



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: 26 August 2014

To: Members of the  
**EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY  
COMMITTEE**

Councillor Eric Bosshard (Chairman)

Councillor Will Harmer (Vice-Chairman)

Councillors Nicholas Bennett J.P., Peter Fookes, Ellie Harmer, Samaris Huntington-Thresher, William Huntington-Thresher, David Livett, Kate Lymer, Russell Mellor, Keith Onslow, Tony Owen, Ian F. Payne, Pauline Tunnicliffe and Angela Wilkins

A meeting of the Executive and Resources Policy Development and Scrutiny Committee will be held at Bromley Civic Centre on **WEDNESDAY 3 SEPTEMBER 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 four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Thursday 28<sup>th</sup> August 2014.

**4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING  
HELD ON 8TH JULY 2014 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 24)**

**5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 25 - 28)**

## **6 FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS (Pages 29 - 34)**

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

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

In accordance with the Council's Constitution, questions to the Portfolio Holder must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Thursday 28<sup>th</sup> August 2014.

#### **8 SCRUTINY OF THE RESOURCES PORTFOLIO HOLDER**

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

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

##### **a CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2014/15 (Pages 35 - 42)**

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

#### **10 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 43 - 46)**

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 10<sup>th</sup> September 2014.

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

#### **11 UPDATES FROM PDS CHAIRMEN (Pages 47 - 48)**

#### **12 WORK PROGRAMME 2014/15 (Pages 49 - 54)**

### **PART 2 AGENDA**

#### **13 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**

**14 EXEMPT MINUTES OF THE MEETING HELD ON 8TH JULY 2014 (Pages 55 - 58)**

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

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

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

**a THE FORMER ADVENTURE KINGDOM BUILDING, CIVIC CENTRE, BROMLEY (Pages 59 - 62)**

Bromley Town Ward

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

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

This page is left intentionally blank

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

Minutes of the meeting held at 7.00 pm on 8 July 2014

### **Present:**

Councillor Eric Bosshard (Chairman)  
Will Harmer (Vice-Chairman)  
Councillors William Huntington-Thresher, Ellie Harmer,  
Peter Fookes, Tony Owen, Ian F. Payne,  
Pauline Tunnicliffe, Samaris Huntington-Thresher,  
David Livett, Keith Onslow, Angela Wilkins, Chris Pierce  
and Neil Reddin FCCA

### **Also Present:**

Councillor Graham Arthur and Councillor Stephen Carr

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

At the start of the meeting the chairman asked officers to ensure that in future they were not presented with such long agendas.

Apologies for absence were received from Councillor Nicholas Bennett (replaced by Councillor Neil Reddin) and Councillor Kate Lymer (replaced by Councillor Chris Pierce). Councillors Samaris and William Huntington-Thresher sent apologies for late arrival.

## **16 DECLARATIONS OF INTEREST**

Councillor Peter Fookes declared an interest as a trustee of Penge and Anerley Age Concern.

Councillor Ellie Harmer declared an interest as a Council representative on Community Links Bromley.

Councillor Will Harmer declared an interest a trustee of Bromley Y.

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

No questions had been received.

**18 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 5TH JUNE 2014 (EXCLUDING EXEMPT ITEMS)**

**RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> June 2014 (excluding exempt information) be confirmed.

**19 MATTERS ARISING FROM PREVIOUS MEETINGS**  
Report CSD14096

The Committee received an update on matters arising from previous meetings. It was noted that the update on the Winter Health Project was now scheduled for the 8<sup>th</sup> October 2014 meeting. Councillor David Livett emphasised that the issues around treasury management that he had raised were not closed.

**20 FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS**

The Committee noted the Forward Plan of Key and Private executive decisions as published on 17<sup>th</sup> June 2014.

**21 CONTRACTS REGISTER**

The Committee received the Contracts Register for (a) Chief Executive's Department/Resources Portfolio contracts over £50k and (b) contracts across all departments with a value in excess of £200k. The Chairman urged all PDS Chairmen to monitor contracts in their areas and in particular to encourage officers to start work on contract renewals earlier.

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

No questions had been received.

**23 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY**

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

**23.1 Bromley Youth Employment Project (Phase 2)**  
Report ED15075

At its previous meeting the Committee had asked for project performance monitoring arrangements to be strengthened to ensure effective delivery against measurable project outcomes. A Member raised some concerns about the risks involved in the project, but the Committee was satisfied with the governance arrangements. It was noted that employers had been very

supportive of the scheme when it had been presented at the Bromley Economic Partnership.

An amended version of appendix 2 together with further information requested by the Chairman about the groups of young people to be targeted had been circulated.

**RESOLVED that the recommendation that the Bromley Education Business Partnership should commence delivery of the Bromley Youth Employment Project (Phase 2) be supported.**

**23.2 BROMLEY WELFARE FUND**  
Report FSD14046

The report set out options for the future of the Bromley Welfare Fund following the removal of government funding from 2015/16. The Leader had already lobbied the Minister for Work and Pensions about the withdrawal of funding via local M.P.s and he reported that he would be meeting M.P.s again on the matter.

Three options were under consideration – removing the provision altogether, continuing the current scheme (incurring considerable costs for the authority) or setting up a scheme restricted to meeting the basic accommodation related requirements of those moving back into the community by providing furniture and white goods. This would initially be funded from underspends in 2013/14 (and any accruing from 2014/15.)

**RESOLVED that the recommendations to approve the adoption of a “white goods and furniture” welfare scheme from 2015/16 be supported.**

**23.3 MULTI-STOREY CAR PARK LIGHTING UPGRADE PROPOSAL**  
Report ES14054

It was proposed to use £250k from the Council’s Carbon Management Fund to reduce operating costs in the Council’s three multi-storey car parks by upgrading to more efficient LED lighting. Some Members commented that the report could have included more information on the costs of the project, possibly presented in graphs or tables.

**RESOLVED that the proposal to replace the lighting in the Council’s multi-storey car parks and proceed with the tendering process be supported.**

**24 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS**  
Report CSD14097

The Committee considered the following reports on the part 1 agenda for the meeting of the Executive on 16<sup>th</sup> July 2014.

**(5) Budget Monitoring**  
Report FSD14047

The Committee considered the first budget monitoring report for 2014/15, based on expenditure and activity levels up to May 2014. The report sought authorisation for the release of various sums from Central Contingency.

The Chairman expressed concern that significant overspends were already being identified, and urged PDS Committees to scrutinise budgets in their areas. The Care Services PDS Committee Chairman reported that her Committee was setting up a Budget Sub-Committee to look at expenditure in their Portfolio. The Environment PDS Chairman added that although the Environment Portfolio was not overspent there was a significant risk of not reaching targets for parking income – this would be examined by the Parking Working Group. The Committee also noted the projected shortfall of £1.476k in investment income as it had not been possible to purchase investment properties quickly enough.

It was suggested that the Council should look more closely at best practice in other authorities and take advantage of CIPFA benchmarking statistics, especially for contract monitoring.

The Leader assured the Committee that the Council had not been overspent for several years and that he held a monthly finance steering group meeting to hold Portfolio Holders and Chief Officers to account for budgets to ensure that this continued. Officers confirmed that work was on-going to ensure that costs were contained.

**RESOLVED that the recommendations be supported.**

**(6) Capital Programme Monitoring – 1<sup>st</sup> Quarter 2014/15**  
Report FSD14049

The report summarised the current position on capital expenditure and receipts following the first quarter of 2014/15 and sought the Executive's approval for a revised capital programme.

**RESOLVED that the recommendations be supported.**

**(7) One Section 75 Agreement with Bromley CCG**  
Report CS14048

It was proposed that all existing and future joint commissioning and joint service delivery be streamlined into one overarching agreement under Section 75 of the National Health Service Act 2006.

**RESOLVED that the recommendations be supported.**



**(8) Public Health Contract Framework**

Report CS14067

The report provided an update on the administration of Public Health contracts following the transition from the now abolished Bromley PCT in April 2013.

**RESOLVED that the recommendations be supported.**

**(9) Section 106 Funding for Health Provision**

Report CS14067

The report reviewed arrangements for processing Section 106 funding secured for health provision to secure best value and quality health provision for residents. The Committee considered that the money secured through Section 106 and the Community Infrastructure Levy (CIL) was still too low, and the Government should be continuously lobbied on this point. The Chairman suggested a report to the Committee on these issues.

The Chairman commented that where the report referred to delivery of the agreed schemes against the agreed spending plan being “monitored” it would be more appropriate to say “managed.”

**RESOLVED that the recommendations be supported.**

**(10) Proposal to extend the Contracts for Delivery of Substance Misuse Services**

Report CS14063

The Executive was asked to agree the extension of three existing contracts with Crime Reduction Initiatives (CRI) to provide an integrated drug and alcohol service for one year (January to December 2015.) The Care Services PDS Committee had some reservations about the proposals, but had nevertheless supported them.

**RESOLVED that the recommendations be supported.**

**(11) Outsourcing of Financial Assessment Teams and Appointeeship and Deputyship Team**

Report FSD14050

It was proposed to transfer the Financial Assessment and Appointee and Guardianship teams to Liberata, generating full-year savings of £121k. The proposals would also free up management time to focus on strategy and contract delivery.

**RESOLVED that the recommendations be supported.**

**(12) Transport Gateway Review**

Report ES14062

Following soft market testing, the Executive was recommended to approve the tendering of contracts for the provision of transport services for adults and children.

**RESOLVED that the recommendations be supported.**

**(13) Invest to Save – Training Statemented Pupils to Travel Independently**

Report ED15060

The report provided an update on the invest to save travel training programme and recommended investing £60k per annum to continue to provide the travel training programme through a three year contract with Bexley Accessible Transport Services. The Committee considered that more pupils should be trained

**RESOLVED that the Executive be recommended to increase the funding available to £120k to allow up to 40 pupils to be trained per annum.**

**(14) Update on the Process for Market Testing Education Services**

Report ED15073

The report proposed expanding the scope of the market testing of Education Services to encompass additional services including Special Educational Needs provision, Adult Education provision and strategic management functions relating to sufficiency, access and quality of education provision in Bromley.

Members questioned how contracts for these services could be monitored when the outcomes from these services were difficult to quantify. Officers reassured the Committee that performance measures were already in place and detailed specifications would be drawn up. Quality would be carefully evaluated throughout the tendering process and method statements would become part of the final contract. The Resources Portfolio Holder added that much preparation work had already been undertaken and that it was important not to rush the process.

**RESOLVED that the recommendations be supported.**

**(15) Corporate Parenting Strategy**

Report CS14066

A new multi-agency corporate parenting strategy was presented which aimed to build services around the needs of children and young people in the care of the Council in order to maximise opportunities and improve outcomes.

Subject to approval by the Executive, the Strategy would be recommended for endorsement by full Council.

**RESOLVED that the recommendations be supported.**

**(16) Supporting Young People with Special Educational Needs and Disabilities (SEND) to prepare for Adult Life – Funding Proposal**  
Report ED15058

(This report was withdrawn from the Executive's agenda.)

**(17) Lead Local Flood Authority (Flooding and Water Management Act 2010)**  
Report ES14042

The report considered the impact of recent groundwater flooding and sought agreement from the Executive to release Central Contingency funding to ensure that the Council met its statutory duties as the Lead Local Flood Authority under the Flooding and Water Management Act 2010. The report had been considered by the Environment PDS Committee, which had supported the concept that the Council's role was to encourage and facilitate rather than to attempt to do everything. It was also important that the planning framework supported measures to ensure that there was less water run-off from development.

**RESOLVED that the recommendations be supported.**

**(18) Bromley Library Service – Outcome of Consultation**  
Report DRR14/054

Following extensive consultation with library users and staff a number of changes were proposed in order to meet budget savings for 2014/15, including changes to opening hours and extension of Radio Frequency Identification Data (RFID) equipment from four libraries to the remainder of the service. The proposals had been scrutinised by Renewal and Recreation PDS Committee prior to decisions by the Portfolio Holder, but the Executive was asked to approve the deletion of the mobile library service.

Members commented that more publicity was needed for the home library service.

**RESOLVED that the recommendations be supported.**

**25 Customer Services Monitoring Report**  
Report CSD14092

The Committee received a report on performance of the Customer Service Contract provided by Liberata for the period 1<sup>st</sup> November 2013 to 31<sup>st</sup> May 2014. A letter from Amanda Inwood-Field, the Contract Director for Liberata,

was attached to the report and representatives from Liberata attended the meeting to answer questions from Members.

One Member urged officers and Liberata to use control charts for monitoring services over time rather than rear on year comparisons, and commented that customers had not been asked how the service was doing. Another Member pointed out, in the context of channel shift and reducing unnecessary contact, that there were circumstances where the Council would be increasing income through additional contact. A Member commented that planning applications were an opportunity for engagement with members of the public who might not otherwise contact the Council, and added that he hoped that officers did not print off paper copies of planning applications that had been submitted on-line. Members had been invited to spend an hour or so observing staff in the main reception/contact centre – a Member who had done this stated that calls had been answered very well, and that most of the problems that had occurred appeared to be due to other services.

Officers reported that work was progressing on the new web portal and the website had already been upgraded with responsive design.

**RESOLVED that the contents of the report be noted.**

**26 BENEFITS SERVICE MONITORING REPORT**  
Report FSD14045

The Committee received a report on the performance of the benefit services provided by Liberata during the period 1<sup>st</sup> October 2013 to 6<sup>th</sup> April 2014. This was the period when the majority of the Government's welfare reforms were introduced, including the adoption of a local Council Tax Support Scheme, the removal of the under-occupancy subsidy, implementation on the Benefit Cap and the introduction of the Bromley Welfare Fund. Corrected versions of appendices 2 and 4 to the report had been circulated. The report included a letter from Amanda Inwood-Field, Liberata's Contract Director, giving their perspective on performance and an update on initiatives being introduced, and representatives from Liberata attended the meeting to answer questions from the Committee.

Members queried why the error rate had increased after August 2013. It was explained that a number of trainees had been released to work on cases before they had been sufficiently prepared for some of the harder cases. Further training had been carried out and a recovery plan put in place and performance had now recovered.

A Member stated that her constituents were claiming that there was a standard delay of 8-9 weeks in processing claims. It was explained that claims were paid 28 days in arrears; although it was acknowledged that some claims took longer to process than they should the delay was as long as 8-9 weeks.

A Member asked why the average time to process a claim fell in March 2014 to 5.285. It was explained that the average fell in March due to the requirement that every claim should be re-assessed each year.

A Member queried the use of the term “justified” complaint. It was noted that there was a difference between a complaint and an appeal, and the complaints measured in appendix 5 of the report were only those that reached stage 2 of the complaints procedure.

**RESOLVED that the contents of the report be noted.**

**27 REVENUES SERVICE MONITORING REPORT**  
Report FSD14044

The Committee received a report on the performance of the Revenues Service provided by Liberata for the six months up to 31<sup>st</sup> March 2014. The report included a letter from Amanda Inwood-Field, Liberata’s Contract Director, and representatives from Liberata attended the meeting to answer questions.

The Committee noted that Bromley’s performance was good, but there were other London authorities doing even better, and asked what was being done to increase collection, reduce costs and drive performance up. It was confirmed that benchmarking against other London authorities was in place, there was a London Revenues Group which provided a forum for discussion on best practice and ideas to improve services were taken from other Councils. There were incentives built in to the contract for Liberata to drive performance up.

A Member asked whether there had been complaints following the decision to charge council tax on empty homes and it was accepted that there had been some complaints on this issue. He also mentioned that there had been problems with the payment kiosk not working and with lack of confidentiality in the reception area.

**RESOLVED that the contents of the report be noted.**

**28 SUNDRY DEBTORS AND ACCOUNTS PAYABLE SERVICE MONITORING REPORT**  
Report FSD14048

The Committee considered a report on the performance of the Sundry Debtors and Accounts Payable Services provided by Liberata. The report included a letter from Amanda Inwood-Field, Liberata’s Contract Director, and representatives from Liberata attended the meeting to answer questions.

Members queried whether public utilities were required to pay the undisputed portions of their bills when other aspects were in dispute; it was confirmed that payment of the undisputed elements was always sought. The Chairman

suggested including a clause in contracts to ensure that all payments were made promptly.

**RESOLVED that the information in the report be noted.**

**29 SECTION 106 AGREEMENTS: UPDATE**  
Report DRR14/061

The Committee received an update on Section 106 agreements, including details of unspent balances.

**RESOLVED that the content of the report and its appendices be noted.**

**30 UPDATES FROM PDS CHAIRMEN**  
Report CSD14098

Updates had been circulated regarding the Public Protection and Safety PDS Committee on 17<sup>th</sup> June 2014, the Renewal and Recreation PDS Committee on 23<sup>rd</sup> June 2014, the Environment PDS Committee on 1<sup>st</sup> July 2014 and the Education PDS Committee on 2<sup>nd</sup> July 2014. These are attached as Appendix A to these minutes.

**31 WORK PROGRAMME 2014/15**  
Report CSD14099

The Committee noted its updated work programme.

**32 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**

**33 EXEMPT MINUTES OF THE MEETING HELD ON 5TH JUNE  
2014**

The exempt minutes of the meeting held on 5<sup>th</sup> June 2014 were confirmed.

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

The Committee scrutinised nine reports on the part 2 agenda for the Executive's meeting on 16<sup>th</sup> July 2014 concerning – Direct Care Update, Support for the Voluntary Sector – Community Links Bromley, Affordable Housing Payment in Lieu Fund: Annual Report (2013/14) and Expenditure Options, Award of Contract for a Community Well-Being Service for Children and Young People, Future Use of Education Property, Funding for Condition Surveys: Operational Property Portfolio, Local Land Charges Litigation, Capital Receipts and Section 106 funding for Health Provision.

**35 SECTION 106 AGREEMENTS - UPDATE (APPENDIX 5)**

An appendix containing exempt information relating to the report at minute 29 was received.

The Meeting ended at 9.28 pm

Chairman

This page is left intentionally blank



**Executive and Resources PDS Committee**

**8<sup>th</sup> July 2014**

**Minute 30 (Agenda item 16) Updates from PDS Chairmen**

**Public Protection and Safety PDS Committee**

**17<sup>th</sup> June 2014**

1. The first Public Protection and Safety Policy Development and Scrutiny Committee meeting of the municipal year 2014/2015 was conducted on Tuesday 17 June 2014.
2. Terry Belcher, Vice Chairman of the Bromley Safer Neighbourhood Board, Alf Kennedy, Chairman of Bromley Neighbourhood Watch, Derec Craig, Victim Support and Dr Robert Hadley, Chairman of the Bromley Residents' Federation were all re-appointed to the Committee. Laila Khan, Chair of Bromley Youth Council and Grace Stephens from Bromley Youth Council were newly appointed to the Committee.
3. In the Chairman's Update I informed Members that the next meeting would commence at 19:30 with a visit to the Council's CCTV centre being arranged beforehand. Dates for members diaries were: Safer Neighbourhood Board Public Meeting at Citygate Church, Beckenham on the 9th July, and the Crime Summit on the 27th September. I invited the Portfolio Holder to update the Committee on the new Safer Neighbourhood Board and new Safer Bromley Partnership meetings that had taken place thus far. Cllr Auld also asked whether the Portfolio Holder had an update regarding Commissioning, to which we were told that there were some recent developments, although it was early days in the process.
4. The Police Update was presented by the new Borough Commander Chris Hafford. In Bromley in the last 12 months Burglary had fallen by 8.5%, Criminal Damage was down 1.9%, Motor Vehicle crime was down 12.5% but Violent Crime was up 14.7%, mainly made up of an increase in Domestic Violence cases, due to the new classification when it is reported. Public Confidence was up 66%, which was 3% better than last year. 91.6% of 999 calls were responded to within the 15 minute target, 92.8% of significant 999 calls were responded to within the targeted 10 minute target.

Jo Oakley, Deputy Borough Commander would be transferring to Lewisham in July, and Carron Schusler, Head of Bromley's Safer Neighbourhood Teams had been promoted and was transferring on Croydon. Bromley Police were also 4/5 Sergeants below target and the number of PCSOs had reduced due to promotions and decreased resources. Morale was good in the Bromley Force.

Regarding the Local Policing Model, the Borough Commander acknowledged that police officer shift patterns were not universally popular and reviews were in progress. Contact Points are also under review to ensure they were providing value

for money. Cllr Pierce commented that surgery times at contact times could be better advertised.

5. The Committee received its Annual Update from South London and Maudsley NHS Foundation Trust, which was presented by the new Chief Executive, Dr Matthew Patrick, Dr Martin Baggaley, Medical Director, Ellie Davies, Service Director and Professor Tom Fahey, Clinical Lead. It was stated that out of 22,000 episodes of leave in the last year, there had been just 14 incidents, and only 2 had failed to return. Additionally no episodes of crime were reported and there had been no escapes from the Hospital Grounds itself. Bethlem Royal Hospital had the lowest rates of incidents across London. There were now four meetings a year between the Hospital and the Leader, Portfolio Holder, Chairman and Nigel Davies, Director of Environmental & Community Services, and it was acknowledged that communication and significantly improved. The Committee asked many probing questions, and though agreed that progress had been made, concerns still remained going forward. Ellie Davies invited the Committee to a visit of the Hospital site.

6. For the benefit of the large number of new Councillors on the Committee Rob Vale, Head of Trading Standards gave members an overview of the work of Bromley Trading Standards. He gave an update concerning the work of LBB against doorstep crime, postal scams, internet based scams, rogue traders, the sale of age restricted products and the new focus his department has regarding adult safeguarding, working closely with Age UK and the LBB Adult Safeguarding team. He also highlighted the visits made to Banks to highlight particular danger signs for their staff to look out for. Since 2002 LBB had helped vulnerable residents save £2million.

7. The Mentoring End of Year Report was presented by Paul King, Head of Bromley Youth Support Programme. The scheme was in the second year of funding from MOPAC, and it was hoped that this would carry on for the next ten years. The scheme matches trusted Mentors with young people identified as being most at risk of developing criminal and anti-social behaviours. There are currently 118 active Mentors, who worked closely with Bromley Youth Offending Team and Behavioural Services. The scheme is externally assessed and so far assessments have been good. The Mayor London visited the YOT and met Mentors and a Mentee and was very impressed with the work being undertaken. The outcomes of the report were noted by Members.

8. The Budget Monitoring position for 2014/15 based on expenditure and activity levels up to 31st May 2014 showed a balanced budget. In the budget was an allocation of £36,000 to fund the Summer Diversionary Activities.

9. The Provisional Final Outturn position for 2013/14 showed an underspend of £114,000. This was due to an underspend across various CCTV budgets, a reduced number of dogs being kept in kennels and the secondment of the Head of Public Health Nuisance to the Chief Executive's Office. The Portfolio Holder's Community Safety budget showed a £98 underspend.

10. The Draft Portfolio Plan for 2014/2015 was noted by the Committee and the Portfolio Holder agreed to adopt the Portfolio Plan outlined in the report.

11. The Committee agreed to approve the request to use £5,000 of Section 106 monies to upgrade the CCTV system in Orpington Town Centre.

12. A report was presented to the Committee outlining the Enforcement Activity under delegated powers during the period from October 2013 to March 2014. The report outlined objectives against targets, and Members noted that good levels had been achieved and agreed to continue to receive half yearly reports.

13. Members noted a report which gave an update on the how the department was meeting the targets set by MOPAC in order to continue to keep the funding of various key projects. Funding was allocated a year ago, and one year on all targets set by MOPAC had been met.

14. The Bromley Youth Council Manifesto was presented to the Committee by the Youth Council Chair Laila Khan as an information item. The 2014/2015 Campaign will focus on two areas: Portrayal of Youth in the Media and Domestic Violence.

15. The Committee reviewed the Work Programme and Contracts Register.

16. The following visits are being planned for Committee Members: a visit to LBB CCTV Centre on 9th September; a visit to Bethlem Royal Hospital; and a visit to the Police Dog Training Centre at Keston on 20th November.

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

### **Renewal and Recreation PDS Committee – 23<sup>rd</sup> June 2014**

The Chairman welcomed all Members to the first meeting of the 2014/15 Municipal Year. A special welcome was extended to new Members Councillors Rutherford and Wilkins and to Miss Precious Adewunmi, the new Bromley Youth Council representative. Proposals for the use of funds for the Biggin Hill Heritage Centre were currently being developed. Members were advised that it was the intention to table a report at the next R&R PDS meeting on 2 September 2014 before moving on for consideration by Members of the Executive subject to the outcome of current discussions.

Officers were awaiting the outcome of a full condition survey on Anerley Town Hall. Upon receipt of this, a detailed report would be submitted for consideration by Members of the Executive in September 2014.

It was anticipated that Anerley Library would close during the first week of August 2014 and the new library would be opened towards the end of August.

The Council was meeting with Mytime officers to discuss the current financial situation and to establish an appropriate way forward. Mytime's new Chief Executive would take up her position in September 2014. Mytime had failed to provide the previously requested figures for the revised Investment Fund five year spending proposals however, this had been overtaken by current events.

## **BUDGET MONITORING (R&R)**

Members considered the latest budget monitoring position for 2014/15 based on expenditure and activity levels up to 31 May 2014. The total portfolio budget showed a projected overspend of £258k.

## **PROVISIONAL OUTTURN (R&R)**

Members considered the 2013/14 provisional outturn position for the Renewal and Recreation Portfolio which showed an underspend of £224k and represented a 2.55% variation against the controllable budget of £8.785m. This compared with a projected variation of Cr £96k.

The Head of Finance confirmed that 20% of Building Control staff time/activities could not be charged for and therefore was categorised within the non-chargeable part of the service. For example, this type of work included the provision of general advice by telephone, the first hour of officers' time in giving pre-building regulation application advice and dealing with dangerous buildings.

## **BROMLEY LIBRARY SERVICE - OUTCOME OF CONSULTATION**

Members considered the results of the staff and library user consultation that had been undertaken since the R&R PDS meeting held in April 2014. In response to the outcome of the consultation, the report made a number of recommendations to achieve the necessary budget savings for 2014/15.

To maintain an effective service within the reduced operating hours and staff hours, it was necessary to install Radio Frequency Identification Data (RFID) equipment in all of the borough's libraries at a cost of £275,000 to enable full customer self-service. Staff Side Secretary, Mr Glenn Kelly addressed the Committee.

The Chairman made a statement:

Ms Liz Keable addressed Members on behalf of Mottingham Residents' Association. It was reported that in response to the question of whether the Council's proposal for reducing opening hours would inconvenience users in any way, the vast majority of people interviewed had responded "no". In this regard, the Council thought it prudent to go with the option that caused the least inconvenience.

Discussion took place around the best way to promote current library services and inform the public of the changes that would take place. Officers would work with the Council's Communication Department in this regard.

## **INITIAL ASSESSMENT FOR WAR MEMORIAL REFURBISHMENT**

Members considered the initial results of the condition survey undertaken on the 19 war memorials over which the Council had responsibility.

## **RENEWAL AND RECREATION PORTFOLIO BUSINESS PLAN**

Members considered the Renewal and Recreation Business Plan 2013/14 Monitoring Report for Quarter 4.

As some information was duplicated in other reports to Committee, the Chairman requested that Members e-mail him with any suggestions they may have as to how the actions delivered and identified could be better scrutinised at future meetings.

Referring to Aim 2b there was concerned to note that the determination of minor applications had continued to fall behind target and questioned the reason for this as it appeared that determination of other types of application had improved. It was agreed that the Chief Planner would be requested to circulate an updating statement in this respect.

The Chairman noted that £173k from Sport England's Community Sports Activation Fund had been awarded to Pro-Active Bromley to work with clubs and community groups to increase and sustain participation in sport for people over 14. Officers agreed to circulate a detailed briefing paper outlining how the award had been utilised in each ward.

Discussions were continuing around restoration and development proposals for Bromley Museum. Details of this would be reported to Members at a future PDS meeting. Aim 1e referred to the production of Growth and Delivery Plans for the Borough's strategic employment sites in Biggin Hill, Cray Valley and Bromley Town Centre. The Chairman asked that detailed reports for individual areas be submitted to future meetings outlining the work undertaken in this respect.

Aim 3d referred to the project by Bromley College on behalf of the Council to support young unemployed residents with sustainable employment opportunities through the creation of apprenticeships and internships. Unfortunately, the College had misjudged admission figures and although the apprenticeships programme had been successful, internships had not been delivered. The contract with Bromley College had now been terminated and the Working Group would review the scheme and report back to a future meeting of the Committee. Councillor Bosshard supported the Council's commitment to supporting young people into employment but emphasised the importance of ensuring correct delivery of the scheme in order to achieve success.

#### **TOWN CENTRE MANAGEMENT UPDATE REPORT - JUNE 2014**

Members received an update on activities undertaken by the Council's Town Centre Management and Business Support Team up to April 2014. The report also summarised priorities for the period until the end of September 2014.

At the suggestion of Councillor Morgan, a proposal to request further funding to support various improvement projects at local parades would be submitted to a meeting of the Executive Committee.

#### **TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE**

Members considered the progress achieved in delivering the Town Centres Development Programme.

Members were requested to attend a special meeting of the Executive to be held on 22 July 2014 to pre-scrutinise jointly with E&R PDS Members, a part 2 confidential report on proposals for Churchill Palace (Site G in the Area Action Plan).

As Chairman of the Beckenham Town Centre Working Party, Councillor Tickner reported architects were currently working on plans for the design and development stage of the Town Centre Improvement Scheme. A detailed report would be submitted to the October meeting of the PDS Committee.

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

## **Environment PDS Committee**

**1<sup>st</sup> July 2014**

### **Future DLR and Rail Links to Bromley:**

The committee received an update on the investment cases for DLR, Tram, Bakerloo and London Overground extensions into Bromley Borough. TfL are currently suggesting that the investment case for the DLR extension to Bromley North does not provide sufficient benefit to justify the investment. The London Overground extension to Bromley North is potentially viable though the proposal is least developed and details remain to be clarified. It could however be delivered in 2020/21. TfL appear to remain committed to extend the Bakerloo to Hayes despite the views expressed by Bromley Council. The business case is considered strong, though the benefit to Bromley Borough is considered neutral. The tram extension to Crystal Palace would provide some of the necessary improved transport links to support developments in that area.

The committee expressed concern that TfL appear not to want to support DLR to Bromley North. London Overground was an interesting development, not least the fact that it could be delivered in 6 or 7 years. However the Overground would not provide the option to extend into Bromley Town Centre and potentially beyond. The London Overground proposal would provide some benefits to Bromley Town Centre, but it seems to offer more an improved commuter route for Bromley residents, which whilst welcome, would not offer the same benefits as a route into the commercial heart of Bromley. The committee provisionally welcomed the London Overground proposal pending further information. TfL currently do not appear to be seriously considering the Bakerloo spur from the Hayes line into Bromley Town Centre if they do push ahead with the extension.

The Committee also noted the need to continue to promote all public transport links from the borough into London and beyond. The reconfiguration of the Thameslink services with the improvements to London Bridge and other changes following the London Bridge upgrade are lacking detail. The Council should continue to promote residents' interests in public transport matters.

### **Portfolio Plan:**

The committee reviewed the Environment Portfolio plan 2014/17.

### **Parking Shared Service Commencement of Gateway Review:**

The committee considered the initial proposals and the issues for decision for the definition of the next parking services contract. The committee proposed a working group to support the Gateway review and to review the implications of recent announcements on parking and PCN from the DCLG. The committee would consider the necessary revisions to council policy following the changes. It is likely that PCN income would no longer cover the costs of enforcement in some locations such as outside schools and bus stops.

## **Parking controls in Residential Areas:**

The committee reviewed current practice on the introduction of parking controls in residential areas and the establishment of a policy. The policy covers: When and when not to introduce parking controls; Driveways; Flank boundary parking; Footway parking; and the effect of road width on those parking policies. Other aspects of parking controls remain to be clarified. The committee recommended that the Portfolio Holder adopt the policy.

## **Other issues:**

The PDS reviewed budget matters and transport/parking proposals.

The PDS agreed to establish a Waste Minimisation Working Group to review all aspects of the Waste Service budget. It is likely that a Highway Assets WG will be established at the next meeting now the likely terms of reference have been clarified.

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

## **Education PDS Committee**

**2<sup>nd</sup> July 2014**

### **1. Market Testing**

The main item on the agenda was a further report on proposals to market test the education service. The scope of the testing has been expanded to include in the 'bundle of education services':

- strategic management functions;
- the residual functions of the Behaviour Service;
- the Special Educational Needs Service (including the Specialist Support & Disability Service);

Not included is Bromley Adult Education which is subject separate market testing.

The option to explore management arrangements with relevant schools for the Hearing Impairment Units was rejected and the Hearing Impairment Units are included within the SEN Inclusion Support service as part of the overall market testing process.

Representatives of Parent Voice and SEN children attended to question the Portfolio Holder about the proposals and he assured them that unless the market testing showed value for money and a service as good as or better than that currently provided there would not be proposals to outsource the service. He also pointed out that a large number of children are taught in independent SEN schools.

### **2. Under-Performing Schools**

The committee considered a report on under performing schools as part of its' commitment to improving schools. 14 maintained schools are in RI (Requires

Improvement) category. Clear progress is being made in the schools concerned. A member *Improving Schools Panel* has been established under the chairmanship of Cllr Mary Cooke. The Panel will only meet if the Assistant Director feels reference is required so that the panel can question the Chairman of Governors and the Head teacher about why progress is not being made.

### **3. Free School Meals for KS1**

The committee discussed the progress being made to comply with the requirement for free school meals to be available from September for all Reception and Key Stage 1 pupils. Schools are receiving funding from the government for the necessary physical adaptations.

### **4. Statemented Pupil Travel Training**

The committee supported a proposal to continue to Travel Training Programme for statemented pupils so that they could travel to school independently. In the first tranche 33 pupils passed the training. Not only does the programme prepare pupils for adult life, it saves an average of £4300 per annum on transport costs for each pupil.

### **5. School Places and Progress to Academy Status**

The committee in planning its programme for the remainder of the year re-established, under the chairmanship of Cllr Judi Ellis, the *School Places Working Group* and a *Progress to Academy Status Member Panel* under Cllr Keith Onslow. The latter panel will meet if the five schools which have not yet started to plan for academy conversion do not make progress to do so in 2014-5.

### **6. New topics to be investigated**

In addition to topics already programmed the committee commissioned reports on:

- ✓ *Looked After Children* – ensuring they have opportunities for non-curricular activities such as the Duke of Edinburgh Award, apply, where appropriate, for selective education and university entrance etc.
- ✓ *Truancy and Missing Children*
- ✓ *Home education.*

### **7. Safeguarding, Children's Centres and Troubled Families**

The committee also agreed (as in 2013) to a joint meeting with Care Services in February 2015 to scrutinise our child safeguarding arrangements and, subject to the agreement of Care Services PDS Committee, a joint working party to look at the effectiveness of *Children's Centres* and the *Trouble Families Initiative*.

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



Report No.  
CSD14120

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 3<sup>rd</sup> September 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

---

1. Reason for report

- 1.1 Appendix 1 to this report updates Members on matters arising from previous meetings which continue to be "live." Three matters are listed concerning an update on the effectiveness of the Winter Health Project, treasury management and invest to save projects.

---

2. **RECOMMENDATIONS**

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

## Corporate Policy

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

## Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £373,410
  5. Source of funding: 2014/15 Revenue Budget
- 

## 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.
- 

## 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

<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 is included in the 2014/15 Work Programme for the October meeting.	Public Health Associate Director	8 <sup>th</sup> October 2014
8 <b>Treasury Management – Annual Report</b> (5 <sup>th</sup> June 2014)	Director of Finance to discuss treasury management issues with Cllr Livett	Director of Finance has met with Cllr Livett	Director of Finance	Ongoing
9 <b>Executive Reports – (6) Provisional Final Accounts</b> (5 <sup>th</sup> June 2014)	Committee requested an update on performance of invest to save projects	Reports are being prepared for each portfolio/PDS, followed by a summary report to the Executive via this Committee	Director of Finance	September 2014

This page is left intentionally blank

LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 12<sup>th</sup> August 2014

PERIOD COVERED: August 2014 - November 2014

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 16<sup>th</sup> September 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>						
BETTER CARE FUND BID SUBMISSION	Executive	10 September 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
CHISLEHURST LIBRARY	Executive	10 September 2014  Executive and Resources PDS Committee	Meeting	Contact Officer:  Heather Hosking Tel: 020 8313 4421 <a href="mailto:heather.hosking@bromley.gov.uk">heather.hosking@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
ADULT SOCIAL CARE GATEWAY REPORT	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Terry Parkin Tel: 020 8313 4060 <a href="mailto:Terry.Parkin@bromley.gov.uk">Terry.Parkin@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
SUPPORTED LIVING CONTRACT AWARD	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Colin Lusted Tel: 0208 461 7650 <a href="mailto:Colin.Lusted@bromley.gov.uk">Colin.Lusted@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
CONTRACT EXTENSION - SUBSTANCE MISUSE	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Claire Lynn Tel: 020 8313 4034 <a href="mailto:claire.lynn@bromley.gov.uk">claire.lynn@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
ADVOCACY SERVICES	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Claire Lynn Tel: 020 8313 4034 <a href="mailto:claire.lynn@bromley.gov.uk">claire.lynn@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents

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?
COMMUNITY SUPPORT FOR PEOPLE WITH MENTAL ILL HEALTH	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Claire Lynn Tel: 020 8313 4034 <a href="mailto:claire.lynn@bromley.gov.uk">claire.lynn@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
CARE ACT IMPACT (DRAW DOWN)	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Christopher Curran Tel: 020 8461 7638 <a href="mailto:chris.curran@bromley.gov.uk">chris.curran@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
WELFARE REFORM DRAW-DOWN FROM CENTRAL CONTINGENCY	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Sara Bowrey Tel: 020 8313 4013 <a href="mailto:sara.bowrey@bromley.gov.uk">sara.bowrey@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents

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?
TEMPORARY ACCOMMODATION UPDATE	Executive	15 October 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Sara Bowrey Tel: 020 8313 4013 <a href="mailto:sara.bowrey@bromley.gov.uk">sara.bowrey@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
REFURBISHMENT COSTS FOR EDUCATION ESTABLISHMENT	Executive	15 October 2014  Education PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Jane Bailey Tel: 020 8313 4146 <a href="mailto:jane.bailey@bromley.gov.uk">jane.bailey@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
SEN PATHFINDER CHAMPION AND NEW BURDENS GRANT - DRAW-DOWN OF FUNDS	Executive	15 October 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



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?
SHORT BREAKS FOR DISABLED CHILDREN	Executive	26 November 2014  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	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>CARE SERVICES PORTFOLIO</b>						
<b>EDUCATION PORTFOLIO</b>						
<b>ENVIRONMENT PORTFOLIO</b>						
<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)

This page is left intentionally blank

Report No.  
FSD14058

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** RESOURCES PORTFOLIO HOLDER

**Date:** For pre-decision scrutiny by the Executive & Resources PDS Committee on 3rd September 2014

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

**Title:** CAPITAL PROGRAMME MONITORING - 1<sup>ST</sup> QUARTER 2014/15

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

**Chief Officer:** Director of Finance

**Ward:** All

---

1. Reason for report

On 16th July 2014, the Executive received the 1st quarterly capital monitoring report for 2014/15 and agreed a revised Capital Programme for the four year period 2014/15 to 2017/18. The report also covered any detailed issues relating to the 2013/14 Capital Programme outturn, which had been reported in summary form to the June meeting of the Executive. This report highlights in paragraphs 3.1 to 3.5 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, details on the 2013/14 outturn are included in Appendix B and detailed comments on scheme progress as at the end of the first quarter of 2014/15 are shown in Appendix C.

---

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to note and confirm the changes agreed by the Executive in July.

## Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring and review 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".
  2. BBB Priority: Excellent Council
- 

## Financial

1. Cost of proposal: Total increase of £5.8m over the 4 years 2014/15 to 2017/18, mainly due to re-phasing of expenditure from 2013/14 (see para 3.5).
  2. Ongoing costs: Applicable
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £24.7m for the Resources Portfolio over four years 2014/15 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: 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? N/A
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

#### Capital Monitoring – variations agreed by the Executive on 16th July 2014

3.1 A revised Capital Programme was approved by the Executive in July, following final outturn figures for 2013/14 and a detailed monitoring exercise carried out after the 1st quarter of 2014/15. The base position was the revised programme approved by the Executive on 12th February 2014, as amended by variations approved at subsequent Executive meetings. All changes on schemes in the Resources Programme are itemised in the table below and further details are included in paragraphs 3.2 to 3.5. The revised Programme for the Resources Portfolio is attached as Appendix A. Appendix B includes details of the final outturn in 2013/14 and Appendix C shows actual spend against budget in the first quarter of 2014/15, together with detailed comments on individual schemes.

	2014/15	2015/16	2016/17	2017/18	TOTAL
	£000	£000	£000	£000	2014/15 to 2017/18 £000
Programme approved by Executive 12/02/14	3,086	1,675	470	0	5,231
Property Acquisitions funded by Property Investment Fund					
- acquisitions approved by Executive 12/02/14 (see para 3.2)	13,601				13,601
Emergency works on surplus sites - block provision c/fwd approved by Executive 10/06/14 (see para 3.3)	74				74
Approved Programme prior to 1st Quarter's Monitoring	16,761	1,675	470	0	18,906
<u>Variations approved by Executive 16/07/14</u>					
Proposed scheme deletions following review of programme (see para 3.4)	-70				-70
Net underspendings in 2013/14 rephased into 2014/15 (see para 3.5)	5,901				5,901
Total Amendment to the Capital Programme	5,831	0	0	0	5,831
<b>Total Revised Resources Programme</b>	<b>22,592</b>	<b>1,675</b>	<b>470</b>	<b>0</b>	<b>24,737</b>

#### 3.2 Property acquisitions – approval of additional properties

At its meeting in February, the Executive approved further acquisitions in Bromley High Street, the cost of which will be met by a revenue contribution from the Property Investment Fund. Further property investment opportunities will be reported to the Executive as they are identified.

#### 3.3 Emergency works on surplus sites – carry-forward of underspend in 2013/14

In June, the Executive agreed to carry forward into 2014/15 the 2013/14 underspend of £74k on the capital budget for emergency works to prepare surplus sites for disposal.

#### 3.4 Deletion of schemes following a review of the whole programme

Following consideration of the 3<sup>rd</sup> quarterly capital monitoring report for 2013/14 at the February meeting, a comprehensive review of the programme was carried out, with particular emphasis on schemes that had mostly remained dormant for a number of years or had completed some time ago, but had remained in the programme with residual scheme balances. Council Directors had considered all such schemes, had agreed a list for deletion and had agreed that, should there be a requirement for any of these to proceed in the future, a new bid for funding would need to be submitted. One Resources Portfolio scheme, the Capital Ambition efficiency and transformation scheme, which had been included in the programme in 2010/11, was deleted from the programme (a total reduction of £100k; £30k in 2013/14 and £70k in 2014/15).

### 3.5 Net underspendings in 2013/14 re-phased into 2014/15

The 2013/14 Capital Outturn was reported to the Executive on 10<sup>th</sup> June 2014. The final capital outturn for the year for Resources Portfolio schemes was £6,819k compared to a revised budget of £12,899k approved by the Executive in February. After allowing for the underspend that was accounted for in the block provision adjustment set out in paragraph 3.3 (£74k) and other minor adjustments, a total of £5,901k has been re-phased into 2014/15. Over £5.4m of this was due to delays in completing the acquisition of High Street properties. Details of the 2013/14 outturn for this Portfolio are set out in Appendix B.

### **Post-Completion Reports**

3.6 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. After major slippage of expenditure in recent years, 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. One post-completion report (on the improvement works scheme at the Former Chartwell Business Centre) is currently due for the Resources Portfolio and this will be reported later in 2014/15. This quarterly report will monitor the future position and will highlight any further reports required.

## **4. POLICY IMPLICATIONS**

4.1 Capital Programme monitoring and review is part of the planning and review process for all services.

## **5. FINANCIAL IMPLICATIONS**

5.1 These were reported in full to the Executive on 16th July 2014. Changes agreed by the Executive for the Resources Portfolio Capital Programme are set out in the table in paragraph 3.1.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns June 2014. Approved Capital Programme (Executive 12/02/14). Capital Outturn report (Executive 10/06/14) and Q1 monitoring report (Executive 16/07/14).

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 16th JULY 2014								
Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.14	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17	Estimate 2017/18	Responsible Officer	Remarks
<b>CHIEF EXECUTIVE'S DEPARTMENT</b>								
<b>Transformation &amp; Regeneration Division (Strategic Property)</b>								
Office accommodation strategy	2325	2414	-89				Marc Hume	Supplementary estimate £400k (Executive 12/9/12)
Former Chartwell Business Centre, Central Depot - improvement works	870	859	11				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	118	74				Heather Hosking	Essential to maximise capital receipts: £74k c/fwd from 13/14 into 14/15
Carbon Management Programme (Invest to Save funding)	803	667	136				Alastair Ballie	Revenue savings (schemes to be worked up); £250k funded by Salix
Property Investment Fund	28873	9834	19039				Marc Hume	Various High Street property acquisitions - met from Property Investment Fund
<b>TOTAL - Transformation &amp; Regeneration Division (Strategic Property)</b>	<b>33063</b>	<b>13892</b>	<b>19171</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Corporate Services Division</b>								
Civic Centre cabling renewal	400	369	31				Stuart Elsey	
Server Virtualisation	300	286	14				Stuart Elsey	
Upgrade of Core Network Hardware	1050	359	691				Stuart Elsey	
Increasing Network Security	400	397	3				Stuart Elsey	
Joint Web platform	240	210	30				Mark Bowen	Invest to Save scheme - £142k agreed by Executive 01/09/10
Performance Management/Children's Services - information technology	500	345	155				Stuart Elsey	Approved by Executive 16/06/10
Replacement of Storage Area Networks	1980	17	1213	750			Stuart Elsey	Business continuity - need to keep data secure and accessible
Rollout of Windows 7 and Office 2000	520	168	352				Stuart Elsey	Upgrade of all desktops and laptops
Replacement of MD110 telephone switch	760	29	731				Stuart Elsey	Essential replacement of switch that was installed in 1999 and will not be maintained after 2015
SharePoint Productivity Platform upgrade/replacement	1500	0	130	900	470		Stuart Elsey	
<b>TOTAL - Corporate Services Division</b>	<b>7650</b>	<b>2180</b>	<b>3350</b>	<b>1650</b>	<b>470</b>	<b>0</b>		
<b>Financial Services Division</b>								
Financial systems upgrade/replacement of unsupported software	1025	979	46				Neil Graham	Essential replacement to enable continued financial management
Digital Print Strategy	125	75	25	25			Dave Starling	Invest to Save - Multi-Functional Devices
<b>TOTAL - Financial Services Division</b>	<b>1150</b>	<b>1054</b>	<b>71</b>	<b>25</b>	<b>0</b>	<b>0</b>		
<b>TOTAL RESOURCES PORTFOLIO</b>	<b>41863</b>	<b>17126</b>	<b>22592</b>	<b>1675</b>	<b>470</b>	<b>0</b>		

RESOURCES PORTFOLIO - CAPITAL PROGRAMME OUTTURN 2013/14					
Capital Scheme/Project	2013/14 OUTTURN				Comments / action taken
	Actual to 31.3.13	Approved Estimate Feb 2014	Final Outturn	Variation (under- spend '-')	
	£'000's	£'000's	£'000's	£'000's	
<b>CHIEF EXECUTIVE'S DEPARTMENT</b>					
<b>Transformation &amp; Regeneration Division (Strategic Property)</b>					
Office accommodation strategy	2321	79	93	14	Sundry creditor adjustment required; £89k CR to be put into 2014/15
Former Chartwell Business Centre, Central Depot - improvement works	788	82	71	-11	2013/14 underspend rephased into 2014/15
Emergency Works on Surplus Sites	83	109	35	-74	Block provision - £74k carry-forward approved by Executive 10/06/14
Carbon Management Programme (Invest to Save funding)	665	138	2	-136	2013/14 underspend rephased into 2014/15
Property Investment Fund	3787	11485	6047	-5438	2013/14 underspend rephased into 2014/15
<b>TOTAL TRANSFORMATION &amp; REGENERATION DIVISION</b>	<b>7644</b>	<b>11893</b>	<b>6248</b>	<b>-5645</b>	
<b>Chief Executive's Division</b>					
Capital Ambition - Efficiency and Transformation Funding	0	30	0	-30	Scheme deleted (Executive 16/07/14)
<b>TOTAL CHIEF EXECUTIVE'S DIVISION</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>-30</b>	
<b>Corporate Services Division</b>					
Civic Centre cabling renewal	362	38	7	-31	2013/14 underspend rephased into 2014/15
Server Virtualisation	267	33	19	-14	2013/14 underspend rephased into 2014/15
Upgrade of Core Network Hardware	178	181	181	0	
Increasing Network Security	395	5	2	-3	2013/14 underspend rephased into 2014/15
Joint Web platform	143	82	67	-15	2013/14 underspend rephased into 2014/15
Performance Management/Children's Services - information technology	290	64	55	-9	2013/14 underspend rephased into 2014/15
Replacement of Storage Area Networks	0	17	17	0	
Rollout of Windows 7 and Office 2000	0	420	168	-252	2013/14 underspend rephased into 2014/15
Replacement of MD110 telephone switch	0	110	29	-81	2013/14 underspend rephased into 2014/15
<b>TOTAL CORPORATE SERVICES DIVISION</b>	<b>1635</b>	<b>950</b>	<b>545</b>	<b>-405</b>	
<b>Financial Services Division</b>					
Financial systems upgrade/replacement of unsupported software	978	1	1	0	
Digital Print Strategy	50	25	25	0	
<b>TOTAL FINANCIAL SERVICES DIVISION</b>	<b>1028</b>	<b>26</b>	<b>26</b>	<b>0</b>	
<b>TOTAL RESOURCES PORTFOLIO</b>	<b>10307</b>	<b>12899</b>	<b>6819</b>	<b>-6080</b>	<b>#</b>
# £5,901k of total underspend rephased into 2014/15					



RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 2014/15 - 1ST QUARTER MONITORING					
	1st QUARTER 2014/15				
Capital Scheme/Project	Actual to 31.3.14	Approved Estimate Feb 2014	Actual to 6/6/14	Revised Estimate July 2014	Responsible Officer Comments
	£'000's	£'000's	£'000's	£'000's	
<b>CHIEF EXECUTIVE'S DEPARTMENT</b>					
<b>Transformation &amp; Regeneration Division (Strategic Property)</b>					
Office accommodation strategy	2414	0	-89	-89	The final value of this project is £2,325,000. The project is £75k under budget. It is assumed that this project is now complete
Former Chartwell Business Centre, Central Depot - improvement works	859	0	0	11	The construction work is completed and the final account to the main contractor has been agreed. £11k repensed from 2013/14 so that the Chartwell CCTV can be linked to the main depot. This work was part of the original specification but deferred as it was not known whether sufficient funds would be available until the final account with the main contractor was agreed.
Emergency Works on Surplus Sites	118	0	0	74	Following a report to the Executive in March 13, £79k was carried forward to 13-14 of which £30-40k was to be used to fund the appointment of consultants to review the property portfolio. The original budget for 13-14 was £30k, so the revised budget for 13-14 became £109k. £35k was spend in 13-14 leaving an unspent balance of £74k. A commitment of £50k was made for demolition works at Crofton Small Civic Halls (Report to Resources Portfolio Holder November 13) and this work is due to commence shortly. Carry forward of £74k approved by Executive on 10th June 2014.
Carbon Management Programme (Invest to Save funding)	667	0	3	136	£136k repensed from 2013/14
Property Investment Fund	9834	0	2	19039	These properties have been acquired to provide an income which exceeds that which can be achieved from Treasury management. In addition to the purchase price of £1,550k for 95 High Street, £70k associated costs have been incurred as part of the acquisition process. The purchase of 98 High Street completed on 07.02.13 (purchase price £2,060k with associated costs of £108k). Purchase of 72 - 76 High Street (purchase price £2,750k, associated cost £138k) completed on 19th July. Purchase of 104 - 108 High Street (purchase price £3,000k, associated cost £150k) completed on 19th August. Full Council on 1 July approved the purchase of 147-153 High Street from the Prudential (cost of £5,406k including estimated purchase costs). The progress of this purchase was initially delayed by legal issues raised by the vendors, which officers have now resolved. The Executive then also decided (February 12th) to purchase the adjoining building (145 - Top Shop) also owned by the Prudential. Further delay then resulted from the Vendor's decision to review the sale. However, the legal papers have recently been forwarded to the Council and the conveyancing work is now being progressed. The agreed price for 145 - 153 High Street is £18m, with purchase costs estimated at £105k. £4k other associated cost including report from Colliers to provide
<b>TOTAL TRANSFORMATION &amp; REGENERATION DIVISION</b>	<b>13892</b>	<b>0</b>	<b>-84</b>	<b>19171</b>	
<b>Chief Executive's Division</b>					
Capital Ambition - Efficiency and Transformation Funding	0	70	0	0	Scheme deleted (Executive 16/07/14)
<b>TOTAL CHIEF EXECUTIVE'S DIVISION</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	
<b>Corporate Services Division</b>					
Civic Centre cabling renewal	369	0	0	31	Due to the limitation in cable length we have had to revise the specification of the fibre optic cabling and re-route many of the fibres to gain maximum benefit. This work is due to be commissioned in June 2014; £31k repensed from 2013/14
Server Virtualisation	286	0	0	14	The POC with Microsoft proved to be extremely useful and we are now looking to build a new virtualization platform based on Hyper-V to migrate our older VMWare estate; £14k repensed from 2013/14.
Upgrade of Core Network Hardware	359	691	7	691	The Additional hardware has been purchased and is being configured to meet the needs of LPSN, Direct access, Citrix and reverse proxying application servers. We have commissioned Capita to review the core switches and propose a replacement plan based on end of life modules. The report is due the end of June, and will be reviewed in July, from this a work plan will be produced. Any changes required by the commissioning agenda will be reviewed and actioned as required.
Increasing Network Security	397	0	0	3	£3k repensed from 2013/14; scheme completed
Joint Web platform	210	15	15	30	The under spend of £34K in 2012/13 was mainly due to a delay in delivering a server for the GIS project (enabling searching for and displaying geographical information online), this resulted in a delay in commissioning development work on the project until 2013/14. The remaining money will be used to continue funding two major project streams, the critical transforming of the web site to respond to the wider range of devices now used to access it and some initial work towards developing a "one account" per customer concept. This work has identified a need to upgrade the core website software and hosting configuration, which will also be funded from the capital fund. A £10.8k commitment outstanding from 2012/13 for integrating a public facing geographical information system, was paid on delivery of the development in December 2013. £15k was re-phased into FY14/15, to fund the final stages of the responsive web design work. This was due to an intentional delay in the programmed work whilst we upgrade the web site content management system. The decision to upgrade the system was based on the fact that it will go out of mainline support in 2014, negotiation of a good price with the system supplier, and avoid duplicating the infrastructure work required to achieve a responsive web site. £15k repensed from 2013/14.
Performance Management/Children's Services - information technology	345	146	0	155	#####
Replacement of Storage Area Networks	17	1213	-1	1213	SAN work has been commissioned and we are looking at options to replace both the 8100 and 8400 SAN's including replication at a DR site
Rollout of Windows 7 and Office 2000	168	100	27	352	#####
Replacement of MD110 telephone switch	29	650	-15	731	#####
SharePoint Productivity Platform upgrade/replacement	0	130	0	130	Initial tender document has been drafted and is in internal review. This will be published shortly using the relevant frameworks.
<b>TOTAL CORPORATE SERVICES DIVISION</b>	<b>2180</b>	<b>2945</b>	<b>33</b>	<b>3350</b>	
<b>Financial Services Division</b>					
Financial systems upgrade/replacement of unsupported software	979	46	1	46	This sum is expected to be required for further enhancements relating to the Oracle R12 upgrade, Windows 7 upgrades and other financial system upgrades.
Digital Print Strategy	75	25	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 repensed to reflect this. The project has generated Revenue budget savings of £147K, and the Capital scheme budget was reduced by £75K.
<b>TOTAL FINANCIAL SERVICES DIVISION</b>	<b>1054</b>	<b>71</b>	<b>1</b>	<b>71</b>	
<b>TOTAL RESOURCES PORTFOLIO</b>	<b>17126</b>	<b>3086</b>	<b>-50</b>	<b>22592</b>	

This page is left intentionally blank

Report No.  
CSD14121

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 3<sup>rd</sup> September 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

---

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 10<sup>th</sup> September 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: £373,410
  5. Source of funding: 2014/15 Revenue budget
- 

### Staff

1. Number of staff (current and additional): 10 (8.72 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 10<sup>th</sup> September 2014 and suggests which ones the Committee may wish to prioritise for scrutiny. At the time of writing, this is the draft list of expected reports but it is likely that list may be changed before the agenda is published on Wednesday 27<sup>th</sup> September.

#### **Part 1**

Budget Monitoring 2014/15 <sup>1</sup>

Treasury Management Annual Strategy 2014/15 <sup>1</sup>

Gateway Report - Proposals for Re-Tendering the Churchill Theatre Management Contract  
Land at Upper Elmers End Road and Croydon Road - Application for Registration as a Town  
or Village Green

#### **Part 2**

Acquisition of Investment Properties <sup>1</sup>

Operational Property Review and Disposal Opportunities <sup>1</sup>

Chislehurst Library, Red Hill, Chislehurst <sup>2</sup>

Local Land Charges Litigation

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

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

<b>Non-Applicable Sections:</b>	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Forward Plan as published on 12 <sup>th</sup> August 2014

This page is left intentionally blank

Report No.  
CSD14122

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 3<sup>rd</sup> September 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

---

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 8<sup>th</sup> July 2014 only one other PDS meeting has been scheduled to meet – the Renewal and Recreation PDS Committee on 2<sup>nd</sup> September. A written summary from this meeting will be circulated if possible before the meeting, and in accordance with this Committee's recent decision, will also be attached to the next minutes.

---

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: £373,410 (2014/15 controllable budget)
  5. Source of funding: Existing revenue budget.
- 

### Staff

1. Number of staff (current and additional): There are 10 posts (8.72 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.  
CSD14123

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 3<sup>rd</sup> September 2014

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

**Title:** WORK PROGRAMME 2014/15

**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

---

1. Reason for report

- 1.1 This report offers the Committee an opportunity to consider its work programme for 2014/15, including scheduled meetings and PDS working groups. The Committee now has eight meetings scheduled during 2014/15 – the dates are set out in Appendix 1, with a draft list of the items to be considered.
- 

2. RECOMMENDATIONS

- 2.1 The Committee is requested to consider its work programme for 2014/15 and indicate any particular issues that it wishes to consider.

### 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: £373,410
  5. Source of funding: 2014/15 revenue budget
- 

### Staff

1. Number of staff (current and additional): 10 posts (8.72fte)
  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 2014/15 is attached at [Appendix 1](#). The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, question sessions with the Leader, Resources Portfolio Holder and Chief Executive have been added to the programme, starting in the autumn.

#### Sub-Committees and Working Groups

- 3.4 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 or the Costs and Charges Working Group). At the Committee’s last meeting it was agreed that the New Technology Working Group would be re-convened under the Chairmanship of Councillor Will Harmer, and that he would seek additional members to sit on the working group.
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) – this will be updated as more details become available.

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

**COMMITTEE MEETING SCHEDULE 2014/15**

**Meeting 1: Thursday 5<sup>th</sup> June 2014**

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

**Meeting 2: Thursday 10<sup>th</sup> July 2014**

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

Contracts Register (Resources and Corporate)

Monitoring Report: Section 106

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

**Meeting 3: Wednesday 3<sup>rd</sup> September 2014**

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

Scrutiny of the Resources Portfolio Holder

**Meeting 4: Wednesday 8<sup>th</sup> October 2014**

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

Further Update on 2012/13 Winter Health Programme

Scrutiny of the Chief Executive

Update on Winter Health Programme

**Meeting 5: Wednesday 19<sup>th</sup> November 2014**

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

Contracts Register (Resources and Corporate)

Bromley Youth Employment Project- Quarterly Monitoring

Scrutiny of the Leader

**Meeting 6: Wednesday 7<sup>th</sup> January 2015**

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

Contracts Register (Resources and Corporate)

Scrutiny of the Resources Portfolio Holder

**Meeting 7: Wednesday 4<sup>th</sup> February 2015**

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

Scrutiny of the Chief Executive

Monitoring Report: Section 106

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

**Meeting 8: Wednesday 18<sup>th</sup> March 2015**

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

Annual PDS Report 2014/154

Bromley Youth Employment Project – Quarterly Monitoring

Scrutiny of the Leader

**PDS SUB-COMMITTEES AND WORKING GROUPS 2014/15**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE AND RESOURCES PDS</b>		
New Technology Working Group	Re-appointed 5 <sup>th</sup> June 2014	Cllr Will Harmer
<b>CARE SERVICES PDS</b>		
Health Scrutiny Sub-Committee	Three meetings scheduled each year. Next meeting in October 2014	Cllrs Ruth Bennett, Mary Cooke, Ian Dunn, Judi Ellis, Hannah Gray, David Jefferys, Terence Nathan, Charles Rideout, Melanie Stevens, Pauline Tunncliffe.
Care Services Budget Sub-Committee	Proposed at the meeting on 26 <sup>th</sup> June 2014	
<b>EDUCATION PDS</b>		
Education Budget Sub-Committee	Five meetings scheduled each year. Next meeting on 9 <sup>th</sup> September 2014.	Cllrs Teresa Ball, Kathy Bance, Nicholas Bennett, Judi Ellis and Neil Reddin.
School Places Working Group	Re-appointed at the PDS meeting on 2 <sup>nd</sup> July 2014	Cllrs Judi Ellis, Kathy Bance and any 4 Conservative members of the PDS Committee
School Improvement Panel	Re-appointed at the PDS meeting on 2 <sup>nd</sup> July 2014	Cllrs Mary Cooke, Kathy Bance and any 3 Conservative members of the PDS Committee
Progress of Academy Status Panel	Appointed at the PDS meeting on 2 <sup>nd</sup> July 2014	Cllr Keith Onslow (or, in his absence, Cllr Alexa Michael), Cllrs Stephen Wells, Nicholas Bennett, Cllr Neil Reddin and 1 other Conservative member of the PDS Committee
<b>ENVIRONMENT PDS</b>		
Waste Working Group	Appointed at the PDS meeting on 1st July 2014	Cllrs Kevin Brooks, Lydia Buttinger, Samaris Huntington-Thresher, William Huntington-Thresher and Terence Nathan
Parking Working Group	Appointed at the PDS meeting on 1 <sup>st</sup> July 2014	Cllrs William Huntington-Thresher, Angela Page, Catherine Rideout and Melanie Stevens
<b>PUBLIC PROTECTION AND SAFETY PDS</b>		
<b>RENEWAL AND RECREATION PDS</b>		
Beckenham Working Group	Next meeting 4 <sup>th</sup> September 2014	Cllr Michael Tickner and Beckenham ward councillors

This page is left intentionally blank

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is left intentionally blank



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

Document is Restricted

This page is left intentionally blank