



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: 4 March 2015

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

Councillor Eric Bosshard (Chairman)  
Councillors Douglas Auld, Nicholas Bennett J.P., Ian Dunn, 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 **THURSDAY 12 MARCH 2015**  
**AT 7.00 PM**

MARK BOWEN  
Director of Corporate Services

*Copies of the documents referred to below can be obtained from*  
<http://cde.bromley.gov.uk/>

## **PART 1 AGENDA**

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

### **STANDARD ITEMS**

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

**2 DECLARATIONS OF INTEREST**

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

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 6<sup>th</sup> March 2015.

**4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING  
HELD ON 4TH FEBRUARY 2015 (EXCLUDING EXEMPT ITEMS)**

(To follow)

**5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 5 - 8)**

**6 FORWARD PLAN OF PRIVATE AND KEY EXECUTIVE DECISIONS**  
(Pages 9 - 18)

**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 Resources Portfolio Holder must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 6<sup>th</sup> March 2015.

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

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

**a CAPITAL PROGRAMME MONITORING - 3ND QUARTER 2014/15 & ANNUAL CAPITAL REVIEW 2015 TO 2019**  
(Pages 19 - 26)

**b EXTENSION TO BANKING CONTRACT**  
(Pages 27 - 30)

**HOLDING THE EXECUTIVE TO ACCOUNT**

**9 SCRUTINY OF THE LEADER**

**10 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS** (Pages 31 - 34)

Members of the Committee are requested to bring their copy of the agenda for the next Executive meeting.

**POLICY DEVELOPMENT AND OTHER ITEMS**

**11 BROMLEY YOUTH EMPLOYMENT PROJECT - PROGRESS UPDATE**  
(Pages 35 - 52)

**12 CAPITA SECURE INFORMATION SYSTEMS CONTRACT MONITORING REPORT**  
(To follow)

**13 ANNUAL POLICY DEVELOPMENT AND SCRUTINY REPORT**  
(Pages 53 - 56)

**14 UPDATES FROM PDS CHAIRMEN**  
(Pages 57 - 58)

**15 WORK PROGRAMME**  
(Pages 59 - 64)

## **PART 2 AGENDA**

**16 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**

**17 EXEMPT MINUTES OF THE MEETING HELD ON 4TH FEBRUARY 2015**

(To follow)

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

This page is left intentionally blank

Report No.  
CSD15033

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 4<sup>th</sup> March 2015

**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."
- 

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>
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
101 <b>Work Programme</b> (7 <sup>th</sup> January 2015)	Chairman requested an end of year report on Invest to Save Projects and Contracts.	Report has been added to the Work Programme.	Deputy Director of Finance	May 2015

This page is left intentionally blank



LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 24<sup>th</sup> February 2015

PERIOD COVERED: 24<sup>th</sup> February 2015 – 30<sup>th</sup> June 2015

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 21<sup>st</sup> April 2015

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>						
PROPERTY ACQUISITION	Executive	27 February 2015  Non-Executive Members, including Members of the Executive and Resources PDS Committee, have been invited to attend the Executive meeting to offer any comment.	Non-Executive Members, including Members of the Executive and Resources PDS Committee, have been invited to attend the Executive meeting to offer any comment.	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

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?
SEN AND ADULTS TRANSPORT CONTRACT AWARD	Executive	25 March 2015  Care Services PDS Committee, Education PDS Committee, and Executive and Resources PDS Committee	Meetings	Contact Officer:  Dan Jones Tel: 0208 313 4211 <a href="mailto:Dan.Jones@bromley.gov.uk">Dan.Jones@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?
CHILDREN'S SOCIAL CARE RECRUITMENT AND RETENTION STRATEGY	Executive	25 March 2015  Care Services PDS Committee (consulted on 21 <sup>st</sup> January 2015) and Executive and Resources PDS Committee (consulted on 4 <sup>th</sup> February 2015)	Meetings	Contact Officer:  Kay Weiss Tel: 020 8313 4644 <a href="mailto:kay.weiss@bromley.gov.uk">kay.weiss@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
PROCUREMENT STRATEGY FOR BASIC NEED PROJECTS	Executive	25 March 2015  Executive and Resources PDS Committee	Meeting	Contact Officer:  Robert Bollen Tel: 020 8313 4697 <a href="mailto:Robert.Bollen@bromley.gov.uk">Robert.Bollen@bromley.gov.uk</a>	<u>Public Meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
GATEWAY REVIEW 0,1 & 2 APPROVAL OF 2015/2016 EDUCATION BUILDING MAINTENANCE BUDGETS, EDUCATION PLANNED MAINTENANCE PROGRAMME AND PREFERRED PROCUREMENT OPTIONS	Executive	25 March 2015  Executive and Resources PDS Committee	Meeting	Contact Officer:  Catherine Pimm Tel: 020 8461 7834 <a href="mailto:Catherine.Pimm@br omley.gov.uk">Catherine.Pimm@br omley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
HOUSING ZONE BID	Executive	25 March 2015  Executive and Resources PDS Committee	Meeting	Contact Officer:  Kerry O'Driscoll Tel: 020 8313 4139 <a href="mailto:Kerry.O'Driscoll@bro mley.gov.uk">Kerry.O'Driscoll@bro mley.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?
VARIATION TO THE GROUNDS MAINTENANCE CONTRACT TO PROVIDE A WHOLLY MANAGED SERVICE	Executive	25 March 2015  Environment PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Dan Jones Tel: 0208 313 4211 <a href="mailto:Dan.Jones@bromley.gov.uk">Dan.Jones@bromley.gov.uk</a>	<u>Public Meeting</u>	Report and relevant background documents
LEASE CAR PROCUREMENT	Executive	25 March 2015  Executive and Resources PDS Committee	Meeting	Contact Officer:  Paul Chilton Tel: 020 8313 4849 <a href="mailto:paul.chilton@bromley.gov.uk">paul.chilton@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?
JOINT PARKING SERVICES CONTRACT: GATEWAY REVIEW	Executive	25 March 2015  Environment PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Ben Stephens Tel: 0208 313 4514 <a href="mailto:ben.stephens@bromley.gov.uk">ben.stephens@bromley.gov.uk</a>	<u>Public Meeting</u>	Report and relevant background documents
SITE G UPDATE	Executive	25 March 2015  Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Kevin Munnelly Tel: 020 8313 4582 <a href="mailto:kevin.munnelly@bromley.gov.uk">kevin.munnelly@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?
CIVIC CENTRE FOR THE FUTURE	Executive	25 March 2015  Executive and Resources PDS Committee	Meeting	Contact Officer:  Catherine Pimm Tel: 020 8461 7834 <a href="mailto:Catherine.Pimm@bromley.gov.uk">Catherine.Pimm@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
BIGGIN HILL AIRPORT PROPOSALS	Executive	Date to be confirmed  Members of the Council	Meetings	Contact Officer:  Marc Hume Tel: 020 8313 4441 <a href="mailto:marc.hume@bromley.gov.uk">marc.hume@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
ADULT EDUCATION	Executive	Date to be confirmed  Education PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Carol Arnfield Tel: 020 8461 8659 <a href="mailto:Carol.Arnfield@bromley.gov.uk">Carol.Arnfield@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?
BIGGIN HILL HERITAGE CENTRE	Executive	Date to be confirmed  Executive and Resources PDS Committee	Meeting	Contact Officer:  Colin Brand Tel: 0208 313 4107 <a href="mailto:colin.brand@bromley.gov.uk">colin.brand@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
A NEW APPROACH FOR BROMLEY MUSEUM	Executive	Date to be confirmed  Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Colin Brand Tel: 0208 313 4107 <a href="mailto:colin.brand@bromley.gov.uk">colin.brand@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?
LONG TERM CARE FOR OLDER PEOPLE - EXTRA CARE HOUSING SUPPLY AND DEMAND	Executive	Date to be confirmed  Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Lorna Blackwood Tel: 020 8313 4110 <a href="mailto:lorna.blackwood@bromley.gov.uk">lorna.blackwood@bromley.gov.uk</a>	<u>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.  
FSD15020

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** RESOURCES PORTFOLIO HOLDER

**Date:** For pre-decision scrutiny by the Executive & Resources PDS Committee on 12th March 2015

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

**Title:** CAPITAL PROGRAMME MONITORING - 3<sup>ND</sup> QUARTER 2014/15 & ANNUAL CAPITAL REVIEW 2015 TO 2019

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

**Chief Officer:** Director of Finance

**Ward:** (All Wards);

---

1. Reason for report

On 11th February 2015, the Executive received a report summarising the current position on capital expenditure and receipts following the 3rd quarter of 2014/15 and presenting for approval the new capital schemes supported by Council Directors in the annual capital review process. The Executive agreed a revised Capital Programme for the five year period 2014/15 to 2018/19. This report highlights changes agreed by the Executive in respect of the Capital Programme for the Resources Portfolio. The revised programme for this portfolio is set out in Appendix A, detailed comments on individual schemes are included at Appendix B and the new schemes approved for this Portfolio are set out in paragraph 3.8.

---

2. **RECOMMENDATION(S)**

**The Portfolio Holder is asked to note and confirm the changes agreed by the Executive on 11<sup>th</sup> February 2015.**

## 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". The capital review process requires Council Directors to ensure that bids for capital investment provide value for money and match Council plans and priorities.
  2. BBB Priority: Excellent Council; Supporting Independence
- 

## Financial

1. Cost of proposal: Total increase of £9.7m, mainly due to additional £15m to Investment Fund funded by Capital Receipts.
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £44.5m for the Resources Portfolio over five years 2014/15 to 2018/19
  5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
- 

## Staff

1. Number of staff (current and additional): 1 fte
  2. If from existing staff resources, number of staff hours: 36 hours per week
- 

## Legal

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

## Customer Impact

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

## Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

#### Capital Expenditure

3.1 A revised Capital Programme was approved by the Executive on 11th February, following a detailed monitoring exercise carried out after the 3rd quarter of 2014/15. The Executive also considered and approved new capital schemes supported by Council Directors in the annual capital review process. This report identifies changes relating to the Resources Portfolio and the table in paragraph 3.2 summarises the overall position following the Executive meeting.

#### Capital Monitoring – variations agreed by the Executive on 11th February 2015

3.2 The base position prior to the 3<sup>rd</sup> quarter's monitoring exercise was the revised programme approved by the Executive on 26<sup>th</sup> November 2014, as amended by variations approved at subsequent Executive meetings. Changes to the Resources Portfolio Programme approved by the Executive in February are shown in the table below and further details are included in paragraphs 3.3 to 3.8. The revised Programme for the Resources Portfolio (including new schemes) is attached as Appendix A and detailed comments on individual schemes are included at Appendix B.

	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL 2014/15 to 2018/19
	£000	£000	£000	£000	£000	£000
Programme approved by Executive 26/11/14	21,387	8,910	470	0	0	30,767
Property Investment Fund						
- additional acquisition (Exec 19/12/14)	3,968	0	0	0	0	3,968
Approved Programme prior to Q3 Monitoring	25,355	8,910	470	0	0	34,735
<u>Variations approved by Executive 11/02/15</u>						
Deletion of residual budgets (see para 3.3)						
- Increasing Network Security	-3	0	0	0	0	-3
Property Investment Fund (see para 3.4)						
- acquisition not progressing / reduced costs	-264	-6,030	0	0	0	-6,294
Additions to Investment Fund (see para 3.5)	0	0	15,000	0	0	15,000
Schemes rephased from 2014/15 into 2015/16 (see para 3.6)	-1,804	1,804	0	0	0	0
Total Q3 Monitoring variations	-2,071	-4,226	15,000	0	0	8,703
New schemes (see para 3.8)	0	930	30	30	30	1,020
<b>Revised Resources Capital Programme</b>	<b>23,284</b>	<b>5,614</b>	<b>15,500</b>	<b>30</b>	<b>30</b>	<b>44,458</b>

#### 3.3 Deletion of residual balance for completed schemes (£3k reduction):

At the February meeting of the Executive, Members approved the deletion of the £3k residual budget in respect of the Increasing Network Security scheme that reached completion in 2014/15.

#### 3.4 Property Investment Fund (£264k reduction in 2014/15 and £6,030k reduction in 2015/16):

In February the Executive was informed that costs on the acquisition of 145 – 153 High Street were £264k lower than expected and that a planned acquisition (£6,030k) approved by the Executive on 10<sup>th</sup> September 2014 would not progress further as the owners have decided not to sell. The Executive approved the overall reduction of £6,294k in the Property Investment Fund.

### 3.5 Addition to Council's Investment Fund (£15m in 2016/17)

A detailed analysis of the Investment Fund and Growth Fund was reported to the Executive in February. The former Economic Development and Investment Fund has been renamed Investment Fund and £10m of that Fund has been set aside in a new reserve, The Growth Fund, and is earmarked for growth schemes in Biggin Hill, Bromley Town Centre and the Cray Valley. An additional £15m was approved for further investment property acquisitions in 2016/17 to be funded by capital receipts. The uncommitted balance in the Investment Fund currently stands as £36.7m with a further £10m in the Growth Fund.

### 3.6 Schemes rephased from 2014/15 into later years

In the final outturn report to the meeting in June 2014, the Executive was informed of the final outturn for capital expenditure in 2013/14 and noted that the overall level of unanticipated slippage into later years was £8.4m (£5.4m of which was due to delays in completing the acquisition of High Street properties) . Slippage of capital spending estimates has been a recurring theme over the years and Members were pleased to note that improvements made in 2011/12 following a review of the system of capital monitoring and for estimating the phasing of expenditure were continuing to result in a more realistic approach towards anticipating slippage.

£6.0m of the overall slippage from 2013/14 into 2014/15 related to Resources Portfolio schemes, including the £5.4m referred to above, and this was analysed in the 1<sup>st</sup> quarter's monitoring report to the PDS Committee meeting in September 2014. After allowing for minor adjustments that were not re-phased, a total of £5.9m was re-phased into 2014/15. In the 2<sup>nd</sup> quarterly report to the PDS Committee in January, Members were advised that £1.2m had been re-phased from 2014/15 into later years by the Executive in November and, as is shown in the table in paragraph 3.2, a total of £1.8m was re-phased by the Executive in February to reflect revised estimates of when expenditure on Resources schemes was likely to be incurred. This is itemised in the table below and comments on scheme progress are provided in Appendix B.

Capital Expenditure – Rephasing in Q3 monitoring	2014/15	2015/16
	£000	£000
Upgrade of Core Network Hardware	-189	189
Replacement of MD110 telephone switch	-651	651
Server Virtualisation	-14	14
Replacement of Storage Area Network	-338	338
Rollout of Windows & Office 2000	-441	441
SharePoint Productivity Platform upgrade / replacement	-130	130
Former Chartwell Business Centre	-11	11
FIS upgrade / replacement of unsupported software	-30	30
<b>Total Resources Programme rephasing</b>	<b>-1,804</b>	<b>1,804</b>

### **Annual Capital Review – new scheme proposals**

3.7 In recent years, we have steadily scaled down new capital expenditure plans and have transferred all of the rolling maintenance programmes to the revenue budget. Our general (un-earmarked) reserves, established from the disposal of our housing stock and the Glades Site, have been gradually spent and have fallen from £131m in 1997 to £42m (including unapplied capital receipts) as at 31<sup>st</sup> March 2014. Whilst opportunities to dispose of property assets are being rigorously pursued, the level of receipts is not as high as in the past and new capital spending will effectively have to be met from our remaining revenue reserves.

3.8 As part of the normal annual review of the Capital Programme, Council Directors were invited to come forward with bids for new capital investment. Invest to Save bids were particularly

encouraged, but none were received, and it is assumed that any such bids will be submitted in due course through the earmarked reserve that was created in 2011. Apart from the normal annual capital bids relating to school and highway schemes, two bids were approved with a total value of £1.02m, all of which will require funding from the Council's resources. These included

- Emergency Works on Surplus Sites (£120k) – £30k p.a for the four years 2015/16 to 2018/19 for emergency works that may arise to facilitate the sale of surplus properties and to ensure the Council complies with its statutory obligations.
- Windows Server 2003 replacement program (£900k) – To migrate from Windows Server 2003 to a supported version of the operating system. Microsoft Window Server 2003 will reach end its life in July 2015 and will then no longer meet the Public Service Network requirement. During Window 7 rollout preparation, it has become clear that the proposed upgrade plan will not work in all cases and we will need to migrate the servers and services to a supported version of the operating system (namely server 2008r2 or server 2012r2).

### Post-Completion Reports

3.8 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 in 2015/16. 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. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

### 5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 11th February 2015. Changes agreed by the Executive for the Resources Portfolio Capital Programme are set out in paragraph 3.2.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns January 2015. Approved Capital Programme (Executive 26/11/14). Capital Q3 monitoring report (Executive 11/02/15). Capital appraisal forms submitted by Chief Officers in November 2014. Report to Council Directors' meeting 10/12/14

This page is left intentionally blank



# Appendix A

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 11th FEBRUARY 2015											
Code	Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.14	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17	Estimate 2017/18	Estimate 2018/19	Responsible Officer	Remarks	
		£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's			
<b>Transformation &amp; Regeneration Division</b>											
939442	Office accommodation strategy	2325	2414	-89	0	0	0	0	Cathy Pimm	Supplementary estimate £400k (Executive 12/9/12) Invest to Save (Executive £300k 20/7/11); £418k from planned maintenance in 11/12; addl funding £152k agreed by Executive 07/03/12 Essential to maximise capital receipts: £74k c/fwd from 13/14 into 14/15 Revenue savings (schemes to be worked up); £250k funded by Salix Various High Street property acquisitions - met from Property Investment Fund and £15m from Capital Receipts.	
939445	Former Chartwell Business Centre, Central Depot - improvement works	870	859	0	11	0	0	0	Cathy Pimm		
939320	Emergency Works on Surplus Sites	312	118	74	30	30	30	30	Heather Hosking		
917246	Carbon Management Programme (Invest to Save funding)	803	667	136	0	0	0	0	Alastair Ballie		
936407	Property Investment Fund	47577	9834	22743	0	15000	0	0	Neil Thompson		
TOTAL - Transformation & Regeneration Division		51887	13892	22864	41	15030	30	30			
<b>Corporate Services Division</b>											
939440	Civic Centre cabling renewal	400	369	31	0	0	0	0	Stuart Eley		
936443	Server Virtualisation	300	286	0	14	0	0	0	Stuart Eley		
936448	Upgrade of Core Network Hardware	1050	359	2	689	0	0	0	Stuart Eley		
936450	Increasing Network Security	397	397	0	0	0	0	0	Stuart Eley		
936451	Joint Web platform	240	210	30	0	0	0	0	Duncan Bridgewater		
936452	Performance Management/Children's Services - information technology	500	345	50	105	0	0	0	Kay Weiss		
936454	Replacement of Storage Area Networks	1780	17	75	1688	0	0	0	Stuart Eley		
936455	Rollout of Windows 7 and Office 2000	720	168	111	441	0	0	0	Stuart Eley		
936456	Replacement of MD110 telephone switch	760	29	80	651	0	0	0	Stuart Eley		
936457	SharePoint Productivity Platform upgrade/replacement	1500	0	0	1030	470	0	0	Stuart Eley		
936458	Windows Server 2003 replacement program	900	0	0	900	0	0	0	Stuart Eley		
TOTAL - Corporate Services Division		8547	2180	379	5518	470	0	0			
<b>Financial Services Division</b>											
936432	Financial systems upgrade/replacement of unsupported software	1025	979	16	30	0	0	0	Neil Graham		
936444	Digital Print Strategy	125	75	25	25	0	0	0	Dave Starling		
TOTAL - Financial Services Division		1150	1054	41	55	0	0	0			
<b>TOTAL RESOURCES PORTFOLIO</b>		<b>61584</b>	<b>17126</b>	<b>23284</b>	<b>5614</b>	<b>15500</b>	<b>30</b>	<b>30</b>			

# Appendix B

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 11th FEBRUARY 2015						
Code	Capital Scheme/Project	Actual to 31.03.14	Approved Estimate Nov 2014	Actual to 16.02.15	Revised Estimate Feb 2015	Responsible Officer Comments
		£'000's	£'000's	£'000's	£'000's	
<b>Transformation &amp; Regeneration Division</b>						
939442	Office accommodation strategy	2414	-89	-89	-89	Supplementary estimate £400k (Executive 12/9/12) - The project is completed and final value is £2,325k.
939445	Former Chartwell Business Centre, Central Depot - improvement works	859	11	0	0	Invest to Save (Executive £300k 20/7/11); £418k from planned maintenance in 11/12; addl funding £152k agreed by Executive 7/3/12 - The construction work is completed and the final account to the main contractor has been agreed. Rephased the remaining balance £11k into FY15/16 as provision is required in relation to costs to investigate / remedy a latent defect
939320	Emergency Works on Surplus Sites	118	74	51	74	(Block Capital) Essential to maximise capital receipts. £74k was c/fwd from 13/14 to 14/15 as agreed by Executive 10/06/14 for the demolition works at Crofton Small Civic Halls. Works are expected to be completed in FY14/15.
917246	Carbon Management Programme (Invest to Save funding)	667	136	3	136	Beckenham Library draught-proofing and destratification fan projects complete. Multi-storey car park LED lighting project should be commissioned by Q2 15/16
936407	Property Investment Fund	9834	19039	22632	22743	These properties have been acquired to provide an income which exceeds that which can be achieved from Treasury management. Purchases to date include 72-76, 95, 98, 104-108, 145, and 147-153 High Street. The cost of the acquisition of 145 – 153 High Street was £264k lower than expected. Members approved further funding of £6.03m for the purchase of additional properties (Executive 10/09/14) , but the vendors subsequently decided not to sell. A net reduction of £6,294k was agreed by Executive to reflect the latest update on successful property acquisitions (£264k FY14/15 and £6,030k FY15/16). The Executive(19/12/14) approved the purchase a further property for £3.75m plus costs estimated at £218k. Purchase completed Feb 2015.
	<b>TOTAL - Transformation &amp; Regeneration Division</b>	<b>13892</b>	<b>19171</b>	<b>22597</b>	<b>22864</b>	
<b>Corporate Services Division</b>						
939440	Civic Centre cabling renewal	369	31	31	31	Due to the limitation in cable length we had to revise the specification of the fibre optic cabling and re-route many of the fibres to gain maximum benefit. The resilient cabling has been installed and is now connected to each comms room, providing increased resilience and bandwidth. Scheme finished
936443	Server Virtualisation	286	14	0	0	The POC (Proof of Concept) with Microsoft proved to be extremely useful and we are now looking to build a new virtualization platform based on Hyper-V. Rephased £14k to FY15/16 as works are unlikely to be carried out in FY14/15.
936448	Upgrade of Core Network Hardware	359	191	9	2	The additional hardware has been purchased and is being configured to meet the needs of London Public Service Network, 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 plan has been produced but due to the number of concurrent major projects in progress we will postpone the core switch implementation until FY15/16. Rephased £189k into FY15/16. Small overspend now anticipated in FY14/15, which will be met from FY15/16 budget.
936450	Increasing Network Security	397	3	0	0	Scheme Finished
936451	Joint Web platform	210	30	25	30	The project is expected to complete soon and we are awaiting final invoices.
936452	Performance Management/Children's Services - information technology	345	50	18	50	Work is currently in progress to quantify costs for a platform upgrade of the Children's Care First with OLM System Group, associated training for staff and refresh of LBB materials on the system. Estimated that £50k of the work will be completed in FY14/15.
936454	Replacement of Storage Area Networks	17	413	98	75	The major SAN replacement project has been postponed due to conflicts with other major projects, however we are still proceeding with some parts of the project in preparation and that are required for the replacement Extranet and Hyper-V platform. Rephased a further £338k to FY15/16 to cover major SAN replacement. An overspend now anticipated in FY14/15, which will be met from FY15/16 budget.
936455	Rollout of Windows 7 and Office 2000	168	552	169	111	Work has been re-baselined and there has been a new plan for the rollout due to the problems experienced at other councils. Rephased £441k into FY15/16. Since Qtr 3 Capital monitoring (reported to Executive in Feb 15), Work has progressed further than anticipated which included expenditure on Capita rollout cost, and purchases of additional computers and software.
936456	Replacement of MD110 telephone switch	29	731	225	80	Work has started and is progressing well. Certain telephone lines will remain with Damovo until the gateway review of telephony circuits & minutes has been finalised. Rephased £651k into FY15/16. Since Qtr 3 Capital monitoring (reported to Executive in Feb 15), work has progress significantly further than anticipated. This included additional works on Anerley Business Centre, Yeoman House and Lync voice recorder system. The overspend in FY14/15 will be met from FY15/16 budget.
936457	SharePoint Productivity Platform upgrade/replacement	0	130	0	0	The initial scoping tender has been returned, and initial consultancy work has been awarded. Work will commence pending the final agreement on the contract to be signed. It is unlikely that work will start in FY14/15 and rephased £130k in FY15/16.
936458	Windows Server 2003 replacement program	0	0	0	0	Approved by Executive 11/02/15. Scheme will start in FY15/16 to migrate from Windows Server 2003 to a supported version of the operating system.
	<b>TOTAL - Corporate Services Division</b>	<b>2180</b>	<b>2145</b>	<b>575</b>	<b>379</b>	
<b>Financial Services Division</b>						
936432	Financial systems upgrade/replacement of unsupported software	979	46	2	16	This sum is expected to be required for further enhancements relating to the Oracle R12 upgrade, Windows 7 upgrades and other financial system upgrades. In addition to £4k outstanding commitments, we anticipate a further £10k of works on Version One before end of March. Rephased the remaining balance £30k to FY15/16
936444	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 software and additional hardware. The project has generated Revenue budget savings of £147K, and the Capital scheme budget had been reduced by £75K.
	<b>TOTAL - Financial Services Division</b>	<b>1054</b>	<b>71</b>	<b>2</b>	<b>41</b>	
	<b>TOTAL RESOURCES PORTFOLIO</b>	<b>17126</b>	<b>21387</b>	<b>23174</b>	<b>23284</b>	

Report No.  
FSD15023

London Borough of Bromley

Agenda  
Item No.

PART 1 - PUBLIC

---

**Decision Maker:** Resources Portfolio Holder

**Date:** For pre-decision scrutiny by Executive and Resources PDS Committee on 12th March 2015

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

**Title:** EXTENSION TO BANKING CONTRACT

**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

The Council's current contract with HSBC for the provision of banking services is due to expire on 31<sup>st</sup> March 2015. This report recommends an extension for two years from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2017.

---

**RECOMMENDATION(S)**

The PDS Committee and the Portfolio Holder are asked to agree that the contract with HSBC for the provision of banking services be extended for two years from 1<sup>st</sup> April 2015.

## Corporate Policy

1. Policy Status: Existing policy. The Council's banking contract provides for the receipt of payments to the Council through a number of sources, including cash, cheque, direct debit, standing order, etc., the clearance of payments by the Council to staff, pensioners and suppliers through a variety of processing methods, including cheque, direct debit and BACS, and other services, including HSBC's electronic banking system (HSBCnet). The service was tendered under EU procedures during 2008/09 and a new contract for banking services was awarded to HSBC for a period of four years from 1st April 2009 with an option to extend the contract for a further two years thereafter. The current contract expires on 31st March 2015.
  2. BBB Priority: Excellent Council.
- 

## Financial

1. Cost of proposal: Estimated cost £89,210 pa
  2. Ongoing costs: Recurring cost. £89,210 pa
  3. Budget head/performance centre: Miscellaneous financial accounting expenses
  4. Total current budget for this head: £89,210 in 2014/15 budget
  5. Source of funding: General Fund
- 

## Staff

1. Number of staff (current and additional): 0.1 fte (current)
  2. If from existing staff resources, number of staff hours: c3.5 hours per week
- 

## Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is applicable
- 

## Customer Impact

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

## Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The Council's relationship with HSBC (formerly Midland Bank) for the provision of banking services began in April 1997, originally for five years, with an option for a further two years. This option was taken from 1<sup>st</sup> April 2002 and further extensions were subsequently agreed by Members from 1<sup>st</sup> April 2004 (for 2 years), 1<sup>st</sup> April 2006 (for 2 years) and 1<sup>st</sup> April 2008 (for 1 year). The service was tendered under EU procedures during 2008/09 and a new contract for banking services was awarded to HSBC for a period of four years from 1<sup>st</sup> April 2009 with an option to extend the contract for a further two years thereafter. That option was exercised under delegated authority in 2013 and the current contract expires on 31<sup>st</sup> March 2015.
- 3.2 Major elements of the service include:
- Receipt of payments to the Council through a number of sources, including cash, cheque, direct debit, standing order, etc.
  - Clearance of payments by the Council to staff, pensioners and suppliers through a variety of processing methods, including cheque, direct debit and BACS.
  - Other services, including HSBC's electronic banking system (HSBCnet), which provides on-line access to bank balances and transactions and the facility to make electronic payments direct to recipients' accounts (CHAPS and BACS).
- 3.3 Officers have been considering whether a contract extension for a period of one year, using appropriate officer delegations, would provide sufficient time to factor in the significant change arising from the Council's transformation agenda. This would require a full tendering exercise to be undertaken during 2015/16 for a new contract to be effective from 1<sup>st</sup> April 2016. Given the scale of change and likely timescales for implementation, however, officers consider it would be more appropriate to seek approval for a longer extension, which requires the approval of the Resources Portfolio Holder. This should allow for a full tendering exercise to be undertaken (in 2016/17), which better reflects the Council's longer term service delivery model. The Council is satisfied with the service provided by HSBC and a new two year contract extension would appear to both provide value for money and best meet the Council's service needs at this time.
- 3.4 While New Public Procurement Regulations came into place on 26th February, contracts placed under the previous 2006 Regulations still fall under its requirements. In this case, the change issues identified in the report arguably allow for the use of the provisions included in the 2006 Regulations for Negotiations without Prior Notice, which provide for direct negotiation where unforeseen circumstances (i.e. the Council's change programme implemented to meet budget reductions required by central government), cannot be carried out separately from those provided under the original contract without major inconvenience to the contracting authority. Where this provision is used, the aggregate value of the additional services should not exceed 50% of the value of the original contract. The value of the original contract (6 years, including the two-year option) was £524,760 and the value of a two-year extension would be £178,420 (34% of the original contract value).
- 3.5 As well as the preference to bring a tender process in line with the Council's change programme, a change of banks would involve considerable disruption to the Council, its contractors and members of the public and would require a major input from staff in Finance and in other departments. Although it was not formally quantified at the time, a significant amount of officer time was spent when the Council last changed banks in 1997 in preparing for and effecting the change and in resolving problems that arose in the early months of the new contract. A survey of other London authorities carried out when we last tendered the banking service (in 2008) suggests that this would probably have cost between £50,000 and £75,000 at that time.

3.6 The local authority banking market is quite restricted – although there are plenty of banks, experience indicates that only two would be likely to submit tenders if we went to the market. In each of the last two tender processes, only HSBC and National Westminster (RBS) have submitted bids and, on both occasions, the two prices quoted have been very similar. In evaluating the tender submissions, the Council would be entitled to take account of costs connected with a change of banks in arriving at the most financially advantageous tender. Given that, it is very unlikely that a tender process would be advantageous in any way.

#### 4. POLICY IMPLICATIONS

4.1 Section 151 of the Local Government Act 1972 states that each Local Authority “shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs”. Bromley’s Section 151 officer is the Director of Finance and secure banking arrangements come under his list of responsibilities.

#### 5. FINANCIAL IMPLICATIONS

5.1 The 2014/15 budget for bank charges is £89,210 and HSBC have confirmed that they are both happy with the proposed extension and that their charges will remain at their current level. Over the two-year period of the proposed extension, bank charges totalling £178,420 would be payable. The proposed annual fee of £89,210 would match the current and future budget figure.

5.2 Contract procedure rule 13.1 allows for the requirement for competitive quotes to be waived subject to the agreement of the Director of Corporate Services and Director of Finance and, where the value exceeds £100k, following approval from the relevant Portfolio Holder.

#### 6. LEGAL IMPLICATIONS

6.1 EC tendering rules apply to the provision of banking services. The Commission will wish to be satisfied that the Council is not disaggregating the service (i.e. splitting it up into smaller components) or letting it for such periods deliberately to avoid the effect of the EC tendering thresholds and process.

6.2 The preference is to bring a tender process in line with the Council’s current change programme and a change of banks would involve considerable disruption to the Council, its contractors and members of the public and would require a major input from staff in Finance and in other departments.

6.3 As the contract value falls below the EC threshold, Members have to consider the effect of the Council’s Financial Regulations and Contract Procedure Rules (see paragraph 5.2).

<b>Non-Applicable Sections:</b>	Personnel Implications
Background Documents: (Access via Contact Officer)	Current contract with HSBC (November 2008)

Report No.  
CSD15034

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 4<sup>th</sup> March 2015

**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 24<sup>th</sup> March 2015. Where reports have already been scrutinised by other PDS Committees details are given in paragraph 3.1. Members are requested to bring a copy of their Executive agenda to the PDS Committee's meeting.
- 

2. RECOMMENDATION

**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 24<sup>th</sup> March 2015 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 Thursday 5<sup>th</sup> March 2015.

#### **Part 1**

Budget Monitoring <sup>1</sup>

Draw Down of Government Funding for SEN Reform (*Education Budget Sub-Cttee, 3/3/15*)

Procurement Strategy for Basic Needs Projects <sup>2</sup>

Allocations Review (*Care Services PDS, 4/3/15*)

New Homes Bonus <sup>1</sup>

Gateway Review – Education Building Maintenance <sup>2</sup>

Joint Car Parking Services Contract Gateway Review <sup>2</sup> (*Environment PDS, 17/2/15*)

Lease Car Procurement <sup>2</sup> (*Environment PDS, 17/2/15*)

Variation to Grounds Management Contract <sup>2</sup> (*Environment PDS, 17/2/15*)

Crystal Palace Park Improvement Project

Site G Update <sup>1 2</sup> (*Renewal & Recreation PDS, 18/3/15*)

Beckenham Green – Registration as a Town or Village Green <sup>2</sup>

Motion – Petts Wood Area of Special Residential Character

#### **Part 2**

Civic Centre for the Future <sup>1 2</sup>

Housing Zone Bid <sup>1 2</sup>

Passenger Transport Contracts <sup>2</sup> (*Care Services PDS, 4/3/15; Education PDS, 10/3/15*)

Gateway Review: Supported Living Learning Disability Schemes <sup>2</sup> (*Care Services PDS 21/1/15*)

*\* (Reports marked <sup>1</sup> are recommended for pre-decision scrutiny by this Committee; reports marked <sup>2</sup> are key or private decisions; where reports have been or will be scrutinised by other PDS Committees these are noted above.*

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 24 <sup>th</sup> February 2015

This page is left intentionally blank

Report No.  
Please obtain  
a report  
number

## London Borough of Bromley

### PART ONE - PUBLIC

---

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

**Date:** Thursday 12 March 2015

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

**Title:** BROMLEY YOUTH EMPLOYMENT PROJECT - PROGRESS UPDATE

**Contact Officer:** Paul King, Head of Bromley Youth Support Programme  
Tel: 020 8461 7572 E-mail: paul.king@bromley.gov.uk

**Chief Officer:** Executive Director of Education, Care & Health Services

**Ward:** (All Wards);

---

#### 1. Reason for report

On the 5<sup>th</sup> June the Education and Resources Policy Development and Scrutiny Committee (E&R PDS Committee) considered the Bromley Education Business Partnership (BEBP) proposed Delivery Model for the Bromley Youth Employment Project (Phase 2).

On 8<sup>th</sup> July the Committee received a second report outlining the proposed Bromley Youth Employment Project Performance Management Framework (ED 15075). This framework requires a project progress report to be made to the E & R PDS Committee on a three monthly basis.

On the 14<sup>th</sup> July the Resources Portfolio Holder gave approval for the BEBP to commence delivery of the Bromley Youth Employment Project (Phase 2).

On 19 November 2015 the E & R PDS Committee received a report outlining the performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs for the period August – end October 2014..

This report provides a progress update on performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs for the period November 2014 –end January 2015.

Since commencing the project the majority of the performance indicators have been met and in most cases have been exceeded. Currently, although the number of vacancies generated has exceeded the target, the number of young people placed in to contracted employment is slightly below target. The context for this dip in performance and the actions being taken to rectify this position are outlined in the report.

---

## **2. RECOMMENDATION(S)**

The E & R PDS Committee are asked note and comment on the progress made in delivery of the Bromley Youth Employment Project (Phase 2) for the period November 2014 - end January 2015.

### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Children and Young People Vibrant, Thriving Town Centres:
- 

### Financial

1. Cost of proposal: £260K
  2. Ongoing costs: Non-Recurring Cost:
  3. Budget head/performance centre: Earmarked reserves for Member Priority Initiatives
  4. Total current budget for this head: £260K
  5. Source of funding: Earmarked reserves for Member Priority Initiatives
- 

### Staff

1. Number of staff (current and additional): Bromley Education Business Partnership (existing staff) and 2 graduate interns (additional and employed on a fixed term basis)
  2. If from existing staff resources, number of staff hours: 8.9 FTE
- 

### Legal

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

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Estimated number of users/beneficiaries (current and projected):3000 employers, 900+ students, 100 unemployed young people in Bromley aged 17-24 placed into contracted employment
- 

### Ward Councillor Views

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

### 3. COMMENTARY

On 26th March 2012, Council approved the setting aside of £2.26m in an earmarked reserve for Member Priority Initiatives. £500k was approved for a scheme to help tackle youth unemployment in the borough through supporting the creation of sustainable job opportunities.

On 31st January 2013, the Resources Portfolio Holder awarded the contract to deliver the Youth Employment Project to Bromley College of Further and Higher Education for the sum of £500k.

On 5<sup>th</sup> February 2014, the E & R PDS Committee supported the following proposals:

- a) to terminate the contract with the college for the delivery of the Bromley Youth Employment Project due to the College's inability to deliver the tendered number of outcomes
- b) to reallocate the residual earmarked reserve to continue to support the objectives of the project and
- c) to approve a Task and Finish Group, led by the BEBP and overseen by a Member Working Group to undertake an options appraisal, exploring alternative ways to deliver the project objectives.

At their meeting on 5<sup>th</sup> June 2014, the E & R PDS Committee considered a report outlining the findings and draft recommendations arising from Bromley Youth Employment Project Task and Finish Group's review of evidence gathered, taking into account the views of the Member Working Party. The report also outlined the BEBP proposed Delivery Model for the Bromley Youth Employment Project (Phase 2). The Committee asked for the project performance monitoring arrangements to be strengthened to ensure effective delivery leading to good quality contracted employment for young people.

On 8<sup>th</sup> July the Committee received a second report outlining the proposed Bromley Youth Employment Project Performance Management Framework (ED 15075). This framework requires a project progress report to be made to the E & R PDS Committee on a three monthly basis.

On the 14<sup>th</sup> July the Resources Portfolio Holder gave approval for the BEBP to commence delivery of the Bromley Youth Employment Project (Phase 2).

On 19 November 2015 the E & R PDS Committee received a report outlining the performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs for the period August – end October 2014 .

This report provides a progress update on performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs for the period November 2014 –end January 2015.

#### **Bromley Youth Employment Project Progress against Key Project Activities and Outcomes**

Progress against the key project activities and outcomes for November 2014 to January 2015 as identified in the BEBP Delivery Plan for the Bromley Youth Employment Project (Phase 2) is as follows:

***Activity: Implement a borough wide Employer Engagement Programme to support the generation of employment opportunities.***

The project continues to be promoted extensively. The project will feature in the spring version of the Bromley Update reaching an audience of 35,000 residents and in the Federation of Small Business national news letter (Your Voice). The BEBP website has also been redesigned to highlight the YES project and has received over 1000 hits from November to end of January. A further two employer awareness raising events were delivered in November. To date a total of 99 employers have attended events since September 2014 with further events being delivered throughout the spring term. In addition the project team have utilised alternative networking opportunities to brief employers such as the Churchill Theatre networking event on 17 November and the LBB Mayor's Business event on 27 November 2014. To date the project has provided 1:1 support to 67 employers (exceeding the target of 45). This has resulted in 39 employment opportunities being notified (exceeding the target of 30). These include vacancies from SJA Contractors, The Landscape Group and O'Rourke Consulting.

***Activity: Create a LBB graduate internship opportunity to develop an LBB strategy to increase the offer of work experience placements, traineeships and apprenticeship across LBB departments and partners. Work experience opportunities to be targeted to Bromley looked after children (LAC) where appropriate***

The Graduate intern took up post (a fixed term 1 year contract) on 3rd November 2014. Progress against the two components of this strand of the project is as follows:

a) Working with LBB contractors to encourage the offer of job opportunities for local young people

In December 2014 the project management team met with LBB Chief Executive and the Executive Directors to ask that senior officers and LBB contract managers be directed to:

- Work with the project team to encourage and support LBB contractors to offer employment opportunities for young local residents.
- Explore the opportunities to build the requirement to offer employment opportunities for local young people in to any future contracts.

Follow up meetings with senior officers will take place over the next few months to move this agenda forward within individual departments. Work is already under way with Environment and Community Services. Within this department there are a range of contracts e.g. Street Cleaning (Kire), Highways (O'Rourke) Waste Services (Veolia) Park Security (Ward Security) grounds maintenance (Landscape Group). A networking session with representatives from a range of these companies is scheduled to take place on 23 February 2015 the aim of which is to provide a briefing on Bromley Youth Employment Project and to stimulate the offer of job and apprenticeship opportunities for young Bromley residents.

In addition, vacancies have already been notified by Liberata and Affinity Sutton, with Adecco providing support to young people as part of the Next Step Employability Conferences.

b) Develop the offer of work experience placements from within LBB (and the supply chain) and target those opportunities to Bromley LAC where appropriate.

Executive Directors and senior officers have been asked to identify suitable work experience placements (lasting from 1-3 weeks) from across a range of Council departments. Initial work has focused on streamlining existing approaches to the LBB offer of work experience to prevent duplication and to ensure placements are targeted to Bromley LAC where appropriate. The project is working with the Virtual School and with Leaving Care Team to identify which LAC/Care leavers would benefit from this provision and

to agree appropriate timescales. Arrangements will need to be put in place to brief relevant managers and placement supervisors about the issues and needs that some looked after children will have, in order to ensure the placements run as smoothly as possible for all parties.

***Activity: Work with Community Links to create a Community/Voluntary Sector based graduate internship to stimulate the creation of apprenticeships, internships and work experience opportunities within the Community and Voluntary sector.***

The Graduate intern took up post ( a fixed term 1 year contact) on 3<sup>rd</sup> November 2014. The first stage of this developmental strand has been to research the different types of employment opportunities that currently exist in the Community and Voluntary Sector and to identify which type of placements are successful and will be of benefit to both voluntary organisations and young individuals. Research has also been carried out to identify the regulations and laws which need to be adhered to when creating work placements in the voluntary sector.

From this research, a number of best practice guides have been produced. Some are targeted at organisations who may not have offered work placements before. They provide information about the project, national regulations and the key contacts at Community Links Bromley and LBB. Other guides have been produced for young people who may have an interest in working in the voluntary sector. They provide an insight into the sector, indicate the opportunities available and provide tips which can help them distinguish themselves to voluntary sector employers.

Case studies have been pulled together and will be used to produce promotional material for people who are interested in the project and those working in the sector. Initial meetings have been held with the relevant organisations across Bromley including Carers Bromley, Bromley Mencap and Bromley/Lewisham Mind.

Actions for the next quarter include:

- To make contact with the medium sized voluntary organisations in Bromley to promote and stimulate engagement with the project.
- To establish work placements across the sector to meet the project targets
- To finish all promotional material so this can be distributed across the voluntary sector in Bromley

***Activity: Deliver Next Step Employability Conferences to students in Yr 12 on one year courses & Yr 13 not going on to HE.***

2 Next Step Conferences have been delivered in this reporting period with 145 sixth form students attending from Darrick Wood, Hayes and Langley Park Boys schools. Since the start of the project 245 students have participated in these events - exceeding the target by 65. 3 further events have been scheduled for the spring term, targeting Coopers School, Kemnal Technology College, Priory School, Bullers Wood School, Chislehurst Girls School and Charles Darwin School.

***Activity: Deliver monthly employability workshops for young people who are NEET and Not Known (17-19 yr olds) and JSA Claimants (18 -24yr olds) who are close to the labour market***

Employability Workshops are now taking place on a monthly basis. These workshops include an initial assessment and focus on CV writing, job search skills and interview techniques.



**Activity: Offer a tailored recruitment and matching service placing 100 young people into contracted employment.**

To date the project has placed 14 young people into contracted employment. The project has exceeded targets relating to the generation of job vacancies however the target for placements to end January 2015 is 20 therefore the project is currently under target on placements into employment by 6. The drop in placements has occurred in December and January. To some extent this reflects the seasonal dip in recruitment activity over the Christmas period. However, the reported under performance is also due to the straight profiling of targets that was adopted rather than a profile that builds in peaks and troughs of placement activity i.e. each month the project is targeted to place 5 young people into employment. The targets were profiled in this way to generate early momentum in placing activity. In reality there is likely to be less placement activity January to May and more placement activity from June to November. This reflects a seasonal increase from July onwards in the number of young people seeking work having completed courses of educational study.

Although the project has exceeded targets relating to the generation of job vacancies, this has not translated into the targeted number of placements as some of the unemployed young people currently participating in the project do not have either the appropriate skills or job readiness to match the requirements of some of the vacancies notified.

In the longer term The Next Step Conferences are designed to capture a flow of 17-18 yr olds who want to access employment on completion of sixth form studies. On this basis over 400 students will become eligible and will be referred into the project at the end of the academic year (July onwards).

However, in order to address this seasonal dip in performance and to generate a mid-season flow of suitable candidates the following actions are being taken:

- All young people 17-18 yrs old in the LBB NEET cohort are being contacted and encouraged to participate in the project where appropriate.
- Regular project bulletins will be sent to all Heads of Sixth Form to encourage them to refer any students dropping out of sixth form to the project.
- A press release will feature in the News Shopper to celebrate successful placements already achieved and to generate interest in the project from potential candidates.
- The project will be promoted on the home page of the Council website.
- A review of referral arrangements with Job Centre Plus to ensure all relevant 18-24 job seekers allowance claimants are accessing the project.
- Use the Council twitter account which has 8000 followers to send a promotional message about the project.
- Promotional leaflet distribution in Bromley High Street, in Intu and local venues such as libraries and gyms.

**Activity: Provide short intervention mentoring relationships aimed at JSA Claimant (18 - 24yrs)**

A planning meeting between the BEBP Mentoring Project and Job Centre Plus Work Coaches took place on 5 February 2015 with the referral of suitable candidates beginning from February onwards.

**Activity: Deliver a programme of door knocking to locate the 'Not Known'**

During this reporting period 317 doors have been knocked. Of those knocked 52% were answered. Of those answered 52% young people were in employment, education or training, 33% were not in employment education or training (NEET) and 15% had moved away. Those identified as being NEET will receive support from the Targeted Youth Support Service and will be referred to the Bromley Youth Employment Project where appropriate.

**Appendix 1:** Bromley Youth Employment Project (Phase 2) Delivery Model – progress November 2014 – January 2015

**Appendix 2:** Bromley Youth Employment Project (Phase 2) Profile of Outcomes and Outputs – targets and actuals to end January 2015.

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

The project supports the Council's Building a Better Bromley priorities for 2014/15 linked to Regeneration, Supporting Children and Young People and Vibrant Thriving Town Centres.

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

On 26th March 2012 Council approved the setting aside of £2.26m in an earmarked reserve for Member Priority Initiatives. A sum of £500k was approved for a scheme to help tackle youth unemployment in the borough. Following a procurement process, in January 2013 Bromley College of Further and Higher Education were awarded a contract to deliver 198 apprenticeship and internship opportunities for young unemployed residents after demonstrating best value for money.

The contract specification included a payment mechanism whereby funds will only be released when evidence is provided to substantiate that specific outcomes have been achieved/delivered at the various stages of the project. The college was unable to deliver the tendered number of outcomes. On 5<sup>th</sup> February 2014 the Executive and Resources PDS Committee supported proposals to terminate the contract with the college for the delivery of the Bromley Youth Employment Project and to reallocate the earmarked reserve to continue to support the objectives of the project. These proposals were subsequently approved by the Resources Portfolio Holder on 21 February 2014.

Based on the agreement of Members to honour payments for the number of apprenticeships/internships delivered and the number of sustained outputs achieved by the end of the contract's termination period the budget for the second phase of support was anticipated to be between £260K and £300K.

On the 14<sup>th</sup> July the Resources Portfolio Holder gave approval for the BEBP to commence delivery of the Bromley Youth Employment Project (Phase 2). The BEBP Project cost for Phase 2 is £260 K.

#### **6. LEGAL IMPLICATIONS**

At their meeting on 5<sup>th</sup> February 2014, the Executive and Resources Policy Development and Scrutiny Committee supported proposals, approved on 21 February 2014, for the

termination of the contract with Bromley College for delivery of the Bromley Youth Employment Project by providing three months' notice.

Following discussions between both parties a mutual agreement was reached to terminate the contract. Clause 21 of the contract Agreement permitted LBB to terminate the agreement by giving three months written notice. This notice was deemed served on 28<sup>th</sup> February 2014 and the Agreement was terminated on 31st May 2014.

## 7. PERSONNEL IMPLICATIONS

The project is delivered a) through the existing staff resource within the BEBP and b) the recruitment of 2 graduate Interns. The Graduate Intern salary is paid as a spot salary of £17,049. The salary plus on-costs for the 2 Interns are included in the total project cost of £260K.

[Click here and start typing](#)

<b>Non-Applicable Sections:</b>	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	<p>Bromley Youth Employment Project-Executive and resources PDS on 19 November 2014</p> <p>ED15075 Bromley Youth Employment Project (Phase 2) Executive and Resources PDS on 8<sup>th</sup> July 2014</p> <p>Bromley Youth Employment Project – Executive and Resources PDS on 5<sup>th</sup> June 2014</p> <p>DRR14/015 Bromley Youth Employment Project: : Performance Update for Quarter 2</p> <p>DRR13/133 Bromley Youth Employment Project – Update (November 2013)</p> <p>Bromley Youth Employment Project – Award of Contract (31st January 2013)</p> <p>Bromley Youth Employment Project – Renewal &amp; Recreation PDS on 10th July 2012, Executive &amp; Resources PDS on 14th June 2012</p> <p>Full Council meeting held on 26th March 2012</p>

This page is left intentionally blank

## Bromley Youth Employment Project (Phase 2) – Bromley EBP Proposed Delivery Model

## Appendix 1 – Page 1

### Objective 1: Increase the supply of employment opportunities for young people in Bromley

Identified Need / Recommendation	Programme Activities	Aim	To include	Profile Sheet Ref	Outcomes Over <u>Two</u> Year Period	Achieved through November/ December, January 2015
A	<ul style="list-style-type: none"> <li>Engage with local employers through a range of activities including business breakfast information sessions, seminars, networking events, conferences etc.</li> <li>Provide updated advice on changes to apprenticeship landscape effective September 2014</li> <li>Work closely to support employers to overcome any perceived barriers to recruitment of young people and encourage them to create opportunities where relevant</li> </ul>	<ul style="list-style-type: none"> <li>To provide support to local businesses seeking to employ young people to support private sector growth</li> <li>To help generate good quality employment opportunities (e.g. apprenticeships/ internships) for local young people</li> </ul>	A strategic marketing campaign	1	Mass direct marketing to 5,000 employer organisations	<ul style="list-style-type: none"> <li>Profiled continually raised through Twitter with <b>230</b> employer followers</li> <li>BEBP Website - evidence of over <b>1,000</b> hits</li> <li>Development of specific YES page on BEBP site with links to local vacancies and (NAS) local apprenticeship opps.</li> <li>To be included in Update to <b>35,000</b> Bromley Residents – spring term. LH liaising with LBB Comms</li> <li>Case studies of successful employment placement distributed at Project Board Meeting and included in promotional material</li> <li>Link to current BEBP Newsletter emailed to current key employers</li> <li>Article to be included in Fed of Small Business national newsletter Your Voice</li> </ul>
			Programme of 3 employer events per year	2	500 employers participating in awareness raising events	<ul style="list-style-type: none"> <li>BEBP promotion at key employer events                             <ul style="list-style-type: none"> <li>Churchill Theatre networking event (17 Nov) – approx. 50 employers</li> <li>LBB Mayor's event (27 Nov)</li> <li>Chamber of Commerce event on 4.2.2015</li> </ul> </li> </ul>
			Facilitation of 100 follow up meetings (1:1) with businesses from range of sectors each year.	3	Focused 1:1 support for 200 employers	<ul style="list-style-type: none"> <li>Currently working with <b>67 employers</b></li> </ul>
				5	100 Employment opportunities created over two years (excluding wex placements).	<ul style="list-style-type: none"> <li><b>39</b> employment opportunities with range of local and national employers currently notified to us</li> </ul>

B	Recruit an LBB graduate intern to harness role of LBB as a large local employer and provider of potential employment opportunities	Develop an LBB strategy to increase the offer of work experience, traineeships and apprenticeships within the local authority, its partners and supply chain	<ul style="list-style-type: none"> <li>To develop a framework within LBB to extend employment opportunities/work experience for young people.</li> <li>To provide the 'corporate parent' role in supporting and assisting Looked After Children to access the workplace and future employment opportunities</li> </ul>	Salary and overhead cost to employ Intern	8	25 employment/work experience opportunities (to be prioritised to Looked After Children where appropriate)	<ul style="list-style-type: none"> <li>On-going relationship with LAC team to ensure the WEX placements created meet requirements and also develop procedures for identifying/matching young people</li> <li>Promoted YES project at Directors Meeting on 3.12.14 with clear endorsement of CEO and Director HR.</li> <li>Meetings with LBB Commissioning/HR /IT took place resulting in meetings with Adecco, Liberata with more planned for January 2015</li> <li>Promoted to LBB Managers at briefing on 5.2.2015</li> </ul>
					10	Legacy of a strategic approach, to ensure ongoing provision of employment opportunities for young people within LBB/supply chain	
C	Recruit a graduate intern to support access to employment opportunities within the community/voluntary sector	Develop a strategy to increase the offer of work experience, traineeships and possible apprenticeships within the local voluntary and community sector.	Develop a framework to extend employment /work experience opportunities within the voluntary and community sector	Salary and overhead cost to employ intern	11	25 employment/work experience opportunities	<ul style="list-style-type: none"> <li>Tom Davies has made contact with 24 VCSE organisations and had face to face meetings including Carers Bromley, Mencap and Mind. This has already resulted in the creation of two work experience placements.</li> <li>Tom has done extensive research around WEX/internships in the sector and has developed a communications strategy. This includes Best Practice Guides and Case Studies.</li> <li>Tom has attended training on H &amp; S and the LBB code of practice and approach to WEX</li> </ul>
					12	Legacy of: <ol style="list-style-type: none"> <li>capacity build in CVS and;</li> <li>a strategic approach to ensure ongoing provision of employment opportunities for young people in CVS.</li> </ol>	

**Bromley Youth Employment Project (Phase 2) – Bromley EBP Proposed Delivery Model**

**Objective 2: Improve Work Readiness of Young People in Bromley**

Identified Need / Recommendation	Programme Activities	Target Client Group	No. of Young People	Aim	To include	Profile Sheet Ref	Outcomes Over Two Year Period	Achieved through November/December and January 2015
Deliver a borough-wide 17+ Employability Support Programme	<p><b>Next Steps Employability Conferences</b> supported by local/national employers to include sessions on:</p> <ul style="list-style-type: none"> <li>• Researching current work opportunities</li> <li>• Psychometric testing/skills analysis</li> <li>• Speed networking group work with business representatives from a range of employment sectors</li> <li>• CV/Interview support</li> </ul>	<p>School/college students Yr12 (16/17yrs) on one year courses and Yr13 (17/18 yrs) not going on to Higher Education</p> <p>All Bromley Schools with particular focus on those with poor performance on the participation of their school leavers</p>	900 (over two years)	<ul style="list-style-type: none"> <li>• To provide updated impartial information on range of career opportunities, how to access them as well as the importance of being work ready.</li> <li>• Raise awareness of National Careers Service</li> <li>• Identify young people for referral into Bromley EBP Recruitment and Matching Service</li> </ul>	5 Student Conferences per Year (10 schools / approx. 45 students from each school)	13 14 15	<ul style="list-style-type: none"> <li>• Support with transition to the workplace for 900 young people</li> <li>• LBB improved links with schools</li> <li>• Improved employability skills of young people and reduction of potential NEETS</li> </ul>	<ul style="list-style-type: none"> <li>• 2 student employability conferences held:</li> <li>• 7th November (Hayes)</li> <li>• 24<sup>th</sup> November (Darrick Wood/Langley Boys)</li> <li>• <b>145 KS5 students</b> attended events so far</li> <li>• <b>3 events</b> planned for spring</li> <li>• <b>6<sup>th</sup> February</b> – Coopers/Kemnal</li> <li>• <b>20<sup>th</sup> March</b> – Priory/Bullers Wood</li> <li>• <b>17<sup>th</sup> April</b> – Chislehurst Girls /Charles Darwin tbc</li> <li>• LH to promote YES at Heads of Sixth event on 27<sup>th</sup> February</li> <li>• BEBP working closely with LBB Targeted Youth Support Programme to identify Year 13 NEET. We have information and will contact over 100 young people with offer of support</li> <li>• BEBP to attend JC+ Apprenticeship event for young people (18-24) on 4<sup>th</sup> March</li> <li>• 6 Targeted Employability workshops for young people held during this period.</li> </ul>
	<p><b>Programme of monthly employability workshops</b> held in locations across the</p>	<ul style="list-style-type: none"> <li>• Young people in Yr13/Yr14 (17/19 yrs) who are in LBB NEET and not known category</li> <li>• Young people identified</li> </ul>	240 (over two years)	<ul style="list-style-type: none"> <li>• To ensure young people (NEET) are provided with support to enable them to better access the job</li> </ul>	12 targeted group workshops each year supported by		<ul style="list-style-type: none"> <li>• Vital support for 'hard to reach' group of 17-24 yr olds</li> </ul>	<p>Programme of planned workshops for this group starting end January at Civic Centre to include:</p> <ul style="list-style-type: none"> <li>• Initial Assessment</li> </ul>

	<p>Borough supported by Business Ambassadors. To include sessions on:</p> <ul style="list-style-type: none"> <li>• Job research skills/Career planning</li> <li>• Value of employability skills and how to develop these</li> <li>• Support with CV and interview advice</li> </ul>	<p>and referred by Targeted Youth Support Programme as requiring a moderate level of support to enter the labour market</p> <ul style="list-style-type: none"> <li>• Bromley 18-24 yr olds referred from Job Centre + (job seekers close to the labour market)</li> </ul>	<p>market</p> <ul style="list-style-type: none"> <li>• Identify young people for referral into Bromley EBP Recruitment and Matching Service</li> </ul>	<p>employers</p>	<ul style="list-style-type: none"> <li>• Reduction in young people who are NEET in Bromley.</li> </ul>	<ul style="list-style-type: none"> <li>• CV/job search skills</li> <li>• Interview techniques</li> </ul> <p>2 Events held in January 2015</p>
--	---	---	--	------------------	--	---



Bromley Youth Employment Project (Phase 2) – Bromley EBP Proposed Delivery Model

Objective 2: Improve Work Readiness of Young People in Bromley (Cont.d)

Identified Need / Recommendation	Programme Activities	Target Client Group	No. of Young People	Aim	To include	Profile Sheet Ref	Outcomes Over Two Year Period	Achieved through November/December and January 2015
D Deliver a borough-wide 17+ Employability Support Programme (Cont.d)	<p><b>Tailored Recruitment and Matching Service</b></p> <ul style="list-style-type: none"> <li>Assessment process to enable referral to appropriate employment opportunity</li> <li>Pre and post placement support for employer and young person</li> <li>Job search skills and signpost to local vacancies</li> </ul>	<ul style="list-style-type: none"> <li>Young people referred from groups above</li> <li>LBB Looked after children/Care leavers aged 15-24 yrs who are potentially NEET</li> </ul>	100 (over two years)	<p>To provide a bespoke matching service with individual support to aid transition to the workplace</p> <p>To regularly monitor client and employer performance and commitment to on-going engagement</p>	Match 50 young people each year with contracted employment (e.g. apprenticeship/ Internships)	6	<ul style="list-style-type: none"> <li>100 young people placed into contracted employment</li> </ul>	<ul style="list-style-type: none"> <li>Revision of YES Matching Service within BEBP to streamline the procedure has been organised to start early 2015</li> <li>5 contracted employment opportunities confirmed in <b>Nov</b></li> <li>3 confirmed in <b>December</b> (shortfall of 2 due to Xmas)</li> <li>1 confirmed in January 2015</li> </ul>
						10	<ul style="list-style-type: none"> <li>25 Looked After Children/Care Leavers with enhanced employability prospects.</li> </ul>	<ul style="list-style-type: none"> <li>On-going relationship with LAC and through PEET to help identify young people in this category who will benefit from support</li> <li>Meetings have been held and names have been put forward</li> </ul>
						16	<ul style="list-style-type: none"> <li>Targeted support for 40 JSA claimants to facilitate successful transition into the workplace</li> </ul>	<ul style="list-style-type: none"> <li>JC+ active partners in supporting employability workshops for young people</li> <li>Meeting took place on 5.2.2015 to progress the offer of mentor support for JSC clients working with work coaches.</li> </ul>
	<p><b>Short intervention mentoring relationships</b> delivered by Bromley Mentoring Initiative (part of Bromley EBP), to support Job Centre + Work Coaches</p>	Bromley 18-24 yr old JSA Claimants (close to the labour market)	40 (over two years)	To help reduce the number of young people claiming Job Seeker's Allowance in the Borough	Mentors (from business & the community) to help with <b>practical</b> job seeking skills e.g. job search, interview preparation, accompanying to interview etc.		<ul style="list-style-type: none"> <li>Targeted support for 40 JSA claimants to facilitate successful transition into the workplace</li> </ul>	<ul style="list-style-type: none"> <li>JC+ active partners in supporting employability workshops for young people</li> <li>Meeting took place on 5.2.2015 to progress the offer of mentor support for JSC clients working with work coaches.</li> </ul>
	<p><b>Tracking activities:</b> a programme of community based door-knocking by the Targeted Youth Support Programme</p>	17-19 yr olds whose current participation is Not Known and for whom all avenues of written/telephone contact have proven unsuccessful	1,200 (over two years)	To reduce the number of young people whose current participation is Not Known	Programme of enhanced tracking activity (to include door-knocking)	17	<ul style="list-style-type: none"> <li>1,200 doors knocked (on average this will generate a 50% positive response rate).</li> </ul>	<ul style="list-style-type: none"> <li>307 doors have been knocked upon</li> </ul>

This page is left intentionally blank

Profile of Project Activity, Outcomes and Outputs

Appendix 2

	Activity	Measured By		Quarter 1			Total for Quarter	Quarter 2			Total for Quarter	Quarter 3			Running Total at 31/01/15	Total for Quarter	Quarter 4			Total for Quarter	Year 1 End Total		
				Planned delivery (volume or				Planned delivery (volume or				Planned delivery					Planned delivery						
				Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	##	Jun-15	##	##						
1	Mass marketing to employers using social media	Number of employers contacted	Target			1,000	1,000	1,000	500		1,500				2,500	0				0	2,500		
			Actual			0	0	3,395	431	498	4,324	654			4,978	654				0	4,978		
2	Employer awareness raising events	Events delivered	Target			1	1		1		1				3	1				0	3		
			Actual			2	2	2	2	0	4	0			6	0				0	6		
3	Employers participating in events	Delegate registers	Target				0	80			80				160	80			85	85	245		
			Actual				0	50	49	0	99	0			99	0				0	99		
4	Focused 1:1 employer support	Employer contact log	Target				0	12	12	9	33	12	12	12	45	36			12	12	12	36	105
			Actual				0	17	30	17	64	3			67	3						0	67
5	Contracted employment opportunities created (apprenticeships/internships/jobs)	Vacancies notified to BEBP	Target				0	7	8	5	20	10	10	10	30	30			8	2		10	60
			Actual				0	15	10	5	30	9			39	9						0	39
6	Young people placed into contracted employment	Number of confirmed placement starts	Target				0	5	5	5	15	5	5	5	20	15			5	5	5	15	45
			Actual			1	1	2	3	5	3	11	1		14	1						0	14
7	Young people in contracted employment at six months follow up	Tracking confirmation at six month follow up point	Target				0				0				0	0			4	4	4	12	12
			Actual				0				0				0	0						0	0
8	Recruit LBB Graduate Intern	Intern recruited	Target				0		1		1				1	0						0	1
			Actual				0		1		1				1	0						0	1
9	LBB intern to create 25 Work Opportunities e.g. work experience	Work Opportunities notified to BEBP	Target				0				0	1	1	2	1	4			3	2	2	7	11
			Actual				0				0	0			0	0						0	0
10	Work Opportunities offered to LAC	Number of LAC placed in Work Opportunities (including WEX)	Target				0				0				0	0			1	1	2	4	4
			Actual				0	1	1		2	0			2	0						0	2
11	Recruit CVS Graduate Intern	Intern recruited	Target				0		1		1				1	0						0	1
			Actual				0		1		1				1	0						0	1
12	CVS Intern to create 25 Work Opportunities e.g. work experience	Work Opportunities notified to BEBP	Target				0				0	1	1	2	1	4			3	2	2	7	11
			Actual				0		1		1	0			1	0						0	1
13	Next Steps Employability Student Conferences	Conferences delivered	Target				0	1	1		2			1	1	2	2		1			1	5
			Actual				0	1	2		3				3	0						0	3
14	School sixth form students supported with employability skills	Conference attendance registers	Target				0	90	90		180			90	90	180	180		90			90	450
			Actual				0	100	145		245				245	0						0	245
15	Deliver monthly employability workshops	Workshops delivered	Target				0	1	1	1	3	1	1	1	4	3			1	1	1	3	9
			Actual			1	1	1	4	0	5	1			7	1						0	7
16	Short Intervention mentoring relationships for 18 - 24 yr old JSA Claimants	JSA Claimants supported	Target				0				0	2	3	3	2	8			2	2	2	6	14
			Actual				0				0	0			0	0						0	0
17	Tracking young people who's participation is unknown	Evidence through CCIS	Target			50	50	50	50	50	150	50	50	50	250	150			50	50	50	150	500
			Actual			91	91	91	120	100	311	97			499	97						0	499

This page is left intentionally blank

Report No.  
CSD15037

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 12<sup>th</sup> March 2015

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

**Title:** ANNUAL POLICY DEVELOPMENT AND SCRUTINY REPORT  
2014/15

**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 The Council's constitution requires that a report is made each year to full Council which summarises the work carried out by Policy Development and Scrutiny (PDS) Committees. The report for 2014/15, including contributions from all PDS chairmen summarising the work of their Committees, will be circulated as soon as it is available.
- 

2. **RECOMMENDATIONS**

**That the Annual Policy Development and Scrutiny Report is approved for submission to full Council, subject to any final additions and amendments from the current round of PDS meetings.**

### Corporate Policy

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

### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: N/A
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £373,410
  5. Source of funding: 2014/15 Revenue Budget
- 

### Staff

1. Number of staff (current and additional): 10 posts (8.72 fte)
  2. If from existing staff resources, number of staff hours: Most of the text of the report is provided by PDS Chairmen
- 

### Legal

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

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All Members of the Council and interested members of the public.
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 Article 6.03 (d) of the Council's Constitution requires that an Annual PDS Report is submitted to full Council. The draft report for 2014/15 will be circulated for approval prior to consideration by full Council on 20<sup>th</sup> April 2015. This follows the established structure combining general information about PDS work in Bromley with contributions from each PDS Chairman in respect of the work carried out by their Committees during the course of the year.
- 3.2 Some 2014/15 PDS meetings are still to take place, so potentially PDS Chairmen/Committees may want to provide further updates. Subject to this, the Committee is asked to refer the report to full Council.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Constitution of the London Borough of Bromley (Article 6) 2013/14 Annual PDS Report

This page is left intentionally blank



Report No.  
CSD15035

## London Borough of Bromley

### PART ONE - PUBLIC

---

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

**Date:** 4<sup>th</sup> March 2015

**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 brief written summary. These written summaries 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. Updates are due from the following meetings:-

- Joint Care Services/Education PDS Committee – 25<sup>th</sup> February 2015
  - Care Services PDS Committee – 4<sup>th</sup> March 2015
  - Education PDS Committee – 10<sup>th</sup> March 2015
- 

2. **RECOMMENDATION**

**The Committee is asked to note the updates provided by the 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.  
CSD15036

London Borough of Bromley

PART ONE - PUBLIC

---

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

**Date:** 4<sup>th</sup> March 2015

**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 the remainder of 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. Dates for the 2015/16 Council year are due to be considered by General Purposes and Licensing Committee on 26<sup>th</sup> March 2015.
- 

2. **RECOMMENDATIONS**

- 2.1 The Committee is requested to consider its work programme 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 are included in the programme.

#### 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 first 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. At the September meeting the Chairman suggested a Member Working Group to look at overall strategy for the Council.
- 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)

Scrutiny of the Chief Executive

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

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

Bromley Youth Employment Project- Quarterly Monitoring

Monitoring Report: Section 106

Motion from Council – UK Corporation Tax

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)

Monitoring Report: Sundry Debtors and Accounts Payable

Monitoring Report: Customer Services

Unit Costs Report 2014/15

Further Update on Winter Health Programme

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)

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

**Meeting 8: Thursday 12<sup>th</sup> March 2015**

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

Annual PDS Report 2014/15

Contracts and Invest to Save

IT Contract Monitoring

Bromley Youth Employment Project – Quarterly Monitoring

Scrutiny of the Leader and Chief Executive

**For 2015/16**

Invest to Save & Contracts: Year-end review

**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	Cllrs Will Harmer, Nicholas Bennett, Judi Ellis, Kate Lymer & Russell Mellor
<b>CARE SERVICES PDS</b>		
Health Scrutiny Sub-Committee	Three meetings scheduled each year. Next meeting on 15 <sup>th</sup> April 2015	Cllrs Ruth Bennett, Mary Cooke, Ian Dunn, Judi Ellis, Hannah Gray, David Jefferys, Terence Nathan, Charles Rideout, Melanie Stevens, Pauline Tunnicliffe and co-opted Members.
Care Services Budget Sub-Committee	Proposed at the meeting on 26 <sup>th</sup> June 2014 but in abeyance.	-
<b>EDUCATION PDS</b>		
Education Budget Sub-Committee	Five meetings scheduled each year. Met on 3 <sup>rd</sup> March 2015.	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 – last met on 13 <sup>th</sup> November 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
Effectiveness of Children's Centres	Appointed at the PDS meeting on 4 <sup>th</sup> November 2014 - met on 1 <sup>st</sup> December 2014 and due to report back on 10 <sup>th</sup> March 2015.	Cllrs Nicholas Bennett JP, Alan Collins, Mary Cooke and Judi Ellis, Mrs Joan McConnell and Mr Tony Wright-Jones

<b>ENVIRONMENT PDS</b>		
Waste Working Group	Appointed at the PDS meeting on 1st July 2014 – met on 16 <sup>th</sup> December 2014.	Cllrs Kevin Brooks, Lydia Buttinger, Samaris Hyntington-Thresher & William Huntington-Thresher
Parking Working Group	Appointed at the PDS meeting on 1 <sup>st</sup> July 2014 – met on 18 <sup>th</sup> December 2014.	Cllrs William Huntington-Thresher, Angela Page, Catherine Rideout & Melanie Stevens
<b>PUBLIC PROTECTION AND SAFETY PDS</b>		
<b>RENEWAL AND RECREATION PDS</b>		
Beckenham Town Centre Working Group	Last met on 11 <sup>th</sup> December 2014.	Cllr Michael Tickner and Beckenham ward councillors