



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton  
[graham.walton@bromley.gov.uk](mailto:graham.walton@bromley.gov.uk)

DIRECT LINE: 020 8461 7743

FAX: 020 8290 0608

DATE: 18 March 2014

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 27 MARCH 2014**  
**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 21<sup>st</sup> March 2014.

- 4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING  
HELD ON 5TH FEBRUARY 2014 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 16)**

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

**6 FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS (Pages 21 - 26)**

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

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

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 21<sup>st</sup> March.

**8 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY**

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

**a CAPITAL PROGRAMME MONITORING Q3 2013/14 AND ANNUAL CAPITAL REVIEW 2014 TO 2018 (Pages 27 - 34)**

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

**9 SCRUTINY OF THE LEADER OF THE COUNCIL**

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

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 2<sup>nd</sup> April 2014.

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

**11 PROJECT MANAGEMENT FOR BUILDING PROJECTS (Pages 39 - 44)**

**12 UPDATES FROM PDS CHAIRMEN (Pages 45 - 46)**

**13 ANNUAL PDS REPORT FOR 2013/14 (Pages 47 - 78)**

**14 WORK PROGRAMME 2014 (Pages 79 - 84)**

### **PART 2 AGENDA**

**15 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**

- |                  |   |  |
|------------------|---|--|
| <p><b>16</b></p> | <p><b>EXEMPT MINUTES OF THE MEETING HELD ON 5TH FEBRUARY 2014</b> (Pages 85 - 86)</p>                 |  |
| <br>             |   |  |
| <p><b>17</b></p> | <p><b>PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS</b></p>                      |  |
| <p><b>a</b></p>  | <p><b>20 SNOWDOWN CLOSE, PENGE</b><br/>(Pages 87 - 92)</p> <p>Penge and Cator Ward</p>                | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
| <p><b>b</b></p>  | <p><b>BANBURY HOUSE, BUSHELL WAY, CHISLEHURST</b><br/>(Pages 93 - 100)</p> <p>Chislehurst Ward</p>    | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
| <p><b>c</b></p>  | <p><b>EGERTON LODGE, 1&amp;2 PARK ROAD, BROMLEY</b><br/>Pages 101 - 108)</p> <p>Bromley Town Ward</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
| <p><b>d</b></p>  | <p><b>PROVISION OF INSURANCE SERVICE - ROYAL BOROUGH OF GREENWICH</b><br/>(Pages 109 - 116)</p>       | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
| <p><b>e</b></p>  | <p><b>CONTRACTING ARRANGEMENTS FOR MOBILE VOICE AND DATA SERVICES</b><br/>(Pages 117 - 142)</p>       | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
| <p><b>18</b></p> | <p><b>PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS</b></p>                                       |  |

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## **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 8<sup>th</sup> 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 14<sup>th</sup> 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 (15<sup>th</sup> 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  
BOROUGHES 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 approved.**

**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 30<sup>th</sup> September and 31<sup>st</sup> 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 12<sup>th</sup> 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 24<sup>th</sup> 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 15<sup>th</sup> 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 12<sup>th</sup> 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 27<sup>th</sup> 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 8<sup>th</sup> 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 12<sup>th</sup> February 2014 concerning the Economic Development and Investment Fund, and supported the recommendations.

The Meeting ended at 9.48 pm

Chairman

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Report No.  
CSD14051

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 27<sup>th</sup> March 2014

**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 an update on the effectiveness of the Winter Health Project, further information on the Bromley Youth Employment Project, occupancy levels at The Glades and complaints about cleaning services.
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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
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## Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £367,636
  5. Source of funding: 2013/14 Revenue Budget
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## Staff

1. Number of staff (current and additional): 10 posts (8.75fte)
  2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours between each meeting.
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## Legal

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

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

1. Have Ward Councillors been asked for comments? 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

<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	June 2014
424 <b>Revenues Service Monitoring Report</b> (8 <sup>th</sup> January 2014)	Requested that the next monitoring report include some information on "channel shift" to more efficient means of collection and the percentage of money received through various channels.	To be included in the next monitoring report	Head of Revenues and Benefits	June 2014
442 <b>Budget Monitoring: The Glades</b> 2013/14 (5 <sup>th</sup> February 2014)	Cllr Reddin requested an update on footfall/occupancy levels etc at The Glades	An update was emailed to Members on 11/2/14	Head of Strategic Property	February 2014
448/1 (A) <b>Contract Cleaning Award for Civic Centre and Yeoman House</b> (5 <sup>th</sup> February 2014)	Members requested details of recent complaints about cleaning services.	Details were emailed to Members on 4 <sup>th</sup> March 2014	Facilities and Support Services Manager	March 2014

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**LONDON BOROUGH OF BROMLEY**

**FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 4<sup>th</sup> March 2014**

**PERIOD COVERED: March 2014 - June 2014**

**DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 13<sup>th</sup> May 2014**

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>						
DRAFT FURTHER ALTERATION TO THE LONDON PLAN CONSULTATION RESPONSE	Executive	02 April 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Mary Manuel Tel: 020 8313 4303 <a href="mailto:mary.manuel@bromley.gov.uk">mary.manuel@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
ADULT SOCIAL CARE ASSESSMENT AND CARE MANAGEMENT	Executive	02 April 2014  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
S75 INTEGRATED COMMISSIONING	Executive	02 April 2014  Executive and Resources 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?
GATEWAY REVIEW OF TENANCY SUPPORT SCHEMES FOR YOUNG PEOPLE	Executive	02 April 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	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
GATEWAY REVIEW 0,1 & 2 APPROVAL OF 2014/2015 EDUCATION BUILDING MAINTENANCE BUDGETS, EDUCATION PLANNED MAINTENANCE PROGRAMME AND PREFERRED PROCUREMENT OPTION	Executive	02 April 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Catherine Pimm Tel: 020 8461 7834 <a href="mailto:Catherine.Pimm@bromley.gov.uk">Catherine.Pimm@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
GATEWAY REPORT - GLEBE FOUNDATION SPECIAL SCHOOL (CAPITAL WORKS)	Executive	02 April 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Robert Bollen Tel: 020 8313 4697 <a href="mailto:Robert.Bollen@bromley.gov.uk">Robert.Bollen@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?
DRAW-DOWN OF SEN PATH-FINDER GRANT	Executive	02 April 2014  Education PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Mary Cava Tel: 020 8461 7633 <a href="mailto:Mary.Cava@bromley.gov.uk">Mary.Cava@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
GATEWAY REPORT - SUPPORTED LIVING SCHEMES (LD)	Executive	11 June 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Colin Lusted Tel: 0208 461 7650 <a href="mailto:Colin.Lusted@bromley.gov.uk">Colin.Lusted@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
TENANCY SUPPORT HOMELESS CONTRACT AWARD	Executive	11 June 2014  Executive and Resources 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
TENANCY SUPPORT YOUNG PEOPLE OUTCOME CONTRACT AWARD	Executive	11 June 2014  Executive and Resources 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

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 SAVE BID - TRAINING STATEMENTED PUPILS TO TRAVEL INDEPENDENTLY	Executive	11 June 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Colin Lusted Tel: 0208 461 7650 <a href="mailto:Colin.Lusted@bromley.gov.uk">Colin.Lusted@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
LONDON BOROUGH OF BROMLEY 2014-17 HOUSING FRAMEWORK AND ACTION PLAN	Executive	11 June 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Kerry O'Driscoll  <a href="mailto:Kerry.O'Driscoll@bromley.gov.uk">Kerry.O'Driscoll@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
<b>CARE SERVICES PORTFOLIO</b>						
GATEWAY REPORT FOR A FAMILY SUPPORT AND INTERVENTION SERVICE FOR DISABLED CHILDREN & YOUNG PEOPLE	Portfolio Holder for Care Services (including Public Health)	Not before 26 June 2014  Care Services 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
<b>EDUCATION PORTFOLIO</b>						
CHANGES TO THE PUPIL REFERRAL UNIT CONFIGURATION	Portfolio Holder for Education	Not before 31 March 2014  Education PDS Committee	Meeting	Contact Officer:  Jane Bailey Tel: 020 8313 4146 <a href="mailto:jane.bailey2@bromley.gov.uk">jane.bailey2@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>ENVIRONMENT PORTFOLIO</b>						
ENVIRONMENT PORTFOLIO PLAN 2014/15	Portfolio Holder for Environment	Not before 25 March 2014  Environment PDS Committee	Meeting	Contact Officer:  Gavin Moore Tel: 0208 313 4539 <a href="mailto:gavin.moore@bromley.gov.uk">gavin.moore@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
<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)

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Report No.  
FSD14029

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** RESOURCES PORTFOLIO HOLDER

**Date:** For pre-decision scrutiny by the Executive & Resources PDS Committee on 27<sup>th</sup> March 2014

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

**Title:** CAPITAL PROGRAMME MONITORING Q3 2013/14 & ANNUAL CAPITAL REVIEW 2014 TO 2018

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

**Chief Officer:** Director of Finance

**Ward:** (All Wards);

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1. Reason for report

On 12th February 2014, the Executive received a report summarising the current position on capital expenditure and receipts following the 3rd quarter of 2013/14 and presenting for approval the new capital schemes supported by Council Directors in the annual capital review process. The Executive agreed a revised Capital Programme for the five year period 2013/14 to 2017/18. This report highlights changes agreed by the Executive in respect of the Capital Programme for the Resources Portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are included at Appendix B. The one new scheme approved for this Portfolio, £1.5m for the upgrade/replacement of the Sharepoint Productivity Platform, is detailed in paragraph 3.6.

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2. **RECOMMENDATION(S)**

**The Portfolio Holder is asked to note the changes agreed by the Executive on 12<sup>th</sup> February 2014.**

## Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring is part of the planning and review process for all services. Capital schemes help to maintain and improve the quality of life in the borough. Affective asset management planning (AMP) is a crucial corporate activity if a local authority is to achieve its corporate and service aims and objectives and deliver its services. The Council continuously reviews its property assets and service users are regularly asked to justify their continued use of the property. For each of our portfolios and service priorities, we review our main aims and outcomes through the AMP process and identify those that require the use of capital assets. Our primary concern is to ensure that capital investment provides value for money and matches the Council's overall priorities as set out in the Community Plan and in "Building a Better Bromley". The capital review process requires Council Directors to ensure that bids for capital investment provide value for money and match Council plans and priorities.
  2. BBB Priority: Excellent Council; Supporting Independence
- 

## Financial

1. Cost of proposal: £1.5m for new schemes (see para 3.6))
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £18.1m for the Resources Portfolio over five years 2013/14 to 2017/18
  5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
- 

## Staff

1. Number of staff (current and additional): 0.25 fte
  2. If from existing staff resources, number of staff hours: 9 hours per week
- 

## Legal

1. Legal Requirement: Non-Statutory - Government Guidance
  2. Call-in: Not Applicable
- 

## Customer Impact

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

## Ward Councillor Views

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

### 3. COMMENTARY

#### Capital Expenditure

3.1 A revised Capital Programme was approved by the Executive on 12th February, following a detailed monitoring exercise carried out after the 3rd quarter of 2013/14. The Executive also considered and approved new capital schemes supported by Council Directors in the annual capital review process. This report identifies changes relating to the Resources Portfolio and the table in paragraph 3.2 summarises the overall position following the Executive meeting.

#### Capital Monitoring – variations agreed by the Executive on 12th February 2014

3.2 The base position prior to the 3<sup>rd</sup> quarter's monitoring exercise was the revised programme approved by the Executive on 20<sup>th</sup> November 2013, as amended by variations approved at subsequent Executive meetings. Changes to the Resources Portfolio Programme approved by the Executive in February are shown in the table below and further details are included in paragraph 3.3. The revised Programme for the Resources Portfolio (including new schemes) is attached as Appendix A and detailed comments on individual schemes are included at Appendix B.

	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL 2013/14 to 2017/18
	£000	£000	£000	£000	£000	£000
Programme approved by Executive 20/11/13	13,954	1,763	775	0	0	16,492
Add: Carbon Management scheme t/f from Environment	138	0	0	0	0	138
Programme before Q3 monitoring	14,092	1,763	775	0	0	16,630
<u>Variations agreed by Executive 12/02/14</u>						
Rephasings from 2013/14 to later years (para 3.3)	-1,193	1,193	0	0	0	0
Total Q3 Monitoring variations	-1,193	1,193	0	0	0	0
New schemes (para 3.6)	0	130	900	470	0	1,500
<b>Revised Resources Capital Programme</b>	<b>12,899</b>	<b>3,086</b>	<b>1,675</b>	<b>470</b>	<b>0</b>	<b>18,130</b>

#### 3.3 Scheme rephasing

In reports last year to both the June and July meetings, the Executive was informed of the final outturn for capital expenditure in 2012/13 and noted that the overall level of unanticipated slippage into later years (some £4.1m) was significantly lower than in previous years and had continued the improvement seen at the end of 2011/12. Slippage of capital spending estimates has been a recurring theme over the years and Members were pleased to note that, following a review of the system for capital monitoring and for estimating the phasing of expenditure, carried out after the 2010/11 final outturn, a more realistic approach towards anticipating slippage was apparently taken in setting the revised (final) estimates for 2011/12 and 2012/13 in February 2012 and 2013 respectively. Some £430k of the overall slippage from 2012/13 into 2013/14 related to Resources Portfolio schemes and this was analysed in the 1<sup>st</sup> quarter's monitoring report to the PDS Committee meeting in September 2013. No rephasings from 2013/14 into later years were identified in that 1<sup>st</sup> quarter's monitoring exercise, but a total of £988k was identified in the 2nd quarter's monitoring report to this PDS Committee in January. As is shown in the table in paragraph 3.2, a total of £1,193k was rephased by the Executive in February following the 3<sup>rd</sup> quarter's monitoring exercise. This is itemised in the table below and comments on scheme progress are provided in Appendix B.

Capital Expenditure – Rephasing in Q3 monitoring	2013/14 £000	2014/15 £000
Joint Web Platform	-15	15
Capital Ambition - Efficiency & Transformation funding	-70	70
Upgrade of core network hardware	-691	691
Replacement of Storage Area Network	-313	313
FIS upgrade/replacement of unsupported software	-46	46
Performance Management/Children's Services - IT	-58	58
<b>Total Resources Programme rephasing</b>	<b>-1,193</b>	<b>1,193</b>

## Annual Capital Review – new scheme proposals

- 3.4 In recent years, we have steadily scaled down new capital expenditure plans and have transferred all of the rolling maintenance programmes to the revenue budget. Our general (un-earmarked) reserves, established from the disposal of our housing stock and the Glades Site, have been gradually spent and have fallen from £131m in 1997 to £31.8m (including unapplied capital receipts) as at 31<sup>st</sup> March 2013. Our asset disposal programme has diminished and any new capital spending will effectively have to be met from our remaining revenue reserves.
- 3.5 As part of the normal annual review of the Capital Programme, Chief Officers were invited to come forward with bids for new capital investment. Invest to Save bids were particularly encouraged, but none were received, and it is assumed that any such bids will be submitted in due course through the earmarked reserve that was created in 2011. Apart from the normal annual capital bids relating to school and highway schemes, four bids were recommended for approval, with a total value of £2.2m, all of which would require funding from the Council's resources. One of these, the upgrade/replacement of the Sharepoint Productivity Platform, comes under this Portfolio and details are provided in paragraph 3.6.
- 3.6 A scheme was approved by the Executive on 12<sup>th</sup> February to upgrade\replace the current SharePoint environment in order to deliver solutions to the issues with the current SharePoint platform and to meet current business needs in light of the changing organisation and commissioning strategy. By October 2017, SharePoint will no longer be supported by Microsoft and, if no action is taken, SharePoint may fail, causing widespread disruption for users and loss of business critical information. The scheme, for £1.5m (£130k in 2014/15, £900k in 2015/16 and £470k in 2016/17), was agreed subject to the approval by the Resources Portfolio Holder of a full feasibility study/business plan.

## Post-Completion Reports

- 3.7 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. Following the major slippage of expenditure at the end of 2010/11, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. While no post-completion reports are currently due for completed Resources Portfolio schemes, this quarterly report will monitor the future position and will highlight any future reports required.

## 4. POLICY IMPLICATIONS

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

## 5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 12th February 2014. Changes agreed by the Executive for the Resources Portfolio Capital Programme are set out in paragraph 3.2.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns January 2014. Approved Capital Programme (Executive 20/11/13). Capital appraisal forms submitted by Chief Officers in November 2013. Report to Council Directors' meeting 15/01/14.

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RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 12th FEBRUARY 2014									
Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17	Estimate 2017/18	Responsible Officer	Remarks
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
<b>PROPERTY DIVISION</b>									
Office accommodation strategy	2400	2321	79					Marc Hume	Supplementary estimate £400k (Executive 12/9/12)
Former Chartwell Business Centre, Central Depot - improvement works	870	788	82					Marc Hume	Invest to Save (Executive £300k 20/7/11); £418k from planned maintenance in 11/12; addl funding £152k agreed by Executive 7/3/12
Emergency Works on Surplus Sites	192	83	109					Heather Hosking	Essential to maximise capital receipts: £25k c/fwd from 11/12 into 12/13
Carbon Management Programme (Invest to Save funding)	803	665	138					Alastair Ballie	Revenue savings (schemes to be worked up); £250k funded by Salix
Property Investment Fund	15272	3787	11485					Marc Hume	Property acquisition 95 & 98 High Street, Bromley - met from Property Investment Fund
TOTAL - PROPERTY DIVISION	19537	7644	11893	0	0	0	0		
<b>CHIEF EXECUTIVE'S DEPARTMENT</b>									
Capital Ambition - Efficiency and Transformation Funding	100	0	30	70				Doug Patterson	100% funding to support improvement and efficiency activity
TOTAL CHIEF EXECUTIVE'S DEPARTMENT	100	0	30	70	0	0	0		
<b>RESOURCES DIRECTORATE</b>									
Financial systems upgrade/replacement of unsupported software	1025	978	1	46				Neil Graham	Essential replacement to enable continued financial management
Civic Centre cabling renewal	400	362	38					Head of ICT	
Server Virtualisation	300	267	33					Head of ICT	
Digital Print Strategy	125	50	25	25	25			Dave Starling	Invest to Save - Multi-Functional Devices
Upgrade of Core Network Hardware	1050	178	181	691				Head of ICT	
Increasing Network Security	400	395	5					Head of ICT	
Joint Web platform	240	143	82	15				Mark Bowen	Invest to Save scheme - £142k agreed by Executive 01/09/10
Performance Management/Children's Services - information technology	500	290	64	146				Head of ICT	Approved by Executive 16/06/10
Replacement of Storage Area Networks	1980	0	17	1213	750			Head of ICT	Business continuity - need to keep data secure and accessible
Rollout of Windows 7 and Office 2000	520	0	420	100				Head of ICT	Upgrade of all desktops and laptops
Replacement of MD110 telephone switch	760	0	110	650				Head of ICT	Essential replacement of switch that was installed in 1999 and will not be maintained after 2015
SharePoint Productivity Platform upgrade/replacement	1500	0	0	130	900	470		Head of ICT	Approved by Executive 12/02/14; subject to business case/feasibility study
TOTAL RESOURCES DIRECTORATE	8800	2663	976	3016	1675	470	0		
<b>TOTAL RESOURCES PORTFOLIO</b>	<b>28437</b>	<b>10307</b>	<b>12899</b>	<b>3086</b>	<b>1675</b>	<b>470</b>	<b>0</b>		

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 2013/14 - 3rd QUARTER MONITORING						
Capital Scheme/Project	ESTIMATES FOR 2013/14					Responsible Officer Comments
	Actual to 31.3.13	Approved Estimate Nov 2013	Actual to 10/12/13	Amount rephased into 2014/15	Revised Estimate Feb 2014	
	£'000's	£'000's	£'000's	£'000's	£'000's	
<b>PROPERTY DIVISION</b>						
			4	0	79	An additional supplementary capital allocation of £400,000 to ensure the successful completion of the programme of works and reoccupation of the North Block was approved in 12-13. North Block has now been reoccupied and the remaining moves completed in January 13. There are still some outstanding IT works for the decommissioning of the empty buildings, but these costs are not substantial. The project is expected to be under budget, subject to calculation of final account.
Office accommodation strategy	2321	79				
Former Chartwell Business Centre, Central Depot - improvement works	788	82	51	0	82	The construction work is completed and the project is on budget, subject to receipt of the final account.
Emergency Works on Surplus Sites	83	109	29	0	109	Following the report to the Executive in March 13, £79k was carried forward to 13-14 to fund the appointment of consultants to review the property portfolio. At present £28k has been paid for consultant's work. A commitment of £50k has been made for demolition works at Crofton Small Civic Halls (Report to Resources Portfolio Holder November 13).
Carbon Management Programme (Invest to Save funding)	665	138	-144	0	138	
Property Investment Fund	3787	11485	6045	0	11485	Various properties have been acquired to provide an income which exceeds that which can be achieved from Treasury management. The estimate is based on the latest approved acquisitions following the Executive meeting on 12th June, and is subject to review when further acquisitions are identified.
<b>TOTAL - PROPERTY DIVISION</b>	<b>7644</b>	<b>11893</b>	<b>5985</b>	<b>0</b>	<b>11893</b>	
<b>CHIEF EXECUTIVE'S DEPARTMENT</b>						
Capital Ambition - Efficiency and Transformation Funding	0	100	0	-70	30	It is anticipated at this point in the programme that we have the resources available to us to carry out the commissioning work, and request to rephase £70k into 14-15 when we are likely to enter into the next phase of the programme.
<b>TOTAL CHIEF EXECUTIVE'S DEPARTMENT</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>-70</b>	<b>30</b>	
<b>RESOURCES DIRECTORATE</b>						
Financial systems upgrade/replacement of unsupported software	978	47	0	-46	1	We expect to require further enhancements relating to the Oracle R12 upgrade and other financial projects and we request to rephase £46k into 14-15.
Civic Centre cabling renewal	362	38	7	0	38	We have commissioned a revised network design for the civic centre to separate public/guest networking and provide additional resilience to the comms rooms, this work is expected to be completed by 30/03/2014
Server Virtualisation	267	33	0	0	33	#####
Digital Print Strategy	50	25	0	0	25	This scheme relates to the implementation of Multi-Functional Devices. It was originally assumed that the machines would be funded from the Capital scheme, however it was subsequently decided that they could be funded from Revenue and the cost of rolling out these machines was funded by the One-Way programme. Following the implementation of these machines, a further review was undertaken of the revised business need and service requirements. In order to make best use of the print facilities, control and scanning software was purchased ( uni-flow and ecopy) and a need for additional hardware was identified. £200k had originally been allocated for this scheme, however following the review, a budget of £125K in total was retained to allow for a spend of £25K per annum from 11/12 to 15/16 to fund the lease purchase of the software and the additional hardware. The scheme was rephased to reflect this. The project has generated Revenue budget savings of £147K, and the Capital scheme budget was reduced by £75K.
Upgrade of Core Network Hardware	178	872	165	-691	181	Further works on the core network will be needed as equipment goes end of life. However we need to look into the impact of the commissioning authority, before we can replace the Core switches. We request to re-phase £691k from 13-14 to 14-15.
Increasing Network Security	395	5	0	0	5	We will shortly be completing this scheme and will finish by 31/03/2014
Joint Web platform	143	97	41	-15	82	Request to rephase £15k into FY14/15, to fund the final stages of the responsive web design work. This is due to an intentional delay in the programmed work caused by the web site content management system upgrade.
Performance Management/Children's Services - information technology	290	122	46	-58	64	The residual capital code allocation to projects is waiting for Central Government to pass the Children's & Families Bill through Parliament and the Lords in early 2014 to enable final project estimations of spend to be confirmed on the outcomes in respect of Education Health & Care Plans. We request the residual amount £58k to be re-phased into 14-15.
Replacement of Storage Area Networks	0	330	0	-313	17	Due to other projects being delayed this scheme has been delayed, and we request to re-phase £313k to 14-15.
Rollout of Windows 7 and Office 2000	0	420	0	0	420	#####
Replacement of MD110 telephone switch	0	110	0	0	110	#####
SharePoint Productivity Platform upgrade/replacement	0	0	0	0	0	New scheme approved by Executive 12/03/14; due to start in 2014/15
<b>TOTAL RESOURCES DIRECTORATE</b>	<b>2663</b>	<b>2099</b>	<b>259</b>	<b>-1123</b>	<b>976</b>	
<b>TOTAL RESOURCES PORTFOLIO</b>	<b>10307</b>	<b>14092</b>	<b>6244</b>	<b>-1193</b>	<b>12899</b>	

Report No.  
CSD14052

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 27<sup>th</sup> March 2014

**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 2<sup>nd</sup> April 2014. 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: £367,636
  5. Source of funding: 2013/14 Revenue budget
- 

### Staff

1. Number of staff (current and additional): 10 (8.75 fte)
  2. If from existing staff resources, number of staff hours: 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 2<sup>nd</sup> April 2014 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 20<sup>th</sup> March 2014.

#### **Part 1**

Budget Monitoring 2013/14 1

New National Adult Social Care Data funding

Appointment to the Public Health Framework – Addendum to Category K

Draw-down of Government Funding for Delivering SEN Reforms 2 3

Gateway Review of Tenancy Support Schemes for Young People 2

Gateway Review of 2014/15 Education Building Maintenance Budgets, Education Planned Maintenance Programme and Preferred Procurement Option 2

Basic Need Report including Glebe School Update 2 3

Draft Alteration to the London Plan Consultation Response 2

Household Waste Recycling Centres: Grant Funding from LWRB 4

Maintenance of Green Spaces Transferred to LBB 4

Approved Supplier Lists – Proposed New Arrangements 1

#### **Part 2**

New Penge library – Award of Contract

*\* (Reports marked 1 are recommended for pre-decision scrutiny by this Committee; reports marked 2 are key or private decisions; reports marked 3 are being scrutinised by Education PDS Committee on 18<sup>th</sup> March and reports marked 4 are being scrutinised by Environment PDS Committee on 25<sup>th</sup> March.)*

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 as published 4 <sup>th</sup> March 2014

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Report No.  
DRR14/035

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** Thursday 27 March 2014

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

**Title:** PROJECT MANAGEMENT FOR BUILDING PROJECTS

**Contact Officer:** Catherine Pimm, Head of Asset Management and Strategic Projects  
Tel: 020 8461 7834 E-mail: Catherine.Pimm@bromley.gov.uk

Robert Bollen, Head of Strategic Place Planning  
Tel: 020 8313 4697 Email: Robert.Bollen@bromley.gov.uk

**Chief Officers:** Director of Regeneration & Transformation  
Director of Education Care and Health Services

**Ward:** (All Wards);

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1. Reason for report

At the Education Budget Sub Committee on 2 May 2013 Members requested that an overview of the Council's approach to project management for building projects be reported to a future meeting of the E&R PDS Committee.

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2. RECOMMENDATION(S)

2.1 To note the contents of this report.

### Corporate Policy

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

### Financial

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

### Staff

1. Number of staff (current and additional): Not applicable
  2. If from existing staff resources, number of staff hours:
- 

### Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable
- 

### Customer Impact

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

### Ward Councillor Views

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



### **3. COMMENTARY**

#### **PROJECT MANAGEMENT**

- 3.1 At the Education Budget Sub Committee on 2 May 2013 Members considered post completion reports on a number of projects. They sought reassurance that a holistic project management approach is taken towards construction projects, that project managers have overall responsibility for managing risks and that the procurement process identifies all possible costs when developing a specification. They requested that an overview of the Council's approach to project management for building projects be reported to a future meeting of the E&R PDS Committee.
- 3.2 The over-arching aims of the Council's project management of building projects is to deliver the benefits and service improvements identified within the initial project brief, satisfy clients requirements and to ensure that projects are delivered on time, to cost and meet the service specification whilst adhering the Council's financial and procurement regulations.
- 3.3 Capital Projects are delivered by the Strategic Projects Team, which reports to the Head of Strategic Property in the Department of Regeneration and Transformation and the Strategic Place Planning Team, which reports to the Head of Strategic Place Planning in the Department of Education Care and Health Services.
- 3.4 The Capital Projects Team delivers projects on behalf of a number of departments, including Education Care and Health Services (ECHS) and Environment and Community Services and provides property related project delivery advice and guidance.
- 3.5 The Strategic Place Planning Team will deliver the majority of school bulge or expansion schemes, concentrating on modular construction and batch procurement of consultants. There is an unprecedented demand for additional school places in the borough and these places need to be delivered quickly and cost effectively, in line with new the Government funding methodology of Building Bulletin 99 minus 5%. Building Bulletins are published by the Department for Education and set out non- statutory area guidelines for classrooms and other school spaces. The Strategic Place Planning Team has employed a Project Manager with considerable experience in delivering modular building projects at multiple sites using the Lewisham Framework. This is the selected delivery route for the majority of school expansions under the current funding arrangements and time constraints.
- 3.6 The Directors' Group discussed and approved a number of key principles as outlined below for the delivery of building projects and Project Managers in both departments are expected to comply with these principles.
- 3.7 The principles are based on and ensure compliance with the Financial Regulations, Contract Procurement Rules, Capital Programme Guidance and the Council's Project and Programme procedures.
- 3.8 The use of Project and Programme Boards ensures informed decision making, good communication, proper accountability and the clear understanding of roles and responsibilities. It is also the forum for identifying and mitigating risks, resolving issues and ensuring that budgets are monitored.
- 3.9 Each project is assigned a lead officer. A Project Board will be set up for each project, which will include representatives from the client department (budget holder), end user and suppliers (consultant and contractor, where appropriate). The relevant department's Finance Officers are copied in on all documentation and provided with budgetary information. Project Managers are given a budget with tolerances for cost, time and quality and are expected to monitor the budget

and keep the project on track. Where it seems as though a project is likely to exceed its tolerances and this cannot be averted, an early warning will be given to the Project Board.

3.10 Where a budget holder is responsible for a programme of works, which are being delivered by different teams, then it is advisable to set up a Programme Board. A Programme Board will be set up initially for the school expansion projects with consideration being given to extending the Board at a later date to become an overarching Board for all building projects.

3.11 At the end of a Project, a lessons learned review is undertaken and those lessons applied to the benefit of the other projects. Some examples of lessons learned that have been applied to subsequent projects are:

- Ensuring a good, clear, detailed brief. Project Managers work very closely with end users in developing the brief and helping them formulate their ideas. A template is now provided, which contains guidelines and poses the essential questions and issues that need to be considered by the end user when formulating their requirements. This ensures that the brief is as detailed as it possibly can be.
- Design Sign Off and Freeze by End User (Subsequent change requests resisted unless the client department or end user considers the change to be essential to achieving the project objectives and that the end user accepts all risks and costs, including prelims and programme overrun costs)
- Scrutiny of specification and due diligence checks by independent QS
- 10% overall project contingency for all projects wherever possible
- IT (improvements include early liaison with a school's IT provider and wherever possible, installation of infrastructure by main contractor to their requirements, instead of by them as sub- contractors, provision of Project Managers by Capita Secure Information Systems for LBB infrastructure, which has resulted in better budgetary information and coordination)
- Discourage piggy backing (client departments in the past have added additional works and requirements not connected with the project. This will only be agreed if it does not adversely impact on the project)
- Poorer building conditions have become evident on some projects. Condition surveys are now carried out more frequently to identify any essential maintenance works that will have to be carried out as part of a project. This will impact on project costs.
- Budgetary Approval sought following feasibility reports or at post tender stage ( particularly in the case of Design and Build projects), instead of at Inception. In the past, project approval has been sought at too early a stage.

3.12 Some recent examples of lessons learned that are currently being discussed are:

- The relative benefits of employing a Clerks of Works for traditional build projects above a certain value
- How to ensure that activities that have to be undertaken by the end users are undertaken in a timely fashion, such as decant of areas affected by the works, providing access for the intrusive R&D Asbestos Surveys that have to be undertaken prior to a project, obtaining easements, way leaves etc.
- Minimising the impact of Planning Applications and Departmental commissioning arrangements on a project.

## BUDGETARY DEVELOPMENT THROUGH THE VARIOUS STAGES OF A PROJECT

3.13 A project follows several stages and at each stage budgetary information is developed and refined. The stages are as follows:

3.13.1 **Inception** - an indicative budget is set. The budget is built up under the following headings:

Main Contractor

Land Acquisition

Consultants' Fees

Internal Fees (for Capital Project Team Project Managers, applicable where projects delivered by Capital Projects Team on behalf of other departments as agreed by Chief Officers and endorsed by Members' Working Group in 2010)

FF&E (Furniture, fittings and equipment, including removals and IT)

Asbestos (Survey and Removal Costs)

Statutory Fees (Building Control and Planning Application and pre planning advice)

Survey Fees (including those required for planning)

Other costs

Contingency

The construction budget at this stage is based on an assumed floor area multiplied by a m<sup>2</sup> rate for construction costs (different rates apply for refurbishment or new build). The number and cost of surveys is based on previous projects. Fees, Furniture, Fittings and Equipment and Contingency will be based on a % of the estimated construction cost.

3.13.2 **Briefing** - obtain brief from client (and end user if different) to be used as a basis for a feasibility study

3.13.3 **Feasibility Study** – during which surveys are undertaken and pre planning advice is sought and the budgetary costs and programme for the construction element will be outlined. Project Managers will also be working with the client department, end user and their other suppliers to identify other works that need to be coordinated with the main contractor, such as the school or the Council's IT provider or library fit out supplier.

3.13.4 **Development of Employers Requirements/Detailed Scheme Design** – this is undertaken and followed by production of drawings and specification or development of employers requirements. At this stage a pre tender estimate for construction using traditional methods will be provided against which tenders can be compared. Other costs should now be estimated with some certainty. The extent of detailed design will differ between fully designed schemes where the client will take full design risk and Design and Build contracts where design risk will be passed to the contractor and final detailed design is based on the contractors interpretation of the employers requirements.

3.13.5 **Tenders Obtained** –if the tender prices are higher than the pre tender estimate for traditional build, then value engineering will be undertaken to see if the building works can be varied to achieve the budget or if this is not possible, consideration will be given to adjust the budget. In the case of Design and Build projects, then it is only at this stage that the budget can be accurately set.

3.14 In conclusion, officers are not complaisant when delivering building projects and every endeavour is made to ensure that projects are properly planned and specified and are delivered on time, on budget and to the required quality. However, the Council employs specialist professional consultants to assist it in developing its detailed plans, specifications and requirements. Despite this, unforeseen problems can and do arise due to the inherent risky nature of construction works. To enable project managers to respond quickly to such events regular monitoring meetings take place with the Council’s professional consultants and contractors to ensure that issues affecting time, cost and quality are identified and dealt with swiftly. Project managers exercise control in these situations by taking management action to mitigate risks and where appropriate escalating issues to Project Directors and senior managers. In most cases such issues can be resolved within project tolerances. However, if this is not the case matters are escalated to the Director and Portfolio Holder level.

<b>Non-Applicable Sections:</b>	Policy Implications, Financial Implications, Legal Implications, Personnel Implications
Background Documents: (Access via Contact Officer)	Post Completion Reports, Education Budget Sub-Committee

Report No.  
CSD140053

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 27<sup>th</sup> March 2014

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

**Title:** 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, preferably in a written summary. Since this Committee's last meeting on 5<sup>th</sup> February 2014 meetings have been held of other PDS Committees as follows –

Public Protection & Safety PDS Committee: 4<sup>th</sup> March 2014

Care Services PDS Committee: 11<sup>th</sup> March 2014

Education PDS Committee: 18<sup>th</sup> March 2014

Environment PDS Committee: 25<sup>th</sup> March 2014

1.2 Written summaries will be circulated before the meeting wherever possible. Renewal & Recreation PDS Committee does not meet in this cycle until 1<sup>st</sup> April.

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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: £367,636 (2013/14 controllable budget)
  5. Source of funding: Existing revenue budget.
- 

### Staff

1. Number of staff (current and additional): There are 10 posts (8.75 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

Report No.  
CSD14055

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 27 March 2014

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

**Title:** ANNUAL POLICY DEVELOPMENT AND SCRUTINY REPORT 2012/13

**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 The Council's constitution requires that a report is made each year to full Council which summarises the work carried out by Policy Development and Scrutiny (PDS) Committees. The report for 2013/14 is attached, including contributions from all PDS chairmen summarising the work of their Committees.
- 

2. **RECOMMENDATIONS**

**That the Annual Policy Development and Scrutiny Report is approved for submission to full Council.**

### Corporate Policy

1. Policy Status: Existing Policy: Article 6 (para. 6.03 (d)) of the Constitution.
  2. BBB Priority: Excellent Council:
- 

### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: N/A
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £367,636
  5. Source of funding: 2013/14 Revenue Budget
- 

### Staff

1. Number of staff (current and additional): 10 posts (8.75 fte)
  2. If from existing staff resources, number of staff hours: Most of the text of the report is provided by PDS Chairmen
- 

### 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): All Members of the Council and interested members of the public.
- 

### Ward Councillor Views

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



### 3. COMMENTARY

- 3.1 Article 6.03 (d) of the Council's Constitution requires that an Annual PDS Report is submitted to full Council. The draft report for 2013/14 is attached for approval prior to consideration by full Council on 14<sup>th</sup> April 2014. This follows the established structure combining general information about PDS work in Bromley with contributions from each PDS Chairman in respect of the work carried out by their Committees during the course of the year.
- 3.2 Some 2013/14 PDS meetings are still to take place, so potentially PDS Chairmen/Committees may want to provide further updates. Subject to this, the Committee is asked to refer the report to full Council.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Constitution of the London Borough of Bromley (Article 6) 2012/13 Annual PDS Report

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*DRAFT FOR CONSIDERATION BY E& R PDS COMMITTEE ON 27TH MARCH 2014*



# **Policy Development & Scrutiny Annual Report 2013/14**

**For submission to Full Council on 14<sup>th</sup> April 2014**

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# 1. Foreword

- 1.1 On behalf of all my colleagues who are engaged in Policy Development and Scrutiny Committees in the London Borough of Bromley, I have pleasure in presenting our Annual Report for 2013/14, which summarises the work that has been carried out by the Committees during the Council year.
- 1.2 We have again conducted a most challenging budget process this year against the backdrop of a reducing local government settlement. The task of finding the significant budget savings demanded by the Government has again dominated the Committees' activities and it is very pleasing to report that they rose to the challenge and achieved the necessary cost savings, which allowed the Council to formulate a broadly neutral budget for 2014/2015 and introduce measures to reduce the "budget gap" in 2015/16 without significantly impairing the delivery of frontline services. It has also allowed the Council to freeze council tax for the coming year.
- 1.3 The continuing squeeze in the Government's funding support for local councils and the ongoing cost pressures faced by Bromley Council have opened a significant funding gap of over £50 million, which has to be closed by 2017/18. This is a serious challenge as there are not many further efficiency savings which can be made in the present set-up.
- 1.4 Considerable changes to the Council's organization are under way, which should produce cost savings, but in themselves will not be enough to bridge that gap. Difficult decisions will now need to be made about the type, manner and delivery of Council services in order to close this gap. The ongoing drive by the Government to reduce the deficit and its aim to generate a surplus by 2020, including the funding of potential tax cuts, means that the Council's funding situation cannot be expected to improve in the short to medium term, rather the opposite, despite a general recovery in economic activity in the country.
- 1.5 The challenge for Bromley Council is therefore on the one hand to continue to reduce its cost base and on the other hand the urgent need to develop compensatory income streams, whilst continuing to deliver essential services. Generating new income streams will take time to bear fruit and the Council is conscious that this must be pursued with vigour.
- 1.6 The role of the PDS Committees will remain critical for contributing to achieving the changes, which are required, in order to ensure that we continue to deliver the best possible services to the residents of Bromley whilst retaining one of the lowest Council Tax levels.
- 1.7 All PDS Committees deserve praise for having achieved their targets and I would like to thank all committee chairmen, members, and the Council's officers for their diligence and hard work in finding practical solutions, which ensure that Bromley Council can continue to provide the essential services, which are so important to our community

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

## 2. Policy Development and Scrutiny Chairmen 2013/14



Cllr Eric Bosshard  
Executive & Resources



Cllr Pauline Tunnickliffe  
Care Services



Cllr Nicholas Bennett JP  
Education



Cllr William Huntington-Thresher  
Environment



Cllr Kate Lymer  
Public Protection and Safety



Cllr Ian Payne  
Renewal & Recreation

### **3. Policy Development and Scrutiny in Bromley**

3.1 Six Policy Development and Scrutiny (PDS) Committees at Bromley discharge the overview and scrutiny functions conferred by sections 21 and 32 of the Local Government Act 2000 and successive legislation. The Executive and Resources PDS Committee has an over-arching, co-ordinating role on behalf of the other five PDS Committees and is required by the Council's Constitution to present Full Council with an Annual Report "on the Policy Development and Scrutiny functions and PDS budget, and amended working methods if appropriate" (Article 6, Section 6.03 (d) of the Constitution).

3.2 The PDS Committees mirror the Council's executive portfolios:

- Executive and Resources  
(covering both the Resources Portfolio and the Executive)
- Care Services
- Education
- Environment
- Public Protection and Safety
- Renewal and Recreation

3.3 In addition to these Committees there are two PDS Sub-Committees:

- Education Budget Sub-Committee
- Health Scrutiny Sub-Committee

Although they have no decision-making powers, PDS Committees and Sub-Committees have key roles in contributing to policy development and scrutinising the decisions of the Executive and individual Portfolio Holders.

#### **Policy Reviews**

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

#### **One-Off Reviews**

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

## **Performance and Budget Monitoring**

- 3.6 PDS Committees monitor the performance of services and functions within their remit, assessing performance against key performance indicators and policy objectives. Concerns are reported to a Portfolio Holder who can then, if necessary, be called to a PDS Committee meeting to account for the performance of his or her Portfolio.
- 3.7 PDS Committees are also involved in the budget setting process and provide considered comment and recommendations for the Executive to take account of when formulating the Council's annual budget. Similarly, PDS Committees also monitor in-year spend of budgets and raise concerns where there is any possibility of overspend or other issues affecting spending priorities.

## **Call-in**

- 3.8 The call-in process is a key means by which PDS Committees can hold the Executive to account. Any five Councillors can call in a decision and prevent it from taking immediate effect until it has been re-considered by a PDS Committee. The Committee can then interview the Portfolio Holder and officers and consider whether the decision was appropriate, within the Council's policy framework, and whether it should be reconsidered. If the Committee feels that the decision should be reversed or altered, it can make a recommendation to the Executive, which then has to reconsider the matter.
- 3.9 At the time of writing, no call-ins have been made during 2013/14. This continued low level of call-in reflects an emphasis given to pre-decision scrutiny leading to better and more robust decisions which are less likely to be challenged.



## 4. Report from Executive & Resources PDS Committee

**Chairman:** Cllr. Eric Bosshard  
**Vice-Chairman:** Cllr. Russell Mellor

### Introduction

- 4.1 In 2013/14 the Committee held 8 scheduled meetings and additional working group meetings. The regular meetings were timed to precede the Executive's meetings so that its decisions could be scrutinised. One policy development meeting was dedicated to a Financial Seminar in July 2013 by the Director of Finance to keep members informed of the general financial situation affecting the Council and the changes in local government finance and health provision introduced by the central Government. Another meeting was held at which the Director of Finance presented the Council pension scheme.

### Scrutiny of the Executive and the Resources Portfolio Holder

- 4.2 The Committee's principal role is to pre-scrutinise the decisions of the Executive and the Resources Portfolio Holder. This Committee has worked diligently to discharge its obligations and the workload of some meetings has been heavy.
- 4.3 The Committee invited the Leader of the Council, the Resources Portfolio Holder and the Chief Executive to report on their activities and to answer questions. These bi-annual meetings are pertinent for keeping members of the Committee up to date with the changes, developments and challenges faced by the Council and I would like to thank the incumbents for their valuable contributions.
- 4.4 The Leader of the Council and the Resources Portfolio Holder have attended all our meetings and senior officers have been in attendance to answer questions on matters in their areas of responsibility. I would like to thank them all for their assistance and diligence.

### Review of Council Activities

- 4.5 The Committee reviewed the operation of section 106 agreements, the performance of the revenue, housing and council tax benefit services, the disposal of various surplus assets, care services contracts and gateway reviews, the purchase of investment properties, the administration of public health contracts, and reports from the Audit Sub-Committee. It monitored the Council's budget and capital programmes, the provision of environmental and building services, Beckenham town centre improvements, the Orpington Priory upgrade, repairs to Anerley Town Hall, and the proposed Queens Gardens restaurant development. It scrutinised the proposed Bromley Local Plan, the activities of the HR department, plans for the implementation of the Council Tax support scheme and issues concerning homelessness, the Council's insurances and the performance of the Youth Employment project. It received reports from the Cost and Charges Working Group, a progress report from the New Technology Working Group and proposals for Councillor IT and telephone support services, and updates on developments in Public Health.

## **Policy Development and Working Groups**

- 4.6 We again held a Finance Seminar this year to update members on issues which affect the Council's finances and its ability to continue to fund essential activities and services. This seminar was presented by the Director of Finance and was very successful.
- 4.7 A seminar on the Council's pension scheme was also held in order to inform members about the issues and challenges faced by the scheme, which has a significant funding requirement. Following the actuary's review of the scheme later in the year, a proposal by the Pensions Investment Sub-Committee on how to deal with the scheme's funding issues was reviewed.
- 4.8 The Committee scrutinised many care services proposals, discussed and agreed the implementation of a Youth Employment contract, and the Council's procedures for calculating costs and charges.

## **Conclusions**

- 4.9 This Committee has scrutinised the Executive's and the Resources Portfolio Holder's decisions and reviewed many aspects of the Council's business. The Government's austerity drive has continued unabated and has impacted on the Council's finances. The task to find the significant savings necessary to balance the Council's budget has again been the dominant challenge this year. It is very pleasing to report that the Council has managed to stay within budget in 2013/2014 and has succeeded in formulating a broadly neutral budget for 2014/2015 and introduce measures to reduce the "funding gap" in 2015/16, without significantly impairing the delivery of frontline services.
- 4.10 Looking ahead, the continuing reduction in the financial settlement from the Government and on-going cost pressures on the Council have opened a significant funding gap over the next four years, which it will be challenging to close. Difficult decisions will now need to be made about the type, manner and delivery of Council services in order to close this gap. In order to assist in providing sustainable financial solutions we will continue to explore opportunities to review radically service provision, seeking opportunities for income maximisation, mitigate against future cost pressures, explore wider partnership opportunities including community budgets, and prepare for a different organisation in the future with overall resources reduced.
- 4.11 Following persistent lobbying by Bromley Council and others, the Government agreed to incorporate the council tax freeze grant into the revenue support grant and to defer a further funding cut, allowing the Council to freeze council tax for 2014/15. We will continue to support any ongoing "lobbying" for a better financial settlement for Bromley residents

**Councillor Eric Bosshard**  
**Chairman, Executive & Resources PDS Committee**

## 5. Report from Care Services PDS Committee

**Chairman:** Cllr. Pauline Tunnicliffe  
**Vice-Chairman:** Cllr. David Jefferys

### Introduction

- 5.1 The Committee have met four times this year with a final meeting to be held on March 11<sup>th</sup> 2014. It has been a particularly challenging year for the Care Services PDS with particular pressures in Adult Social Care, Housing and Children's Social Care.
- 5.2 Significant changes are taking place in Adult Social Care with the service being redesigned into three main areas - assessment and quality assurance, commissioning and delivery. Tremendous growth has been seen in homelessness within Bromley and we have yet to see the full impact of welfare reform. All children and young people will have an individual Education, Health and Care Plan under reforms in Children's Social Care.
- 5.3 Our key role has been to contribute to policy development and to scrutinise the decisions of the Executive and the Portfolio Holder through the Portfolio Plan.
- 5.4 **Care Services – Key areas**

- Review of Partnership Arrangements
- Welfare Reform changes and impact
- Tackling Troubled Families
- Updates on Pathfinder Project
- Short breaks for children with disabilities
- Looking at the impact of the changes to the Citizens Advice Bureaux
- Financial implications of changes to Youth on Remand
- Strategy for Social Care Recruitment and Retention
- Impact of the Care Bill
- Day Care Opportunities & Respite for Older People
- Services for people with Learning Disability (supported living, day opportunities and employment schemes)
- Future of Nursery Provision
- Monitoring of Domiciliary care, Care Homes and Children's Placements
- Contract Activity Reports
- Report from the Mobility Forum on the work undertaken during 2013/14

### 5.5 Consideration of the following Annual reports

- ECHS Complaints 2012/13
- Bromley Safeguarding Children's Board 2012/13
- Corporate Parenting 2012/13
- Independent Reviewing Officer
- Annual Fostering Statement of Purpose
- Bromley Adoption Agency
- Fostering Panel

- Bromley Safeguarding Adults Board
- Substance Misuse Annual Report 2012/13

5.6 Consideration also of Briefing papers containing information to help Members with their background knowledge.

### 5.7 **Contracts**

Award for Supported Employment  
 Tenancy Support contracts across a range of vulnerable groups  
 Awards Spots - community based services  
 Children and Adolescent Mental Health Issues  
 Public Health Health-Check and Weight Management projects

### 5.8 **Housing**

Annual Performance Report and Updates 2013/14  
 Social Housing Fraud Initiative Grant  
 Temporary accommodation  
 Access to the private rental sector  
 Housing options and homelessness prevention

Significant work has been undertaken to progress all priority areas, however, the continuing high volume of statutory homelessness and emerging impact of welfare reform together with the shortage of affordable housing have impacted on the number of households in temporary accommodation exacerbating budgetary pressures.

### 5.9 **Budget**

Challenging targets have been set by members and officers continue to review contracts to ensure that they deliver in the most cost effective way to generate budget savings whilst protecting key services.

### 5.10 **Questions**

The Committee welcomes and has answered all questions from members of the public.

### 5.11 **Conclusion**

Finally I would like to thank all Members of the PDS for their commitment to Bromley Care Services, particularly my Vice-Chairman Councillor David Jefferys who has been extremely supportive. His knowledge of the Health Service has proved invaluable to the work of this Committee. It has been a great pleasure and most interesting to be Chairman of Care Services this year. I would also like to thank the Director, the Assistant Directors and particularly Angela Buchanan for their expertise and patience. Also, Helen Long and all supporting officers/NHS staff who write the reports and attend meetings.

## **Health Scrutiny Sub-Committee of the Care Services PDS Committee**

- 5.12 Terms of Reference were confirmed. The Committee has met twice this year with a final meeting in April due to additions to the work plan.
- 5.13 The first meeting in October had presentations from Public Health England and NHS England, also Dr Lemic and Dr Bhan gave presentations on the priorities and challenges faced locally due to the impact of change at National level.
- 5.14 A good debate took place followed where members raised some concerns in some areas, for example the 111 service. The future work plan will keep members updated of progress.
- 5.15 The Executive Medical Director of Kings College Hospital gave a presentation on improving quality at the PRUH. He also gave an update on the future plans for Orpington hospital.
- 5.16 The Committee agreed the recommendations for the Contract for Intermediate Care.
- 5.17 In January, a meeting was held with members of the Health and Wellbeing Board primarily for an update on Urgent Care performance at the PRUH. Unfortunately, the CQC held a summit on the same day and therefore no one was able to attend from Kings. Dr Bhan updated the Committee with regards to the Clinical Commissioning Group and answered questions from members. There was also an update from the Promise Programme which is proving to be a success.
- 5.18 An e-mail was sent to Kings requesting their presence at the PDS in March for an update on the PRUH. Three representatives have confirmed that they will be attending. The Committee will continue to scrutinise the A&E performance at the PRUH as over the last quarter this has been at levels below the agreed performance level, with some very significant daily and weekly fluctuations.

**Councillor Pauline Tunnicliffe**  
**Chairman, Care Services PDS Committee**



## 6. Report from Education PDS Committee

**Chairman:** Cllr. Nicholas Bennett JP  
**Vice-Chairman:** Cllr. Neil Reddin

- 6.1 The overall objective of the Education PDS Committee for 2013-14 was, as in the previous year, improving pupil, school and governance performance. To this end the Education PDS Committee had, at each of the five meetings, a report on Ofsted inspections and where necessary the steps being taken by schools to respond to matters highlighted in the inspections. The Education PDS Committee commissioned a number of reports to assist its work in this field, including an updated risk analysis based on a wide range of data on each school. The School Governance Working Group was reconvened and its conclusions for improving the work of Local Authority Governors are to be considered shortly by the Education PDS Committee.
- 6.2 The Education PDS Committee also considered, with members of the Public Protection and Safety and Renewal and Recreation PDS Committees, a report on those young people 'not in education, training or employment' (NEET). The Committee Members were impressed by the wide range of targeted opportunities that are being provided for this group and the substantial reduction in young people in the Borough with no purposeful employment. The Education PDS Committee also received a report on the progress of young people looked after by the Local Authority, although due to the small number of Looked After pupils in Year 11 no meaningful conclusions could be made.
- 6.3 The Education PDS Committee's second objective was to encourage schools to become academies and for there to be an expansion of pupil places across the Borough to meet rising pupil numbers over the next few years. Significant progress has been made with supporting schools to move to academy status, and by the end of the academic year the majority of schools in the Borough will be academies. A number of primary schools have had expansion plans approved and four 'free schools' have been approved by the Secretary of State for Education. Positive discussions with the Catholic Archbishop of Southwark (Rt. Rev Peter Smith) took place at Bromley Civic Centre, and it is hoped that a Catholic Secondary School can be established in time for the 2016-17 academic year.
- 6.4 As schools convert to academies, the Local Authority is considering its future role as an education authority. Although it will cease to have operational control for the Borough's schools, it will still have more than 250 statutory responsibilities including pupil place planning, child safeguarding and school improvement. In July 2013, the Full Council, having received a report on the future role of the Local Authority in education services, agreed the Education PDS Committee's landmark '*Education Covenant*' – the first in the UK. The Education Covenant sets out what the local community has a right to expect from everybody involved in education and what the community may also contribute.
- 6.5 One of the key changes which this new role brings is a radical re-examination of the traditional service provided by the Education, Care and Health Services Department. Should the Education Service continue to be provided by the Local Authority or be undertaken by contract by other providers? To establish whether they can be run at

lower cost whilst at the same time maintaining and improving standards of service, a market testing review is taking place. Before any decisions are taken, the Education PDS Committee has committed to a full public consultation and debate on the findings, and has made clear that better value for taxpayers' money means provision as good as or better than already in place, or it will not be considered better value.

- 6.6 Two key areas of current provision have been subject to scrutiny by the Education PDS Committee - the Pupil Referral Service and the Bromley Adult Education College. The Pupil Referral Unit is converting to academy status, and it is hoped will be run by Bromley College of Further and Higher Education from September 2014. The Council's 17 Education Commitments includes support for 'Lifelong Learning' and the key role of adult education, and in the coming months it too will be market tested.
- 6.7 As a result of a review by the New Technology Working Group which showed that applications for school places were largely paper-based and that only 26% of applications were made online, the Education PDS Committee placed great emphasis on channel shift to computer-based applications and in the current year 96% of Primary admission applications and 94% of Secondary admission applications were made by this route.
- 6.8 The Education PDS Committee has also kept child safeguarding, the Special Educational Needs Pathfinder project, literacy in early years and provision of speech and language therapy under close review. Areas which will be examined in the remainder of the municipal year include children's Special Educational Needs transport and education welfare and truancy.
- 6.9 The Education PDS Committee has expressed its concerns about the Darul Uloom School in Chislehurst which has been judged 'inadequate' by Ofsted. Representations have been made to the Department for Education on the Local Authority's behalf by the Leader of the Council.
- 6.10 This brings to an end the second report of the Education PDS Committee and the current Council. I should like to pay tribute to all the Members of the Education PDS Committee for their dedication and harmonious co-operation. I also thank Councillor Neil Reddin for his support as Vice-Chairman and Chairman of the Education Budget Sub-Committee, and Councillor Sarah Phillips for chairing the School Places Working Group. The Education PDS Committee also places on record the work of Dr Tessa Moore, Assistant Director: Education, who retired in October, her successor Jane Bailey, Interim Assistant Director: Education, Terry Parkin the Executive Director: Education, Care and Health Services, and all his staff. Finally none of our work would have been possible without the cheerful and efficient hard work of our committee clerk, Kerry Nicholls.

**Councillor Nicholas Bennett JP**  
**Chairman, Education PDS Committee**



## 7. Report from Environment PDS Committee

**Chairman:** Cllr. William Huntington-Thresher  
**Vice-Chairman:** Cllr. Samaris Huntington-Thresher

### Introduction

- 7.1 The services provided within the Environment Portfolio affect every resident of Bromley. Clean streets, traffic congestion, the condition of highways and pavements, parking facilities, and parks provision, are all considered important by residents.

### Scrutiny of the Portfolio Holder and Executive

- 7.2 The Committee seeks to fulfil this role through:
- Scrutiny of the draft Environment Portfolio Plan, followed by a mid-year review of progress.
  - Regular monitoring of service performance.
  - Pre-decision scrutiny of relevant Portfolio Holder and Executive decisions.
  - Budget monitoring and scrutiny of budget proposals.

### Development of the Environment Portfolio Plan

- 7.3 The Committee considers the Portfolio Plan to be an important document, highlighting to residents the importance of environmental services and showing how value for money is delivered. The Committee contributes to the Plan as part of its policy development role, ensuring that recommendations from the Committee itself and its working groups are taken forward. During 2013/14 these included:
- Improved street cleaning methods following the review of service performance in January 2013
  - Expanding the green garden waste collection scheme
  - Introduction of Fixed Penalty Notices for littering and dog fouling
  - Implementation of the street lighting replacement 'invest to save' programme
  - A revised approach to highways planned maintenance methods, as recommended by the 2012/13 transport and highway assets working groups

### Review of the Environment Portfolio Plan

- 7.4 The Committee combines scrutiny of the Portfolio Holder and the Portfolio Plan at the mid-year and end-of year review points, focusing on progress in implementing the Plan. Specific issues discussed with the Environment Portfolio Holder last year included:
- Kerbside collection of textiles for recycling – this was being investigated to find the most suitable method. In the interim, bring-banks were being successfully used.

- Leaf Clearance – Bromley has more street trees than other boroughs. Leaf collection depends on when particular trees shed their leaves, and a flexible approach is needed with extra crews brought in when and where needed.
- Street Lighting replacement Invest to Save scheme - Project management had been tightened up and a project board put in place chaired by the Environment PDS Chairman to oversee progress. 100 columns per month were now being replaced, ensuring that installation did not run too far ahead of electrical connections. The aim now is to complete each new column within 10 working days. Since the start of the year over 2,000 columns had been installed.

## **Budget Monitoring**

7.5 During the year the Committee identified a number of priority budget issues.

- Residents are recycling smaller quantities of paper than previously, reducing the Council's income. The cause is likely to be increased use of the internet for communication and media.
- Storm damage has increased tree maintenance and replacement costs and required additional street cleaning, following the St Jude's and Christmas storms.
- The Environment Agency has advised that leaves swept from roads should not be composted, due to concerns about contaminated material entering the food-chain. This has reduced compost income. The Council has lobbied on this issue, supported by evidence from testing.

## **2014/15 Budget Consultation**

7.6 In considering the 2014/15 budget proposals, the Committee focussed on:

- The successful Green Garden Waste collection scheme - a marketing campaign should start in spring 2015. Collection is likely to expand, financed by income from new customers
- Budget pressures faced by waste services include the impact of landfill tax and a recent upturn in household waste quantities
- The potential impact of Government proposals to prevent camera enforcement of parking. This had been the subject of recent consultation and the Council had responded, focussing particularly on the need to ensure safety around schools

## **Major topics addressed by the Committee during the year**

7.7 The PDS Committee devotes significant time to pre-decision scrutiny of major decisions.

## **On-Street Enforcement**

- 7.8 The Committee has kept under review the effectiveness and viability of the pilot enforcement service serving fixed penalty notices (FPNs) for littering offences. It supported a budget neutral service, and a proposal to review the service to integrate it more closely with street cleaning and environment enforcement.

## **Implementation of the Flooding and Water Management Act 2010**

- 7.9 The Committee reviewed the Council's strategic role as Lead Local Flood Authority (LLFA) in managing local flood risk, and considered planned activities for the coming year. Committee endorsed a £220k programme of activity, with a further £33k reserved to meet new responsibilities for drainage.

## **Friends Annual Report**

- 7.10 The Committee was updated on work carried out by the Council in partnership with Friends Groups. The Committee recorded its thanks to Friends Groups for their contribution; and acknowledged the significant difference that their work makes to the borough.

## **Street Environment Contract Review**

- 7.11 In addition to pre-decision scrutiny of recommended contract awards, the Committee carries out detailed reviews of existing contracts. This year's main review focused on the street cleaning contract. The Committee interviewed senior managers from Kier, the Council's contractor. Improvements in tackling overflowing litter bins, and the cleaning of rural roads, were noted. A postal survey across the borough, carried out in August 2013, had shown a high level of satisfaction with street cleanliness.
- 7.12 A programme of deep cleansing was being provided, along with targeted weekend road channel cleaning for streets with heavy weekday parking. Heavy leaf fall had been experienced following recent prolonged rain, requiring the use of heavier sweeping machines to clear gutters and road gullies. The contractor expected to clear all residual leaf fall waste by early February 2014.
- 7.13 The Committee received an update on the 'linkage' pilot scheme involving residents associations in Shortlands Ward, which was taking forward greater community engagement. Sharing local intelligence was working well and residents had been able to highlight street sweeping issues.

## **Traffic Schemes**

- 7.14 The Committee regularly reviews traffic schemes before implementation. Some schemes address local safety or parking issues; others contribute to the Council's priority of reducing traffic congestion in the borough. Review by the PDS Committee ensures that a consistent approach to these issues is taken across the borough.

### **Parking Working Group**

- 7.15 Membership: Councillors William Huntington-Thresher; Samaris Huntington-Thresher; and Julian Grainger.
- 7.16 The Working Group met to examine the progress of the new shared service with LB Bexley, future development of the service, and the effectiveness of debt collection. The Working Group also reviewed Bromley's approach to parking concessions for motorists with disabilities and health problems.

### **Highway Assets Working Group**

- 7.17 Membership: Councillors William Huntington-Thresher, Adams, Ellis and Samaris Huntington-Thresher
- 7.18 The Working Group met to help develop a revised policy for the treatment of vehicle crossovers and hard footway verges during planned maintenance schemes.

### **Local Investment Plan (LIP) Working Group**

- 7.19 Membership: Councillors William Huntington-Thresher, Ellis, Grainger and Milner
- 7.20 The Working Group met to consider proposed revisions to the draft LIP Delivery Plan for 2014/17.

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

## 8. Report from Public Protection and Safety PDS Committee

**Chairman:** Cllr. Kate Lymer  
**Vice-Chairman:** Cllr. Gordon Norrie

### Introduction

8.1 The Committee met 5 times this municipal year. Alongside the elected Members on the Committee we also have co-opted members representing the Bromley Community Engagement Forum, the Bromley Federation of Residents Associations, Bromley Neighbourhood Watch, Bromley Victim Support and Bromley Youth Council.

### Policy Development & Scrutiny

8.2 During the year the Committee reviewed various services and initiatives as well as decisions by the Executive and the Public Protection & Safety Portfolio Holder.

8.3 Key areas scrutinised by the Committee this year were:

- The Portfolio Plan
- Budget Monitoring
- Food Safety Service
- Proposed Fees for Animal Boarding & Riding Establishments and Stray Dogs
- Portfolio Holder Initiative to increase Enforcement Activity against those who commit Enviro Crime offences
- Scrap Metal Dealers Act 2013
- Summer Diversionary Activities
- Financial Implications of Changes to the Youth Remand Framework
- Domestic Abuse Perpetrator Programme
- Safer Neighbourhood Boards & Safer Bromley Partnership Strategy Group
- Capital Bid for the CCTV Control Room
- The Draft 2014/2015 Budget
- Proposed Joint Mortuary Service with London Borough of Bexley

8.4 Updates were received on the following:

- A Police update received at every meeting by either the Borough Commander or Deputy Borough Commander
- MOPAC Crime Prevention Fund
- Bethlem Royal Hospital Update, given by the Medical Director of SLaM
- Bromley Youth Council Manifesto
- Waste 4 Fuel Ltd
- Enforcement Activity
- Duke of Edinburgh Awards
- Bromley Safeguarding Adults Board Annual Report
- Crime Summit
- Targeted Action Project in Mottingham

- Tackling Gangs in Bromley
- Annual Update on the Bromley Youth Offending Team Partnership
- Annual Update on Substance Misuse
- Operation Payback
- Annual Update on Youth Services

8.5 Presentations were given to the Committee by:

- The Environment Agency – regarding Waste 4 Fuel Ltd
- Crown Prosecution Service
- Bromley Neighbourhood Watch
- Bromley Ambulance Service

### **Budget Savings**

8.6 For the year 2013/14 savings totalled £351k. For the year 2014/15 further savings of £175k have been identified.

### **Community Safety Funding**

8.7 The Department has secured £1.2m of MOPAC (Mayor's Office for Policing and Crime) grant monies over the next four years. The total for the year 2013/14 was £278k.

8.8 The projects and initiatives that are being funded are:

- **Domestic Abuse and Violence against Women and Girls** – a wide range of projects and interventions in partnership with Victim Support to reduce the harm caused by domestic abuse and violence against women and girls within Bromley including multi-agency drop in advice service, education and skills courses to raise self-esteem and assertiveness, and a project for male perpetrators challenging abusive beliefs and behaviours.
- **The Safer Bromley Van** - providing home security measures for victims of crime and vulnerable residents.
- **Community Safety Mentoring Programme** - extending the existing Community Safety Mentoring Programme (CSP) which targets those young people identified as being most at risk of developing criminal and antisocial behaviours.
- **Anti-Social Behaviour Initiatives** – Including a targeted neighbourhood noise enforcement programme and 'Operation Crystal', sixteen 'hot spot' antisocial behaviour multi-agency operations in areas identified in conjunction with the Police and other partners.

### **Police**

8.9 The Met's new 'Local Policing Plan' went live in September. During our Police Update at every meeting the Committee robustly scrutinised the transition process and continue to monitor the new arrangement. The new model divides our borough into 4 'neighbourhoods' – North East, North West, South East and South West. Each neighbourhood has one Inspector who will have the flexibility to direct officers to

where they are needed un-restricted by ward boundaries. Concerns remain around certain Police Stations and Front-Counters having been closed and sold, and the Committee continues to scrutinise the Police about this issue.

### **Safer Neighbourhood Board**

- 8.10 In his Manifesto for the 2012 election Mayor Boris Johnson stated that he will; “Establish Safer Neighbourhood Boards in every borough giving local Londoners and victims a greater voice”. In Bromley this has resulted in the Bromley Community Engagement Forum being dismantled and being incorporated into the SNB. The ‘Safer Bromley Partnership’ is now smaller, more strategic, meets less frequently and renamed ‘Safer Bromley Partnership Strategy Group’. The Committee evaluated the proposals for Bromley alongside MOPAC guidance.

### **Joint Mortuary Service with Bexley**

- 8.11 The current arrangements for the provision of Mortuary Services for the London Borough of Bromley has come to an end. The Committee agreed and supports the proposal to discuss utilising a contract placed by the London Borough of Bexley as an alternative to the re tender process on the open market.

### **Enforcement Initiative**

- 8.12 The Committee agreed to support an increase in enforcement activity targeting Enviro Crime types offences. Enviro Crime activities such as fly tipping, littering, graffiti and dog fouling cost Bromley a significant amount of money per annum. This is a joint initiative by the Public Protection & Safety Portfolio Holder Cllr Tim Stevens and the Environmental Services Portfolio Holder Cllr Colin Smith aimed at sending out a strong message to offenders and acting as a deterrence.

### **Oral Presentation by the Environment Agency**

- 8.13 Members received a presentation by two Managers from the Environment Agency concerning the Waste 4 Fuel site at Cornwall Drive, Orpington. Members of the Committee and visiting Members from Cray Valley West ward asked many questions and conveyed to the EA that they felt very disappointed that the situation had continued to for so long.

### **Scrap Metal Dealers Act 2013 – Fees**

- 8.14 This Act replaced the previous registration system for scrap metal dealers and establishes a new licensing regime administered by local authorities with every scrap metal dealer required to have a licence. Operation without a licence is a criminal offence with the definition of a scrap metal dealer now including motor salvage operators. The Act also creates a site licence, a collector’s licence and mobile collector’s licence, to operate in the area of the local authorities. The Committee debated and agreed which fees for each licence would be set.

## **Proposed Fees for Animal Boarding & Riding Establishments Licences and Stray Dogs**

- 8.15 The Committee supported proposals for a revised fee structure for animal boarding and riding establishments to make them fairer. The new fee structure proposed a basic fee element common to all businesses plus an additional fee per head of animal. The proposed fees structures would achieve a wider spread of fees which more fairly reflects the number of animals involved.
- 8.16 Members also supported proposals related to Stray Dog Fees. Fees were rationalised to a flat fee of £100 for the collection and return of a dog making the fees fair and in line with neighbouring London Boroughs, replacing a more complicated arrangement where fees were inconsistent.

### **Food Safety**

- 8.17 The Committee scrutinised and supported the Annual Food Safety Service Plan. The Committee agreed that the risk to the residents of Bromley was too great to shrink the Food Safety Team any further, and conveyed that they didn't want to get into the mess that Bexley has after cutting too far resulting in them having the worst Food Safety Team in England.

### **Visits by Members**

- 8.18 Visits have been made by Committee members and other Councillors to Bromley Ambulance Station on Bromley Common, London Ambulance Control Room at Waterloo, and the Bromley Youth Offending Team. Arrangements are being made for the Committee to visit the Metropolitan Police Headquarters in Lambeth.
- 8.19 Lastly I would like to thank all members of the Committee for their hard work and excellent input this municipal year to our meetings, which was reflected in their high attendance to our Member visits during this year.

**Councillor Kate Lymer**  
**Chairman, Public Protection and Safety PDS Committee**



## 9. Report from Renewal and Recreation PDS Committee

**Chairman:** Councillor Ian F Payne  
**Vice-Chairman:** Councillor Julian Bennington

- 9.1 The Committee will have met 5 times this municipal year. Each meeting has scrutinised the reports for decision by the Renewal and Recreation Portfolio Holder and considered policy development of key areas of the Portfolio. Alongside the elected Members on the PDS Committee we were also pleased to welcome a co-opted member from the Bromley Youth Council, Mr Ross Stanford.
- 9.2 The committee have monitored performance against the Renewal and Recreation Department's Building a Better Bromley priorities, namely
- Vibrant, thriving town centres
  - Protection, conservation and enhancement of the natural and built environment
  - Enhanced opportunities for leisure, recreation and the arts, and employment and skills
  - Supply good quality affordable housing that best meets local statutory and priority housing needs.

### **Economic Development**

- 9.3 The Government has provided new financial incentives impacting on the way Local Government will be funded in the future. It has introduced reforms to the collection and spending of business rates, with a focus on local retention (30%) to incentivise local authorities to financially bolster their economy and business rates base. In response to this and wider Planning issues, the council commissioned a study by G L Hearn Ltd (GLH) into the potential land use options for stimulating the economy in Bromley. This was aimed both at creating employment and economic growth and with increasing business rates through commercial development.
- 9.4 The main preferred option for the three growth areas suggested and agreed were Bromley Town Centre, Biggin Hill and the Cray Business Corridor.

### **Town Centre Developing and Planning**

#### **Site A: Bromley North**

- 9.5 The Council has received the judgement with regards the Statutory Challenge to Policy OSA. An Order was issued that quashes Policy OSA in its entirety. It requires the Council to prepare, publish, consult upon and promote a new policy for the OSA site. It is proposed that this be dealt with in the forthcoming Local Plan, as it is at an appropriate stage of development.

#### **Site B: Tweedy Rd**

- 9.6 The site is currently being used as a (temporary) compound for storing materials and plant relating to Bromley North Village for a two year period.

### **Site C: Town Hall**

- 9.7 Site allocated for mixed use development comprising Hotel and/or offices. Contracts have now been exchanged with the Cathedral Group based on their proposal to convert the Town Hall to a hotel, conference centre and associated restaurants. Cathedral aim to submit their planning application within 6 months of entering into the conditional contract. They aim to open the hotel and conference centre in the Spring of 2016.

### **Site F: Civic Centre**

- 9.8 Following a review of the options, it has been agreed that in the short term, up to 2015, the Council will concentrate on meeting its accommodation needs through the more efficient use of the campus site, undertaking limited investment in maintenance. A report on options for the short term use of Ann Springman and Joseph Lancaster blocks is being prepared.

### **Site G: West of High Street**

- 9.9 Major site in the AAP, allocated for mixed use development incorporating residential, retail and community and health facilities. AAP Inspector recommended that a Masterplan should be prepared for the site and adopted by the Council as supplementary planning guidance. Officers are continuing to work with Muse Developments on agreeing a viable scheme proposal and partnering arrangements that will deliver the Council's objectives. Muse are amending their original scheme design following the commencement of the Crest Nicolson residential scheme in Ringers Road.

### **Site J: Bromley South**

- 9.10 Network Rail have improved the station, in particular; access, drop off facilities, disabled access, internal layout, repairs and refurbishment of the building. A permanent kiss and drop off point on the Waitrose access road has been completed as part of the Outer London Fund round 2 allocations. The development potential of the station site is being reconsidered as part of the Local Plan review, which will include supporting massing and viability assessments. The results of which will form part of the Local Plan draft policy development.

### **Site K: Westmoreland Road car park**

- 9.11 Mixed use development site comprising cinema, A3/4/5 uses, residential, hotel and re-provision of public car parking. Cathedral Group selected as the Council's development partner in December 2008 after a competitive process. The proposal includes a multi-screen cinema, 200 residential units, 130 bedroom hotel, restaurants and cafes, plus associated parking and public realm enhancements. Work is progressing in accordance with the programme plan and is due for completion by Autumn 2015.

### **Site L: Former DHSS**

- 9.12 Planning Permission for the redevelopment of the site for a mixed use residential and office scheme was, (subject to a Planning Agreement and GLA referral) approved by the Development Control Committee on 6<sup>th</sup> October 2013. Telereal Trillium, the owners of the Crown Buildings have sold the site to the Education Funding Agency. The EFA are proposing to use the site to house a 3 form entry bi-lingual (French) primary school commencing in September 2014.

### **Bromley North Village**

- 9.13 In support of transformational public realm improvements an Area Based bid to the Transport for London, as part of the Mayor's 'Great Spaces' initiative, has been successful in providing access to £3.3M . £1.5m has been allocated in the Council's Capital Programme 2012/13 in support of this project and a further £800k has allocated from round 2 of the Outer London Fund. Works are underway and on-schedule in East Street and Market Square. However, the issue with the water main in the High Street has caused some programming issues. Thames Water will commence replacing the main from 13th January 2014, which is scheduled to take 3 months. The remaining works are being reprogrammed to 'catch up' and to reduce the impact of road closures.

### **Orpington Town Centre**

- 9.14 The new owner of the Walnuts are seeking to implement a comprehensive improvement programme for the Walnuts Shopping Centre which will see Crown Buildings redeveloped for additional retail floorspace and a cinema.

At the ballot of Business Rate payers to establish a Business Improvement District (BID) for Orpington town centre had been successful.

### **The Priory**

- 9.15 The development work undertaken to date, which included a number of surveys and investigations (including a full condition survey) revealed that there were a number of backlog maintenance issues affecting the total project cost of the work. After reporting the increased project costs to the Executive Committee, officers have been asked to review the business case for the project. As a result, project work has been delayed to enable a full range of options for the future of the Priory site to be considered and the business case for each of these to be reviewed so that a fully informed decision may be given full and proper consideration. Officers continue to have regular discussions with the Heritage Lottery Fund on the future of the project

### **Beckenham**

- 9.16 It was reported at 18th September 2013 Renewal and Recreation PDS Committee that a revised Beckenham Town Centre Step 1 scheme bid had been submitted to Transport for London's Area Based Programme. The Council received notification on 16 December that the Initial Scheme Design bid had been successful and that TfL had allocated funding to complete the initial scheme design commencing in April 2014.
- 9.17 Officers have been working on implementation of short term improvements to Beckenham Town Centre following the recommendations agreed by the Beckenham & West Wickham PDS Working Group – including the launch of a new town heritage trail. The Town Centre Manager has also supported the launch of the new

Beckenham Town Centre Team which first met and agreed its constitution and terms of reference on 26 September

### **Business Support Programme**

- 9.18 The Bromley Town Business Growth Club continues to be delivered in partnership with ActionCOACH Business Coaching and is supported by the Mayor of London's Outer London Fund – with a planning workshops and a webinar during the autumn. In addition to the Business Growth Club, officers have also been working closely with other organisations to organise and host joint support events - such as a Start Up Loans evening in November (co-hosted with Prospects Business Services) and a networking event in December (co-hosted with Metrobank and the Institute of Chartered Accountants in England & Wales (ICAEW)).
- 9.20 Also in the past year congratulations are due to Alison Stammers, Chairman of the Chislehurst Town Team, who was given the Mary Portas High Street Champion Award for 2013.

### **Business Improvement District**

- 9.21 A Business Improvement District (BID) is now a tried and tested model to deliver sustainable investment, through a levy of rateable properties based on typically 1-2% of rateable values. There are now over 160 formal BIDs in operation in the UK and Republic of Ireland – Given the successful establishment of Orpington 1st, Members have asked Officers to explore the business case for establishment of BIDs in other town centres.

### **Penge**

- 9.22 Plans were developed for the provision of a new library service to serve the Penge/Anerley area. Work on the detailed design for the new Library at 46 Green Lane has now been completed. The design of the Library fit out has also been finalised. It is anticipated that the new library will open at the end of May or early June 2014 subject to the contractors programme.

### **Leisure & Culture**

- 9.23 Support communities, voluntary clubs and individuals in the development and planning of sports and physical activities and initiatives to raise the levels of participation and to contribute to healthy lifestyles. Officers have applied to Pro Active South London for funding a capacity building officer and have been advised they have been successful in achieving £20k. Pro Active Bromley meetings are taking place regularly, facilitated by Council officers.
- 9.24 Procurement of a management contractor to manage and operate the athletics track at Norman Park has been carried out and the contract was awarded to Norman Park Track Management Limited following the R&R Committee on 18th September.

### **Crystal Palace Park**

- 9.25 Although the application to English Heritage for funds to undertake survey work to identify appropriate remedial work was successful, the appointment of specialists is currently under consideration as the area is now covered by an Exclusivity Agreement with the ZhongRong Group who are developing plans for a Crystal Palace at the park.
- 9.24 The Executive Group of the Management Board met on 20th November and discussions focussed on the ZhongRong Group's proposals for the park. In particular, the design selection process to identify an appropriate design team was

discussed, and ARUP, the ZhongRong Group's appointed advisors, set out their planned community engagement activity. The Heritage & Environment Stakeholder Group met on 5th December, the Community Stakeholder Group met on 24th October and 21st November and the Site Management Stakeholder Group met on 9th December. All groups were given an update on the ZhongRong Group's investment proposals.

### **Housing**

- 9.25 Produce and maintain the new London Borough of Bromley Housing Strategy. An initial Member Group meeting was held in July to consider the type and content of the forthcoming Housing Strategy. A draft Housing Strategy formulated by Strategic Housing in consultation with a corporate officer team. A further Member Group meeting was undertaken in October to consider proposed draft Strategy in detail. The final draft Strategy and action plan is currently being reviewed by officers in light of the publication of the Mayor's draft Housing Strategy in December 2013.
- 9.26 A corporate Property Acquisitions Project Group has been established to drive delivery. To date, three suitable properties have been identified and offers have been accepted by vendors. Of the offers accepted, one purchase is expected to complete by late January 2014. The conveyancing progress is progressing for the other two properties with exchange/completion expected estimated for February 2014.
- 9.27 Finally I wish to thank all the members of the Committee for an excellent year, a lot of work has been carried out, including lot of conversation and passion within this area of the Council. Also I would like to thank all the officers in the R&R Department, for not just their tireless work at the committee meetings, but the ongoing day to day work being carried out at a time of great pressure and economic challenge - you are all to be congratulated.

**Councillor Ian Payne**  
**Chairman, Renewal and Recreation PDS Committee**

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Report No.  
CSD14054

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 27<sup>th</sup> March 2014

**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.
- 1.2 As agreed at the last meeting, the Committee is also requested to appoint Members to the Working Group overseeing work on the objectives of the Bromley Youth Employment Project.
- 

2. RECOMMENDATIONS

- 2.1 The Committee is requested to consider its work programme for 2013/14.
- 2.2 The Committee is requested to confirm membership of the Youth Employment Working Group (see paragraph 3.5.)

### 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: £367,636
  5. Source of funding: 2013/14 revenue budget
- 

### Staff

1. Number of staff (current and additional): 10 posts (8.75fte)
  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). The Costs and Charges Working Group has now held two meetings (12<sup>th</sup> December 2013 and 23<sup>rd</sup> January 2014) and is ready to report its conclusions.

#### Youth Employment Working Group

- 3.5 At its last meeting the Committee agreed that a Working Group would be set up to provide oversight to the task and finish group undertaking an options appraisal for use of the outstanding money allocated to the Bromley Youth Employment Project. The task and finish group is working to a very tight programme with the aim of reporting with proposals for the Resources Portfolio Holder to this Committee’s meeting on 5<sup>th</sup> June 2014. The task and finish group is currently gathering evidence from sector representatives – findings will be analysed and draft options scoped by mid April so that the Member Working Group can meet on 29<sup>th</sup> or 30<sup>th</sup> April to examine the draft proposals. Councillor William Huntington-Thresher has expressed an interest in joining the Working Group, and the Committee is asked to appoint additional Members.

<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  
Scrutiny of the 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

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

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (Resources and Corporate)  
Scrutiny of the Resources Portfolio Holder  
Housing Benefits Monitoring (including Discretionary Housing Payments)  
Revenues Monitoring  
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  
Report from the Costs and Charges Working Group  
Update on the Bromley Youth Employment Project

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

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Project Management  
Annual PDS Report 2013/14  
Scrutiny of the Leader

**2014/15**

Further Update on 2012/13 Winter Health Programme  
Orpington Foodbank (reference from full Council)  
Contracts Register (Resources and Corporate)

**PDS SUB-COMMITTEES AND WORKING GROUPS**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE &amp; RESOURCES PDS</b>		
<b>New Technology Working Group</b>	Originally reported in May 2011. Reconvened January 2013 and last met on 26 <sup>th</sup> November 2013	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Roxhannah Fawthrop, Kate Lymer and Russell Mellor.
<b>Council Costs and Charges</b>	Reported on 5 <sup>th</sup> February 2014 – recommendations supported by the Executive on 12 <sup>th</sup> February 2014.	Cllrs Nicholas Bennett, Eric Bosshard, Peter Dean, Julian Grainger, Russell Mellor, Tony Owen and Neil Reddin, with Cllrs Graham Arthur and Colin Smith
<b>Youth Employment Working Group</b>	To meet on 29 <sup>th</sup> or 30 <sup>th</sup> April 2014	Cllr William Huntington-Thresher
<b>CARE SERVICES PDS</b>		
<b>Health Scrutiny Sub-Committee</b>	Two meetings are scheduled a year. Last meeting was on 30 <sup>th</sup> January 2014 – an additional meeting is to be held on 9 <sup>th</sup> April 2014	All Care Services PDS Members.
<b>EDUCATION PDS</b>		
<b>Education Budget Sub-Committee</b>	Four meetings scheduled a year – last meeting was on 7 <sup>th</sup> January 2014, next meeting is on 8 <sup>th</sup> April 2014.	Cllrs Bance, Benington, Nicholas Bennett, Grainger, McBride and Reddin.
<b>School Places Working Group</b>	Last met on 25 <sup>th</sup> November 2013	Cllrs Nicholas Bennett, Fortune, Phillips and Reddin

<b>School Governance Working Group</b>	Last met on 11 <sup>th</sup> March 2014	Cllrs Nicholas Bennett, Bance, Fortune, Grainger, Reddin, Darren Jenkins, Joan McConnell
<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>	Met on 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 plus others to be appointed when due to commence.
<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
<b>Beckenham Town Centre</b>	Re-established on 28 <sup>th</sup> January 2014 to monitor the Beckenham town centre improvements. Met on 27 <sup>th</sup> February 2014 - next meeting on 3 <sup>rd</sup> April.	Cllrs Tickner, Mellor, Wells, Adams, Milner, Phillips, Dean, Lynch and Diane Smith

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