

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

Minutes of the meeting held at 7.00 pm on 5 February 2014

Present:

Councillor Eric Bosshard (Chairman)
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,
Neil Reddin and Pauline Tunnicliffe

Also Present:

Councillors Graham Arthur, Stephen Carr
and Richard Scoates

**433 APOLOGIES FOR ABSENCE AND NOTIFICATION OF
SUBSTITUTE MEMBERS**

Apologies for lateness were received from Councillor Pauline Tunnicliffe.

434 DECLARATIONS OF INTEREST

Councillor Peter Fookes declared an interest in relation to item 11 (Operational Building Maintenance Budgets) on the Executive's agenda as a trustee of Penge and Anerley Age Concern.

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

No questions had been received.

**436 MINUTES OF THE EXECUTIVE AND RESOURCES PDS
COMMITTEE MEETING HELD ON 8TH JANUARY 2014
(EXCLUDING EXEMPT ITEMS)**

RESOLVED that the minutes of the meeting held on 8th January 2014 (excluding exempt information) be confirmed.

437 MATTERS ARISING FROM PREVIOUS MEETINGS
Report CSD14026

The Committee noted matters arising from previous meetings.

438 FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS

The Committee noted the latest edition of the Forward Plan of Key and Private Executive Decisions as published on 14th January 2014.

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

One question for written reply had been received from Colin Willetts, (Secretary, Longbury Residents Association) -

Could the Portfolio Holder's officers urgently liaise with Affinity Sutton to inspect/address rear balcony ponding at Nos 8, 10, 12 Haverstock Court which are causing serious ceiling leaks in shops Taniq Nos70, Papyrus Nos 72 & Julie Scrumptious Cakes Nos 74 (all) Cotmandene Crescent during heavy rainfall?

Reply:

The leak at 74 Cotmandene Crescent was reported to Strategic Property by the tenant on 6 January 2014 and reported immediately on to Osborne, Affinity Sutton's contractor. Strategic Property has only been made aware of the leaks at 70 and 72 Cotmandene Crescent by virtue of Mr Willetts' email. Osborne has advised (15th January) that these 3 jobs are to be actioned within 28 days. Due to recent bad weather, they have been overwhelmed with repair issues, however Affinity Sutton's surveyor has been requested to expedite the repairs.

440 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

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

**440.1 BROMLEY YOUTH EMPLOYMENT PROJECT:
PERFORMANCE UPDATE FOR QUARTER 2
Report DRR14/015**

The Committee received an update on the delivery of the Bromley Youth Employment Project by Bromley College of Further and Higher Education on behalf of the Council. Although the College had improved its performance in relation to apprenticeships it had conceded that it would not be able to recover its performance on internships within the life of the project.

Vaughan Leishon attended the meeting on behalf of the College, and the Committee received presentations from Arron Guard, an intern, and Tom Fitton, an apprentice. Arron described his internship with the Newshopper, including the opportunities to work in different parts of the business and the training opportunities. Tom was working as a business administration

apprentice for Bromley College supporting the delivery of the Employment Project. Both were grateful for the training, experience and opportunities presented by the Project and hopeful that their current roles would lead to sustainable full time jobs.

The youth employment market was changing rapidly, with youth unemployment declining in the borough and a range of new schemes available. Officers confirmed that, after taking legal and procurement advice, it was recommended that the Council give three months' notice to terminate the contract and review how the remaining funding could be spent most effectively. Despite this, the College was confident that it would deliver all 66 apprenticeships (42 were already in place). The apprenticeships had to last at least a year and a day, and these would continue to be funded.

The report recommended establishing a task and finish group, overseen by a Member Working Group, to draw up an options appraisal for the remainder of the money allocated to the Project. The Committee urged that this work commence as quickly as possible and should include looking at barriers to employment amongst young people, receiving evidence on whether young people were genuinely helped by such schemes (or would have got these jobs anyway) and how the Council could assist Looked after Children find employment. The Chairman asked that a draft work plan be drawn up and circulated to Members.

RESOLVED that the proposals to terminate the contract for the delivery of the Bromley Youth Employment Project with Bromley College by providing three months' notice, to reallocate the earmarked reserve to support the objectives behind the Project and to approve a task and finish group overseen by a Member Working Group to undertake an options appraisal be supported.

440.2 BROMLEY REGISTRATION SERVICE - LOCAL GOVERNANCE SCHEME
Report CSD14033

It was proposed that Bromley's Registration Service, responsible for the registration of births, deaths and marriages, should move to a local governance scheme. This followed the service's "excellent" inspection outcome following inspection by General Register Office in 2009 and would allow more local freedom.

RESOLVED that the proposal that the Bromley Registration Service move to a local governance scheme by April 2014 and commit to the National Code of Practice and Good Practice Guide be supported.

**440.3 RECRUITMENT OF JOINT HEAD OF IT - LONDON
BOROUGH OF BROMLEY AND SOUTHWARK**
Report FSD14010

The report proposed service changes to secure the joint appointment of a Head of IT for Bromley and Southwark as the first stage of a shared service opportunity. The successful postholder would be required to produce a business case to identify opportunities for financial savings and/or service improvements. Two other Councils were also interested in the proposals, and there were similar arrangements elsewhere in London. The post would be hosted by Southwark and would be subject to their terms and conditions.

Asked whether other local partners could be brought into the arrangement, the Director of Finance commented that this might be more likely if in future a local authority controlled company was set up to provide a secure platform.

RESOLVED that, subject to confirmation by the LB Southwark, the proposal to enable the recruitment of a joint Head of IT be supported.

**440.4 TREASURY MANAGEMENT - PERFORMANCE QUARTERS 2
& 3 2013/14 AND PART-YEAR REVIEW**
Report FSD14011

The Committee received a summary of treasury management activity for the quarters ending on 30th September and 31st December 2013. The report also provided an update on the Council's investment with Heritable Bank (the Director of Finance was confident that the Council would probably get all of its investment back) and included a part-year review of the Treasury Management Strategy Statement and Annual Investment Strategy.

RESOLVED that the recommendation that Council approves the changes to the 2013/14 prudential indicators be supported.

**440.5 TREASURY MANAGEMENT - ANNUAL INVESTMENT
STRATEGY 2014/15**
Report FSD14012

The Committee considered the draft Treasury Management Strategy and Annual Investment Strategy for 2014/15 including the prudential indicators and Minimum Revenue Provision policy statement. The priorities would remain security, liquidity and yield in that order, so stock market investments were not suitable for treasury management. It was noted that on page 98 of the agenda (Annex 3 – Prudential and Treasury Indicators) the figures for other long term liabilities for 2014/15, 2015/16 and 2016/17 should be corrected to £10m and the totals below to £20m.

Cllr William Huntington-Thresher commented that he thought that there could be more economic ways to obtain expensive, capital intensive specialist vehicles.

It was explained that the Council did not have a formal credit rating (as this would cost in the region of £50k), but it would probably be rated AAA as it was debt free and had reserves.

RESOLVED that the recommendation that Council adopts the Treasury Management Statement and Annual Investment Strategy for 2014/15, including the prudential indicators and the Minimum Revenue Provision policy statement be supported.

441 HOLDING THE CHIEF EXECUTIVE TO ACCOUNT

Doug Patterson, Chief Executive, attended the meeting to update the Committee and answer questions. He began by outlining progress on three major issues –

- (i) Integration of Health and Social Care – Budgets were being transferred to the Council and there were likely to be more joint commissioning posts at senior levels. In the short term, the CCG faced challenges overcoming the problems at the Princess Royal University Hospital (a CQL announcement was expected the next day), while other partners such as the Police were also undergoing major change.
- (ii) Local terms and conditions – the Employment Tribunal for the remaining staff who had rejected local terms was in June. Staffing numbers (excluding schools) had reduced from around 3,000 to 2,000.
- (iii) Budget Monitoring – The overspends predicted in September when the Chief Executive had last appeared before the Committee had been addressed and a small underspend was predicted for 2013/14.

Mr Patterson reported that officers were still working on the information Cllr Nicholas Bennett had requested on the cost of new burdens – Councillor Bennett urged that this information be made available quickly so that it could be used to lobby government.

A note was tabled setting out the staffing and budget positions overall and for each of the three Council departments. This formed the basis of the 2014/15 draft budget. The figures were –

Chief Executive's Department:	£44m/359 staff(318 fte)
Environment & Community Services	£42m/443 staff/364 fte)
Education, Health & Care Services:	£109m/1277 staff (1,027 fte)
TOTAL	£195m/2,069 staff (1,710fte)

Performance was still good, despite the reduction in performance data collection and formal monitoring (CAA/CPA) and both money and staff were focussed on delivering Building a Better Bromley. A further £50m in budget reductions had to be found by 2017/18, but there was less and less scope for savings and there was a long list of variables. Officers were working to provide

a framework of information, including baseline reviews and the commissioning programme, to allow Members take vital decisions.

The Chairman urged the Chief Executive to provide a timetable for addressing the long term budget issues facing the Council, and to have the Council ready to proceed immediately after the election. Mr Patterson stated that some savings were already being achieved through the commissioning programme (such as with the Customer Service Centre) and decisions were being lined up on other services. Considerable background research and soft market testing had been carried out, and intelligence built up for the crucial decisions ahead, but he emphasised again that services needed to be commissioned appropriately rather than just outsourced. It was suggested that the new Members needed to be given an overview of progress soon after the election.

On the future of the Education Service, the Chief Executive confirmed that the Interim Assistant Director was examining what sort of service and staff would be needed in future, and there would be a clearer direction soon. It was also confirmed that the Tackling Troubled Families initiative was being monitored by the Care Services PDS Committee. With a programme such as this it was unclear which partners would see the cash benefits, and these might not be apparent for many years.

Councillor Nicholas Bennett commented that the present PDS system was not effective enough at monitoring contracts and the delivery of Council objectives by third parties. Councillor Peter Fookes commented that local partnership working appeared to have come to a halt, other than with the health service. Mr Patterson stated that there were monthly meetings with senior representatives of local partner organisations to ensure that all were aligned to complementary objectives.

The Chairman thanked the Chief Executive for his update.

442 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report CSD 14027

The Committee considered the following reports on the part 1 agenda for the meeting of the Executive on 12th February 2014.

(5) Budget Monitoring 2014/5
Report FSD14009

The Committee considered the fourth budget monitoring report for 2013/14 based on expenditure and activity levels up to November 2013. The report also highlighted significant variations that would impact on future years and early warnings affecting the year end position, and recommended releasing various funds from contingency.

Councillor Neil Reddin requested an update on the financial position regarding The Glades – this would be circulated outside the meeting.

RESOLVED that the recommendations be supported.

(6) 2014/15 Council Tax

Report FSD14014

The report set out the final issues affecting the 2014/15 revenue budget to be recommended by the Executive to full Council, including the level of the Bromley element of the Council Tax and the schools budget. Confirmation of the final GLA precept would be reported to the Council meeting on 24th February 2014. The views of the other PDS Committees would be circulated before the Executive's meeting.

The Director of Finance reported that the referendum limit had now been confirmed at 2%, but there had been pressure within government for this figure to be reduced. The welfare fund had been a new responsibility for the Council added in 2013, but the government had indicated that funding would be withdrawn in 2015/16. He expected that expenditure in 2013/14 would be about £400-£500k, within a budget of £800k. The fund was to assist vulnerable people who the Council would probably have a statutory duty to fund under social care or homelessness legislation, so this would be a major pressure. The Leader had already written to the Government asking it to reconsider (appendix 1).

Questioned about the reserves which were £131m in 1997, the Director confirmed that reserves had fallen considerably but in recent years the levels had improved with front-loaded savings and reserves not being used to keep down the Council Tax or fund the capital programme. There were now various funds including Economic Development and Investment, Invest to Save, and various risk funds, and a general reserve of around £20m. Any underspends would be directed to the Economic Development and Investment Fund which provided a means of achieving sustainable income for the Council for the future.

A Member commented on the level of the contingency in the 2014/15 budget at £13.7m, which he considered could lead to complacency about keeping within budget. The Director advised that this sum reflected many variables and risks and also included key cost pressures not allocated to Portfolios at this stage, for example, homelessness. He added that as the budget reduced there was less flexibility and that there would be robust policing of expenditure.

RESOLVED that the recommendations be supported.

(7) Capital Programme monitoring Q3 2013/14 and annual Capital Review 2014 to 2018

Report FSD14015

The report summarised the current position on capital expenditure and receipts following the third quarter of 2014/15 and presented new schemes

from the annual capital review process for approval as part of a revised capital programme.

The Director of Finance undertook to investigate whether it was necessary for individual portfolio holders to take formal decisions to confirm the capital programme for their portfolios after the capital programme was agreed by the Executive.

The Committee noted that the Bromley Mytime Investment Fund was a two year contribution and that the payments were not likely to be made until 2014/15. Members were assured that the Fund would be reviewed. It was also noted that work was progressing on the new Free School Meals Capital Grant.

RESOLVED that the recommendations be supported.

(8) Appointments to the Framework for Various Public Health Services
Report CS14018

Following a tendering process to establish a Framework of Providers for various Public Health Service categories, the Executive was asked to appoint the providers.

RESOLVED that the recommendations be supported.

(9) Request for Carry Over of Funding for Public Health Weight Management Pilot Schemes
Report CS14011

The report proposed that funding of £98k was carried forward from 2013/14 to 2014/15 for two weight management pilot schemes to evaluate the most effective interventions for weight management to prevent diabetes and circulatory heart disease. The report had also been considered by the Care Services PDS Committee, which had supported the proposals though with some reservations, suggesting robust monitoring and evaluation at regular intervals.

It was confirmed that there were a range of measures in place to assess outcomes, including heart age which could be very motivating. Members sought reassurance that the progress of individuals could be sustained beyond the immediate span of the projects – officers were discussing this with Weight Watchers and Slimming World. It was confirmed that GPs were involved in referring patients to these projects, so details would be on medical records.

RESOLVED that the recommendations be supported.

(10) Procurement Strategy for Tenancy Support Services for Homeless People
Report CSD14035

The proposal was to agree a procurement strategy for tenancy support services for homeless people living in hostel accommodation. The report had been deferred at the Executive's meeting on 15th January to enable Care Services PDS Committee to comment on the proposals.

RESOLVED that the recommendations be supported.

(11) Gateway Review 0, 1 and 2: Approval of 2014/15 Operational Building Maintenance Budgets, Planned Maintenance Programmes and Preferred Procurement Option
Report DRR14/018

The report set out the proposals for operational building maintenance budgets, planned maintenance programmes and the preferred procurement option.

The Chairman commented that the budgeted costs for some of the projected works appeared to be quite high and needed to be scrutinised; he was assured that all work would be competitively tendered. It was explained that the heading "Education Non Schools" was CIPFA terminology and covered buildings such as children's centres. It was confirmed that local companies from within the borough were able to bid for work under these programmes.

RESOLVED that the recommendations be supported.

(12) Review of Councillor IT and Telephone Support
Report CSD14022

The range of IT and telephone support provided to Councillors had been reviewed and it was proposed to move to simpler arrangements after the 2014 election based on provision of a tablet computer and either a basic Council mobile phone or a fixed phone allowance. The proposals had been referred to full Council by General Purposes and Licensing Committee and the Executive was asked to add its comments.

It was noted that the proposals would provide substantial savings in the Member support budget over the life of the next Council. There were reservations about having to rely on tablets to read documents, but it was noted that tablets were designed to give a better reading experience than conventional PCs and laptops. Members wanted the tablets to be easy to access without excessive and intrusive security restrictions, and wanted to be able to control more than one email address.

RESOLVED that the recommendations be supported.

443 UPDATES FROM PDS CHAIRMEN
Report CSD 14028

The Committee received updates from PDS Committee and Sub-Committee meetings held during January. The Chairman commended Councillor Nicholas Bennett for providing his update quickly after the Education PDS Committee's meeting.

444 REPORT FROM THE COSTS AND CHARGES WORKING GROUP

The Committee received the report of its Costs, Charges and Recharges Working Group. The Working Group had met twice under the Chairmanship of Councillor Nicholas Bennett and produced a report with seven recommendations, the most central of which was that the Executive should adopt the charging template and guidance that the Working Group had developed and that was attached as Appendix 1 and 2 to their report. Other recommendations included requesting that a letter be sent to the Lord Chancellor and Lord Chief Justice asking that robust guidance be issued to the courts on awarding full costs to public authorities, and that the Environment PDS Committee should review the plethora of different charges within the bulky waste collection scheme.

Councillor Bennett thanked Lesley Moore for her work in supporting the Working Group.

RESOLVED that the Working Group's report be endorsed and passed to the Executive at its meeting on 12th February 2014 for consideration of the recommendations.

445 WORK PROGRAMME 2013/14
Report CSD14029

The Committee noted the latest version of its work programme for 2013/14, and in particular that the report they had requested on Project Management had been scheduled for their next meeting on 27th March 2014.

446 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**

**447 EXEMPT MINUTES OF THE MEETING HELD ON 8TH
JANUARY 2014**

The exempt minutes of the meeting held on 8th January 2014 were confirmed.

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

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

**448.1 CONTRACT CLEANING AWARD FOR CIVIC CENTRE AND
YEOMAN HOUSE**

The Committee considered a report on the award of contract for cleaning at the Civic Centre and Yeoman House.

**448.2 AWARD OF CONTRACT FOR PROVISION OF HR/PAYROLL
SOFTWARE**

The Committee considered a proposal to award the contract for Human Resources and Payroll software.

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

The Committee scrutinised a report on the Executive's agenda for the meeting on 12th February 2014 concerning the Economic Development and Investment Fund, and supported the recommendations.

The Meeting ended at 9.48 pm

Chairman