, interest earned on balance
- 

### Staff

1. Number of staff (current and additional): 3 (2.05 fte)
  2. If from existing staff resources, number of staff hours: 74 hours per week
- 

### Legal

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

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

#### General

- 3.1 In recent years, the Insurance Fund balance has been gradually reducing, as is illustrated in the table in paragraph 3.9. This trend was halted in 2012/13, however, but the balance as at 31<sup>st</sup> March 2013 (slightly over £3.0m) remains around £300k below the industry standard sustainable level (at least £3.3m; i.e. 2.5 times the stop loss figure at that time of around £1.3m).
- 3.2 In the Insurance Annual Report for 2010/11 to the E&R PDS Committee in July 2011, Members were informed that a one-off review of the estimated liability in respect of all unsettled claims had been carried out during 2010/11, which had resulted in a reduction in the Fund balance from £3.5m as at 1<sup>st</sup> April 2010 to £3.2m as at 31<sup>st</sup> March 2011. A further review at the end of 2011/12 resulted in a request for a further one-off top-up of £0.5m, which was approved by the Executive in April 2012.
- 3.3 The table in paragraph 3.9 shows the final position of the Insurance Fund as at 31<sup>st</sup> March 2013 and Members will note that the Fund balance increased by £57k during the year from £2,965k to £3,022k. Broadly, claims settled during the year were around the same level as the total of interest accrued to the fund, the annual contribution from the revenue budget and the movement in the estimated value of unsettled claims. The position of the Fund has been reviewed as at 30<sup>th</sup> September 2013 and, based on the estimated value of claims received to that date, it is projected that the Fund balance will increase to around £3.2m by the end of 2013/14. The position will continue to be monitored throughout the year.

#### Claims statistics

- 3.4 The estimated claims statistics for the main categories of insurance cover for 2011/12 and 2012/13 are detailed in the following table. These show claims submitted in respect of incidents/accidents taking place, but not necessarily reaching settlement, in the two financial years.

	2011/12		2012/13	
	No	£000	No	£000
<b>Policies subject to excess / stoploss</b>				
Commercial all risks - Fire and perils	22	81	11	64
- Theft	8	11	5	28
- All risks	1	1	-	-
Public Liability	294	552	320	150
Employers Liability	5	39	3	-
Officials Indemnity	-	-	-	-
	<u>330</u>	<u>684</u>	<u>339</u>	<u>242</u>
Less: Recoveries from insurers		-		-
Charged to Insurance Fund		<u>684</u>		<u>242</u>
<b>Vehicle policies</b>				
Motor Fleet	30	9	19	3
Leased Cars	66	59	64	48
Total for vehicles	<u>96</u>	<u>68</u>	<u>83</u>	<u>51</u>

NB. The 2011/12 figures above have increased significantly compared with the estimates included in last year's annual report. This reflects the fact that claims are often intimated some time after the occurrence of an accident. Similarly, the 2012/13 figures above only reflect claims intimated on or before 31<sup>st</sup> March 2013 and will increase as further claims are made.

3.5 The table below shows movements in and out of the Insurance Fund in recent years and gives an indication of the volatility and unpredictability of the value of claims settled and outstanding each year. It is also noticeable that the value of interest earned on the Fund balance has reduced as a result of falling interest rates by around £0.2m in the last 6 years. This has contributed towards the reducing trend in the Fund balance.

	2008/09	2009/10	2010/11	2011/12	2012/13
	£000	£000	£000	£000	£000
Fund balance b/f	2,855	3,500	3,498	3,159	2,965
Revenue contribution to Fund	1,000	500	500	1,000	605
Interest	246	148	77	72	57
Claims (actual and estimated)	-601	-650	-916	-1,266	-605
Fund balance c/f	3,500	3,498	3,159	2,965	3,022

3.6 In 2007/08, a number of large claims reached settlement, as a result of which the Fund balance suffered its largest in-year reduction for many years (claims valued at £1.6m and a total net reduction of £0.8m). The 2007/08 claims figure included a large public liability claim (£155k), lead theft claims (£168k) and tree root damage claims (£313k). As a result, a one-off contribution to the Fund of £500,000 was made from the revenue budget in 2008/09 to restore the Fund balance to a prudent level (£3.5m). The Fund balance remained at around £3.5m during 2009/10, before a one-off review of the estimated liability in respect of all unsettled claims was carried out during 2010/11, which resulted in a reduction to £3.2m as at 31<sup>st</sup> March 2011.

3.7 The total value of claims in 2011/12 (actual settlements and outstanding) was significantly higher than in recent years (£1.3m in total) and, even with the further top-up of £0.5m outlined above, the Fund balance still reduced overall from £3.2m to below £3.0m during 2011/12. This was generally due to a high volume of claims, particularly in the last few months of the year, and included one very large tree root claim (£145k). During 2012/13, the Fund balance remained at around £3.0m and, at the time of writing this report, appears on target to continue at that level throughout 2013/14.

3.8 Under the policies subject to excess/stop-loss arrangements, claims are only chargeable to the insurers if the cost of an individual claim is greater than the excess and/or if the aggregate of all claims in a particular class exceeds the relevant stop-loss. The excess and stop-loss figures for 2012/13 were as follows:-

Policy	Excess	Aggregate Stop-Loss
All Risks - General	£100,000 )	
- Education	£250,000 )	
- Storm or Flood	£50,000 )	£1,327,000
Liability – Public, Employer’s & Officials’	£125,000 )	

3.9 Since 1994/95, the deductible has only been exceeded once (in 2001/02), as a result of the fire at Magpie Youth Centre in December 2001, which was settled in 2004/05. Owing to a number of large estimate liability claims notified during 2004/05, the insurers applied a stop loss limit of £1,300,000 for 2005/06. These claims were less severe than first thought and, as a result, the insurers reduced the stop loss to £1,200,000 in 2006/07 and it has increased by being index linked since then to the 2012/13 level of £1,327,000.

## Insurance Fund

3.10 Internal recharges are made to the revenue budget for both the insurance premium and the contribution to the Insurance Fund to cover the cost of claims met by the Council. The basis of recharge takes account of claims records in individual service areas. The cost of claims is met



directly from the Fund until the stop-loss is reached. The current actual and future estimated position of the Insurance Fund is set out in the table below.

<b>Insurance Fund</b>	<b>2012/13</b>		<b>2013/14</b>
	<b>Estimate</b>	<b>Actual</b>	<b>Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance brought forward	2,965	2,965	3,022
Contribution from revenue budget	500	605	800
Interest	70	57	50
	<hr/>	<hr/>	<hr/>
	3,535	3,627	3,872
Claims for the year	-400	-242	-250
Adjustments/new claims re previous years	-500	-361	-400
Risk Management/Computer system	-10	-2	-2
Balance carried forward	<hr/>	<hr/>	<hr/>
	2,625	3,022	3,220
Maximum exposure (total stop-loss)	1,327	1,300	1,327

#### 4. POLICY IMPLICATIONS

4.1 None.

#### 5. FINANCIAL IMPLICATIONS

5.1 These are contained in the body of the report. The Fund balance increased from £2,965k to £3,022k in 2012/13. The position has been reviewed mid-way through 2013/14 and, at this stage, it is estimated that the Fund balance will increase to around £3.2m by the end of 2013/14. Appendix 1 shows the actual premium levels for 2012/13 and 2013/14.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Insurance Fund Annual Report 2011/12 – to E&R PDS Committee 18/10/12

## Insurance Premiums 2012/13 &amp; 2013/14

Policy	Actual Premium 2012/13 £	Renewal Premium 2013/14 £
Main policies -		
Material damage	112,900	107,200
Leased car & motor fleet (inc claims handling fee)	37,300	37,300
Combined liability	103,500	102,800
Other policies -		
Personal accident	9,400	9,400
Fidelity guarantee	34,800	34,800
Engineering	8,700	9,000
School journeys	12,800	12,800
Leasehold property / shops blanket	48,500	51,700
Professional / officials' indemnity	28,300	26,700
Mortgaged properties	800	1,400
Minibuses (rechargeable)	12,500	17,400
TOTAL	<u>409,800</u>	<u>410,500</u>

Report No.  
RES13180

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE AND RESOURCES  
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** 10<sup>th</sup> October 2013

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

**Title:** PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

**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

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1. Reason for report

- 1.1 This report draws the Committee's attention to reports on the draft agenda for the next meeting of the Executive on 16<sup>th</sup> October 2013. Members are requested to bring a copy of their Executive agenda to the PDS Committee's meeting.
- 

2. RECOMMENDATION(S)

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

### Corporate Policy

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

### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £363,070
  5. Source of funding: 2013/14 Revenue budget
- 

### Staff

1. Number of staff (current and additional): 10 (8.55 fte)
  2. If from existing staff resources, number of staff hours: Preparing this report takes less than one hour of staff time.
- 

### Legal

1. Legal Requirement: None:
  2. Call-in: Not Applicable: This report does not involve an executive decision.
- 

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

3.1 At each meeting, Members of this Committee have the opportunity to carry out pre-decision scrutiny of items for decision at forthcoming Executive meetings. This report identifies the reports expected for the next meeting of the Executive on 16<sup>th</sup> October 2013 and suggests which ones the Committee may wish to prioritise for scrutiny. At the time of writing, this is the draft list of reports and the Executive's agenda may change before it is published on 3<sup>rd</sup> October 2013.

#### **Part 1**

Budget Monitoring 2013/14 1  
Invest to Contain - Adult Services 1 2  
Commissioning Review of Education Services 1 2  
Beckenham Town Centre Improvements  
Local Development Scheme Version 5, 2013-2015  
Section 256 Agreement

#### **Part 2**

Crystal Palace Park – Exclusivity Agreement 1 2  
The Priory Revisited Project Update 2  
Intermediate Care – Contract Award 2

*\* (Reports marked 1 are recommended for pre-decision scrutiny by this Committee; reports marked 2 are key or private decisions.)*

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

<b>Non-Applicable Sections:</b>	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Forward Plan 13 <sup>th</sup> August 2013

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Report No.  
RES13181

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:** Executive and Resources PDS Committee

**Date:** 10<sup>th</sup> October 2013

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

**Title:** BRIEF UPDATES FROM PDS CHAIRMEN

**Contact Officer:** Graham Walton, Democratic Services Manager  
Tel: 020 8461 7743 E-mail: [graham.walton@bromley.gov.uk](mailto:graham.walton@bromley.gov.uk)

**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** N/A

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#### 1. Reason for report

1.1 This report provides an opportunity for PDS Committee Chairmen to report on the recent work of their Committees. Since this Committee's last meeting on 4<sup>th</sup> September 2013 the following PDS Committee meetings have been held –

Public Protection and Safety PDS Committee: 10<sup>th</sup> September 2013

Education PDS Committee: 17<sup>th</sup> September 2013

Renewal and Recreation PDS Committee: 18<sup>th</sup> September 2013

Environmental Services PDS Committee: 1<sup>st</sup> October 2013

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#### 2. RECOMMENDATION

**The Committee is asked to note the updates provided by PDS Committee Chairmen.**

### Corporate Policy

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

### Financial

1. Cost of proposal: No Cost
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £363,070 (2013/14 controllable budget)
  5. Source of funding: Existing revenue budget.
- 

### Staff

1. Number of staff (current and additional): There are 10 posts (8.55 fte) in the Democratic Services Team.
  2. If from existing staff resources, number of staff hours: Preparing this report takes less than one hour of staff time per meeting.
- 

### Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable: This report does not involve an executive decision.
- 

### Customer Impact

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

### Ward Councillor Views

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

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



**Public Protection and Safety PDS Committee: 10<sup>th</sup> September 2013**

1. The second meeting of the Public Protection & Safety PDS Committee for the municipal year 2013/14 took place on Tuesday 10<sup>th</sup> September.
2. Deputy Borough Commander, Jo Oakley provided a Police Update to the Committee on the new policing model (Tranche 2) that was to go live in the borough on Monday 16<sup>th</sup> September and the new four operational policing clusters in borough each led by an Inspector were explained to us. We were also given details of the Front Counters and Contact Points and their opening hours. Overall the Committee was told that policing performance in the borough for the last year was good; overall crime levels had reduced including residential burglary, theft from motor vehicles, and motor vehicle theft was all down. Lastly we were informed that the Police Open Day was scheduled for the 22<sup>nd</sup> September. Following questions from members we were told that the local police compliment had not quite reached full strength and that the complement was short of some 20 officers.
3. The Committee endorsed a report explaining a new joint Initiative with Environmental Services to Increase Enforcement Activity in the Borough. The report proposed increased action to tackle Enviro Crime with a programme to supplement existing functions running from October 2013 to March 2014. Commentary highlighted the proposed activities with an indication of costs.
4. An urgent report was considered as the Scrap Metal Dealers Act 2013 was coming into effect in stages starting from 1<sup>st</sup> September and fees needed to be in place to enable applications to be submitted between 1<sup>st</sup> and 15<sup>th</sup> October. The Act replaces the previous registration system and establishes a new licensing regime administered by local authorities and permits the Council to set a fee for a license, which are required to be renewed every three years. The Committee and Portfolio Holder felt that there needed to be further consideration of the proposed fees, including benchmarking against other boroughs proposed fees, so a no immediate decision was made. The Portfolio Holder approved an amended schedule of fees the following week.
5. Members received a presentation by Mr Rob Wise – Environment Manager for Kent and South London at the Environment Agency and Mr Jon Griffin – Team Leader of the Kent Waste Team at the Environment Agency concerning the Waste4Fuel site at Cornwall Drive, Orpington. The Committee were provided an update on enforcement actions to date and explanations of the current High Court Order and the legal process going forward. The risks of closing the site immediately were discussed and the Committee conveyed its concerns that the situation had continued for so long.
6. In view of the transfer of daily operational responsibilities for the Council's Youth Service and Youth Offending Team passing to the Public Protection and Safety Portfolio at the start of the Council year the Committee was provided an overview of the content and purpose of Council services for young people.
7. Members received a brief update on the Summer Diversionary Activities Programme for 2013, including details of confirmed content, publicity and budget for the Programme. A full report would be provided to the Committee in November.
8. The Committee noted an update on the Performance of the Duke of Edinburgh Award programme in Bromley.
9. Members considered an Information briefing on the 2012/13 Annual Report of the Bromley Safeguarding Adults Board. The report outlined the Board's work to drive improvement in multi-agency action to safeguard vulnerable adults. Concerns were voiced regarding how the new policing

model would affect Adult Safeguarding. Deputy Borough Commander Jo Oakley indicated that the Detective Inspector who is part of the Safeguarding Board would have more responsibility and overall she thought there should be little difference in police input for Adult Safeguarding under the new Policing model.

10. A visit is being arranged to the London Ambulance Service (LAS) Control Room at Waterloo for October.

**Cllr Kate Lymer,  
Chairman**

## **Education PDS Committee: 17<sup>th</sup> September 2013**

### **1. Commission Review of Education Services**

Because of the attendance of a 100 plus members of the public the committee began its meeting in the council chamber and to consider a report recommending market testing of a range of education services. Most of the audience were parents of deaf children who were concerned about possible outcomes of commissioning of hearing impairment services. The report, which arises out of the council wide commissioning programme, followed soft market testing of the following services:

- i. Admissions;
- ii. Strategic place planning and capital management;
- iii. Education welfare;
- iv. Behaviour Services;
- v. School Standards;
- vi. Workforce Development and Services;
- vii. Early Years;
- viii. SEN Inclusion support.

Glen Kelly, Staff Side representative was permitted to address the committee and was then questioned on the grounds for his opposition to the proposal.

There appeared to be some misunderstanding about what was proposed. The report, which goes to the Executive on October 16<sup>th</sup>, merely requests permission to bundle education support services and to invite tenders, so they can be evaluated against the cost and quality of in house provision. An assurance was given that there would be a further opportunity for representations if recommendations are made to change the present delivery of the various services.

### **2. Ofsted Reports and follow up on under-performing schools**

As part of the committee's central objective ***to improve school, pupil and governance performance***, this is a standing item on the agenda. With the welcome tightening of the Ofsted inspection framework three schools, (Scotts Park Primary, St Mary Cray Primary and Burwood) which had been judged as either good or satisfactory under the previous regime, are now judged as 'requires improvement'. The committee now receives reports of the monitoring visits on all schools in this category and those in special measures.

### **3. School Places**

The committee considered two reports on proposals to expand a number of primary schools and the ensuing budget implications in the basic need programme. Detailed examination of the proposals had

been carried out by the Primary School Development Plan Working Group under the chairmanship of Cllr Sarah Phillips and all the recommendations were approved. The Working Group's name has been changed to the School Places Working Group to reflect the need, in the near future, to consider secondary school expansions as the increase in pupil numbers reaches that age group.

#### **4. Academies and Free Schools**

Two of the Council's 17 education commitments are to encourage all Bromley LA schools to become academies and to encourage the provision of new free schools. Considerable progress has been made as the following figures indicate:

- Secondary 16 of 17 schools now academies;
- Primary 16 of 74 primaries now academies

A further 19 primary schools are in the process of converting and a further 12 schools are moving towards application and most are consulting parents

A 'road show' is planned to encourage the remaining 27 (36%) primary schools to convert either singly or as part of collaborative groups by 2015.

Four free schools have been approved by the Secretary of State and are expected to open in 2014. They are:

- Harris Primary Free School Beckenham;
- Harris Primary Bromley (Kingswood site in Shortlands);
- Harris Aspire (Secondary alternative education);
- Bromley Bilingual Primary School

In addition there are a potential four more schools:

- Joint bid by Langley Secondary Association for Primary Free School on the Langley Park schools campus;
- Secondary Free School (led by Beaverwood and Hayes);
- A primary C of E free school sponsored by Bishop Justus School;
- A RC Secondary Free School sponsored by the Archdiocese of Southwark (Following the opening last month in Richmond of a new RC School, Bromley is now the only London borough without a catholic maintained secondary school).

#### **5. School Governance Working Group**

Following the publication of the report of the school governance working group, a report was presented to the committee on proposals for implementing the working group's recommendations. This will be considered in greater detail at the November meeting of the committee but in the meantime copies have been circulated to the governors' forum and the Portfolio Holder and I will be addressing it on September 30<sup>th</sup>.

#### **6. Online admissions**

The committee concerned at the low level of online school admissions and applications for free school meals, in comparison to other London Boroughs has been pressing for greater channel shift to digital usage. They were concerned to learn that even though levels of online use are increasing the 'Pan London admissions system' still responds with a written letter even though an applicant has applied online. We have asked our representative to press for this to be amended to reflect how the private sector uses digital media.

## **7. Special Education Needs Pupils in Mainstream Schools**

Increasingly pupils with special education needs are being educated in mainstream schools. Provision for those who require specialist schools is also being increased within the borough. The committee received a report on steps being taken to ensure that Bromley children receive the appropriate support in the most cost effective manner.

## **8. Education Department Pay Policy for Centrally based teaching staff**

The committee considered a report on revised arrangements for teacher directly employed by the department in the behaviour service and other specialist support teams, the model policy is based on the new national Teacher's Pay and Conditions Document. It was agreed to recommend that Portfolio Holder agree the proposals.

## **9. Future work**

The Committee has commissioned a number of additional reports for consideration at future meetings in the current municipal year they are:

- i. Educational Attainment for Looked after children;
- ii. Truancy;
- iii. young people not in education, employment or training (NEETS). As this last issue also impacts on the work of R&R PDS (Apprenticeships) and Public Protection (Youth service and crime), it is proposed to invite members of those committees to discuss this item as part of the March 2014 Education PDS meeting.

## **10. Independent School Ofsted Inspection**

The committee discussed the recent Ofsted inspection on Darul Uloom School which rated the school as inadequate particularly in the teaching of secular subjects and in a number of safeguarding issues.

**Cllr Nicholas Bennett JP**  
**Chairman**

Report No.  
RES13182

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE AND RESOURCES  
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** 10<sup>th</sup> October 2013

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

**Title:** WORK PROGRAMME 2013/14

**Contact Officer:** Graham Walton, Democratic Services Manager  
Tel: 0208 461 7743    E-mail: [graham.walton@bromley.gov.uk](mailto:graham.walton@bromley.gov.uk)

**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** N/A

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1. Reason for report

- 1.1 This report offers the Committee the opportunity to consider its work programme for 2013/14, including scheduled meetings and all PDS working groups. The Committee now has eight meetings scheduled during 2013/14 – the dates are set out in Appendix 1, with a list of the items to be considered. The report summarises Sub-Committees and working groups from across all PDS Committees – these are listed at Appendix 2.
- 

2. RECOMMENDATIONS

- 2.1 The Committee is requested to consider its work programme for 2013/14 and the appointment of PDS Working Groups.

### Corporate Policy

1. Policy Status: Existing Policy: All PDS Committee receive a report on their work programmes.
  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: £363,070
  5. Source of funding: 2013/14 revenue budget
- 

### Staff

1. Number of staff (current and additional): 10 posts (8.55fte)
  2. If from existing staff resources, number of staff hours: Maintaining the work programme takes less than an hour between meetings.
- 

### Legal

1. Legal Requirement: None:
  2. Call-in: Not Applicable: This report does not involve an executive decision
- 

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

#### Meeting Schedule

- 3.1 Each PDS Committee determines its own work programme, balancing the roles of (i) holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. This Committee has the additional role of providing a lead on scrutiny issues and coordinating PDS work.
- 3.2 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a meeting focused on a single key issue or any other method.
- 3.3 A schedule of the Committee’s meetings in 2013/14 is attached at Appendix 1. The timing of meetings is tied to the need to pre-scrutinise Executive agendas. Question sessions with the Leader, Resources Portfolio Holder and Chief Executive have been added to the programme throughout the year.

#### Sub-Committees and Working Groups

- 3.4 In Appendix 2, PDS Sub-Committees, Working Groups and other sub-groups are set out following the first PDS meetings of 2013/14 for both for this Committee and other PDS Committees. The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee’s workload may include follow-up work on some of these reviews (such as the work of the New Technology Working Group).
- 3.5 At the start of the Council year this is an opportunity for all PDS Committees to review and prioritise which Working Groups are actually needed, and to consider their membership. At the meeting on 5<sup>th</sup> June 2013 Councillor Peter Fookes suggested a number of issues for possible consideration by working groups, including welfare reform, housing and employment. The Chairman invited Members of the Committee to submit any ideas for Working Groups to him.

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

**COMMITTEE MEETING SCHEDULE 2013/14**

**Meeting 1: Wednesday 12<sup>th</sup> June 2013**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Section 106 Monitoring  
Membership of London Councils

**Meeting 2: Wednesday 18<sup>th</sup> July 2013**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (Resources and Corporate)  
Housing Benefits and Revenues Monitoring Reports  
Resources Portfolio Holder

**Meeting 3: Wednesday 4<sup>th</sup> September 2013**

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

**Meeting 4: Thursday 10<sup>th</sup> October 2013**

Standard items (Matters Arising/Forward Plan/ Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Leader  
Contracts Register (Resources and Corporate)

**Meeting 5: Wednesday 13<sup>th</sup> November 2013**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Bromley Youth Employment Project  
Project Management

**Meeting 6: Wednesday 8<sup>th</sup> January 2014**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Resources Portfolio Holder  
Discretionary Housing Payments  
Parking Shared Service

**Meeting 7: Wednesday 5<sup>th</sup> February 2014**

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

**Meeting 8: Thursday 27<sup>th</sup> March 2014**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (Resources and Corporate)  
Annual PDS Report 2013/14  
Scrutiny of the Leader

**2014/15**

Further Update on 2012/13 Winter Health Programme



**PDS SUB-COMMITTEES AND WORKING GROUPS**

SUBJECT	DURATION	MEMBERSHIP
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>New Technology Working Group</b>	Originally reported in May 2011. Reconvened January 2013. Met on 26 <sup>th</sup> June and will report again in the Autumn.	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop and Kate Lymer.
<b>CARE SERVICES PDS</b>		
<b>Health Scrutiny Sub-Committee</b>	Two meetings are scheduled a year – next meeting is due to be on 14 <sup>th</sup> October 2013.	All PDS Members.
<b>EDUCATION PDS</b>		
<b>Education Budget Sub-Committee</b>	Four meetings scheduled a year –next meeting is on 2 <sup>nd</sup> October 2013.	Cllrs Bance, Benington, Nicholas Bennett, Grainger, McBride and Reddin.
<b>Primary School Development Plan Working Group</b>	Met on 2 <sup>nd</sup> September 2013	Cllrs Nicholas Bennett, Fortune, Phillips and Reddin
<b>Behaviour Services Working Group</b>	Met on 23 <sup>rd</sup> July 2013.	Cllrs Nicholas Bennett, Fortune and Phillips.

<b>ENVIRONMENT PDS</b>		
<b>Local Implementation Plan (LIP) Working Group</b>	Met on 10 <sup>th</sup> September 2013	Cllrs William Huntington-Thresher, Judi Ellis, Julian Grainger and Milner.
<b>Parking Working Group</b>	Due to meet 9 <sup>th</sup> October 2013	Cllrs Samaris Huntington-Thresher and William Huntington-Thresher.
<b>Highways Assets Working Group</b>	No recent meetings	Cllrs William Huntington-Thresher, Reg Adams, Judi Ellis and Samaris Huntington-Thresher
<b>PUBLIC PROTECTION &amp; SAFETY PDS</b>		
<b>RENEWAL &amp; RECREATION PDS</b>		
<b>Penge Town Centre Working Group</b>	Established at the meeting on 11 <sup>th</sup> June 2013 – awaiting advice on the viability of a potential BID.	Cllr Bance
<b>Bromley Town Centre Working Group</b>	Established at the meeting on 18 <sup>th</sup> September 2013.	Cllrs Benington, Turner and Dykes, Cllr Morgan and three members from Environment PDS Committee

# Agenda Item 15

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# Agenda Item 16a

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of the Local Government Act 1972.

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# Agenda Item 16b

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of the Local Government Act 1972.

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

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