



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Kerry Nicholls  
[kerry.nicholls@bromley.gov.uk](mailto:kerry.nicholls@bromley.gov.uk)

DIRECT LINE: 020 8313 4602

FAX: 020 8290 0608

DATE: 12 October 2015

To: Members of the  
**EDUCATION BUDGET SUB-COMMITTEE**

Councillor Neil Reddin FCCA (Chairman)

Councillor Teresa Ball (Vice-Chairman)

Councillors Kathy Bance MBE, Nicholas Bennett J.P., Alan Collins and Ellie Harmer

A meeting of the Education Budget Sub-Committee will be held at Bromley Civic Centre on **TUESDAY 20 OCTOBER 2015 AT 7.00 PM**

MARK BOWEN  
Director of Corporate Services

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

### **AGENDA**

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST**

**3 QUESTIONS FROM 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 Wednesday 14<sup>th</sup> October 2015.

**4 MINUTES OF THE MEETING HELD ON 30TH JUNE 2015 AND MATTERS OUTSTANDING (Pages 3 - 8)**

**5 EDUCATION PORTFOLIO BUDGET MONITORING 2015/16 (Pages 9 - 20)**

**6 CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2015/16 (Pages 21 - 30)**

**7 EXPENDITURE ON CONSULTANTS 2014/15 AND 2015/16 (Pages 31 - 62)**

**8 EDUCATION PORTFOLIO INFORMATION ITEMS**

**a DEDICATED SCHOOLS GRANT REDUNDANCY RESERVE (Pages 63 - 68)**

**b CONTRACT MONITORING REPORT (TO FOLLOW)**

**9 ANY OTHER BUSINESS**

**10 DATE OF NEXT MEETING**

7.00pm, Tuesday 5<sup>th</sup> January 2016

7.00pm, Tuesday 16<sup>th</sup> February 2016

## **EDUCATION BUDGET SUB-COMMITTEE**

Minutes of the meeting held at 7.00 pm on 30 June 2015

### **Present:**

Councillor Neil Reddin FCCA (Chairman)  
Councillor Teresa Ball (Vice-Chairman)  
Councillors Kathy Bance MBE, Nicholas Bennett J.P.,  
Alan Collins and Ellie Harmer

Councillor Peter Fortune, Portfolio Holder for Education

### **Also Present:**

Jane Bailey, Assistant Director: Education  
James Mullender, Finance Manager  
Amanda Russell, Head of Schools Finance Support

### **1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **2 DECLARATIONS OF INTEREST**

Councillor Teresa Ball declared that she was a Governor of Bromley Adult Education College.

Councillor Peter Fortune declared that his wife was a teacher at Perry Hall Primary School.

Councillor Neil Reddin declared that he was a Governor of St Olave's and St Saviour's Grammar School, and that his children attended Warren Road Primary School.

### **3 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

No questions had been received from members of the public.

### **4 MINUTES OF THE MEETING HELD ON 3RD MARCH 2015 AND MATTERS OUTSTANDING**

In considering matters outstanding from previous meetings, the Assistant Director: Education advised Members that the market testing process for the commissioning of Education Services was still ongoing. Work was being undertaken to identify a preferred provider, and a progress report would be provided to the Education Budget Sub-Committee in Autumn 2015.

**RESOLVED** that the minutes of the meeting held on 3<sup>rd</sup> March 2015 be agreed and that matters outstanding be noted.

## **5 EDUCATION PORTFOLIO BUDGET MONITORING 2015/16**

### **Report ED15091**

The Sub-Committee considered a report setting out the budget monitoring position for the Education Portfolio based on the projected outturn position for 2015/16. The Schools' Budget, funded from Dedicated Schools' Grant and specific grants was projected to be in an overspend position of £774k, which would be set against unspent Dedicated Schools Grant carried forward from previous years. The controllable part of the Non-Schools' Budget, funded from Council Tax, Revenue Support and specific grants was projected to be in an overspend position of £468k, which included £328k overspend in the Adult Education Service.

Members were advised that on 10<sup>th</sup> June 2015, the Council's Executive approved a number of carry forward requests for funding to be transferred into contingency for 2015/16. This included a carry forward request for £19k of the Early Years Grant to purchase the Capita Provider Portal in preparation for the implementation of the Early Years Pupil Premium, and £46k of the SEN Preparation for Employment Grant to support the provision of internships and other preparation for employment measures to young people with complex special educational needs and disabilities. It was also requested that £77k of the Youth Offending Service Strategic Review be carried forward to fund the work required to address issues identified during the recent inspection of the Youth Offending Service, and £11k from the underspend in Education be carried forward to fund a one-off review of place planning for schools which would be supplemented by £30k of Dedicated Schools Grant and Capital funding.

In response to a question from the Chairman, the Assistant Director: Education confirmed that the budget for the Youth Offending Team was within the Education Portfolio, but that the overarching management of the service was the responsibility of Kay Weiss, Assistant Director: Safeguarding and Social Care.

### **RESOLVED that:**

- 1) The latest 2015/16 budget projection for the Education Portfolio be noted;**
- 2) The Portfolio Holder for Education be recommended to:**
  - i) Endorse the 2015/16 budget projection for the Education Portfolio;**
  - ii) Agree the request to release £19k grant funding for Early Years, carried forward from 2014/15;**
  - iii) Agree the request to release £46k grant funding for Special Educational Needs and Disabilities, carried forward from 2014/15;**
  - iv) Agree the request to release £11k carried forward from 2014/15 to**

**support a review of school place planning; and,**

- v) Agree the request to release of £77k carried forward from 2014/15 to support a review of the Youth Offending Service.**

## **6 EDUCATION PORTFOLIO OUTTURN REPORT 2014/15**

### **Report ED15089**

The Sub-Committee considered a report outlining the final outturn position of the Education Portfolio for the 2014/15 financial year. This showed an underspend of £246k for the Non-Schools budget, and an underspend of £940k for the Schools' budget which would be added to the £8.95m Dedicated Schools Grant carried forward from previous years, resulting in a total of £9.89m carried forward into 2015/16.

The Finance Manager advised Members that it had been proposed that a provision of £300k of Dedicated Schools Grant be set aside as a Dedicated Schools Grant Redundancy Reserve to meet some of the costs that might arise as a result of any future reorganisation within Dedicated Schools Grant funded Education Services, with any unspent amount to be returned to the Schools' budget. This proposal had been considered at the meeting of Schools' Forum on 25<sup>th</sup> June 2015, where there had been general support for the proposal in principle. Work would be undertaken to clarify the legal position around the potential use of Dedicated Schools Grant as a Redundancy Reserve before the proposal was presented to Schools' Forum for its agreement in Autumn 2015. A report would then be provided to the Education Budget Sub-Committee for its consideration, before the proposal was submitted to the Secretary of State for Education for final approval.

In considering the report, the Chairman noted the high level of Dedicated Schools Grant carried forward from previous years. The Finance Manager confirmed that of the £9.89m carried forward into 2015/16, £3m would contribute towards the refurbishment of Beacon House, £3.5m would be provided to schools in a one-off distribution, and £2m would be used to contain growth over two years, which would significantly reduce the level of Dedicated Schools Grant reserves held.

In response to a question from the Chairman, further information on a shortfall of income relating to Governor Services would be provided to Members following the meeting.

### **RESOLVED that:**

- 1) The Education Portfolio Outturn Report 2014/15 be noted;**
- 2) The Portfolio Holder for Education be recommended to endorse the 2014/15 Final Outturn for the Education Portfolio.**

**7 SPENDING BY PRIMARY, SECONDARY AND SPECIAL  
MAINTAINED SCHOOLS IN 2014/15**

**Report ED15087**

The Sub-Committee considered a report setting out the revenue and capital balances held by Primary, Secondary and Special Maintained Schools as at 31<sup>st</sup> March 2015, and providing a comparison to the balances held at the same time in the previous year.

The Head of Schools Finance Support highlighted that there had been an overall decrease in the level of revenue and capital balances held by schools, which reflected the increasing financial pressures caused by increases to expenditure through changes to National Insurance and pensions for school employees, and a reduction in Education Support Grant funding for academies and in post-16 funding. The Fairer Funding settlement had provided additional funding to Bromley schools for the 2015/16 financial year, but this would only alleviate financial pressures in the short term.

The Schools Finance Team would continue to work closely with all Bromley Schools to support budget management and financial forward planning, and would work with Local Authority Maintained schools identified as having no reserves or as being in deficit to develop deficit recovery plans. The Education Funding Agency was responsible for providing a similar level of support to academies identified as having no reserves or as being in deficit.

In response to a question from a Member, the Head of Schools Finance Support confirmed that St Anthony's R.C. Primary School had taken action to significantly reduce its revenue and capital balances during the 2014/15 financial year.

**RESOLVED that the financial position of Primary, Secondary and Special Maintained Schools as at the end of the 2014/15 financial year be noted.**

**8 ANY OTHER BUSINESS**

There was no other business.

**9 DATE OF NEXT MEETING**

The next meeting of the Education Budget Sub-Committee would be held at 7.00pm on Wednesday 16<sup>th</sup> September 2015.

The Meeting ended at 7.27 pm

Chairman

### Matters Outstanding from Previous Meetings

Minute Number/Title	Decision	Update	Action	Completion Date
<b>2<sup>nd</sup> October 2013</b>				
<b>10 Any Other Business</b>	That a meeting of the Education Budget Sub-Committee be convened to consider the results of the market testing process for commissioning of Education Services.	A meeting of the Education Budget Sub-Committee would be convened when the market testing process, agreed by the Council's Executive on 16 <sup>th</sup> October 2013, had been completed.	Democratic Services	TBC
<b>30<sup>th</sup> June 2015</b>				
<b>6 Education Portfolio Outturn Report 2014/15</b>	That the legal position around the potential use of Dedicated Schools Grant as a Redundancy Reserve be clarified and the proposal presented to Schools' Forum for its agreement prior to consideration by Education Budget Sub-Committee in Autumn 2015.	A report would be provided to the meeting of Education Budget Sub-Committee on 20 <sup>th</sup> October 2015.	Finance Manager (ECHS)	October 2015
	That further information on a shortfall of income relating to Governor Services be provided to Members following the meeting.	A verbal report would be provided to the meeting of Education Budget Sub-Committee on 20 <sup>th</sup> October 2015.	Finance Manager (ECHS)	October 2015

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Report No.  
ED15120

London Borough of Bromley

## PART ONE - PUBLIC

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**Decision Maker:** EDUCATION BUDGET SUB-COMMITTEE

**Date:** Tuesday 20 October 2015

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

**Title:** EDUCATION PORTFOLIO BUDGET MONITORING 2015/16

**Contact Officer:** James Mullender, Finance Manager  
Tel: 020 8313 4292 E-mail: James.Mullender@bromley.gov.uk

**Chief Officer:** Doug Patterson, Chief Executive

**Ward:** All Wards

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1. Reason for report

- 1.1 This report provides details of the second quarter budget monitoring position for 2015/16 for the Education Portfolio based on expenditure and activity levels up to the end of August 2015. The report also highlights any significant variations which will impact on future years.
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2. RECOMMENDATION(S)

2.1 The Education PDS Budget Sub-Committee is requested to:

- (i) Consider the latest 2015/16 budget projection for the Education Portfolio; and,
- (ii) Refer the report to the Portfolio Holder for approval.

2.2 The Portfolio Holder for Education is requested to:

- (i) Endorse the 2015/16 budget projection for the Education Portfolio; and
- (ii) Agree that Executive be requested to approve a supplementary estimate of £382k relating to Adult Education as detailed in para 3.11.

### Corporate Policy

1. Policy Status: Existing Policy: Sound financial management
  2. BBB Priority: Children and Young People Excellent Council
- 

### Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Education portfolio budgets
  4. Total current budget for this head: £18.9m
  5. Source of funding: Existing revenue budgets 2015/16
- 

### Staff

1. Number of staff (current and additional): 378 FTE currently in Education Portfolio
  2. If from existing staff resources, number of staff hours:
- 

### Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002 Further Details
  2. Call-in: Applicable:
- 

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The 2015/16 projected outturn for the Education Portfolio is detailed in Appendix 1, broken down over each service area. Appendix 2 gives explanatory notes on the variations in each service area.

#### The Schools' Budget

- 3.2 An element of the Education budget within Education Care and Health Services (ECHS) department is classed as Schools' Budget and is funded by the Dedicated Schools Grant (DSG). Grant conditions requires that any over- or under- spend should be carried forward to the next financial year.
- 3.3 The Schools' Budget is projected to underspend by £75k during 2015/16, which will be added to the £9.9m DSG carried forward from previous years. Much of this carry forward will be spent during 2015/16, with £3m agreed for the refurbishment of Beacon House, £3.5m as a one-off distribution to schools and £2m to contain growth for two years.
- 3.4 A summary of the main variations is provided in the table below, with further details in Appendices 2 and 3.

	£'000
Bulge Classes	711
SEN Placements/support	234
SEN support services	Cr 307
Free Early Education	Cr 725
Other net variations	12
	<u>Cr 75</u>

#### The Non-Schools' Budget

- 3.5 The rest of the Education budget within ECHS is classed as Non Schools' Budget, and this is projected to overspend by £529k. A summary of the main variations is provided in the table below, and further details are contained within Appendices 1 and 2.

	£'000
SEN Transport	343
Youth Service	336
Blenheim & Community Vision	Cr 74
SEN assessment & monitoring	Cr 79
Other net variations	3
	<u>529</u>

- 3.6 The figures above and in the appendices assume that the supplement estimate requested in para 3.11 is approved. If it is not then the overspend will increase to £911k.
- 3.7 Costs attributable to individual services have been classified as "controllable" and "non-controllable" in Appendices 1 and 3. Budget holders have full responsibility for those budgets classified as "controllable" as any variations relate to those factors over which the budget holder has influence and control. "Non-controllable" budgets are those which are managed outside of individual budget holder's service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include for example cross departmental recharges and capital financing costs. This ensures clear accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the "controllable" budget variations in considering financial performance.

## Supplementary Estimate for Adult Education

- 3.8 As members will be aware, the Adult Education service has been subject to significant reductions in the grant received from the Skills Funding Agency over the past few years.
- 3.9 The service was restructured in 2012/13, and has since made several other changes to help contain the impact of this reduction, however the current projection is for a £382k overspend in 2015/16.
- 3.10 Officers will soon be consulting on a further proposed restructure which would be implemented from September 2016; however further grant reductions are expected for the 2016/17 and 2017/18 academic years.
- 3.11 The Portfolio Holder is therefore requested to agree that a request be made to Executive to approve a supplementary estimate of £382k. In the event that any restructure or other measures are able to reduce the need for this full amount in future years, the surplus will be returned to the Central Contingency.

## Full Year Effect for 2016/17

- 3.12 The full year effect pressure of the outturn variations is £144k. This is in part due to the impact of the Education Services Grant (ESG). As Schools convert to Academy status, DfE reduce the grant given to authorities to reflect a transfer of duties and responsibilities from the Authority to the Academy.
- 3.13 This is partly offset by surpluses on the Community Vision and Blenheim nursery trading accounts. The trading accounts aren't on a full cost recovery basis, so this only covers some of the recharges allocated.
- 3.14 A summary of the full year effects is provided in the table below.

	£'000
Education Services Grant	178
Youth Services	40
Blenheim & Community Vision	-74
	<u>144</u>

## 4. POLICY IMPLICATIONS

- 4.1 Bromley's Building a Better Bromley objective of being an Excellent Council refers to the Council's intention to provide efficient services and to have a financial strategy that focuses on stewardship and sustainability. Delivering Value for Money is one of the Corporate Operating Principles supporting Building a Better Bromley.
- 4.2 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised to minimise the risk of compounding financial pressures in future years.
- 4.3 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council's budgetary control and monitoring arrangements.

## 5. FINANCIAL IMPLICATIONS

- 5.1 These are contained within the body of the report with a detailed breakdown of the final outturn by service shown in Appendix 1 including an analysis of the final budget, and explanatory notes in Appendix 2. Appendix 3 shows the split between Schools' Budget and Non-Schools'/Local Authority Budget.

<b>Non-Applicable Sections:</b>	Legal Implications Personnel Implications
Background Documents: (Access via Contact Officer)	2015/16 Budget Monitoring files in ECHS Finance Section

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## Education Portfolio Budget Monitoring Summary

2014/15 Actuals	Service Areas	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
£'000		£'000	£'000	£'000	£'000			
<b>EDUCATION CARE &amp; HEALTH SERVICES DEPARTMENT</b>								
<b>Education Division</b>								
Cr 355	Adult Education Centres	Cr 602	Cr 220	Cr 220	0	1	382	0
202	Alternative Education and Welfare Service	264	264	264	0		0	0
296	Schools and Early Years Commissioning & QA	396	396	289	Cr 107	2	Cr 137	Cr 74
4,633	SEN and Inclusion	4,833	4,833	5,107	274	3	Cr 59	0
218	Strategic Place Planning	216	227	227	0		0	0
36	Workforce Development & Governor Services	4	4	4	0		0	0
Cr 2,419	Education Services Grant	Cr 2,128	Cr 2,128	Cr 2,128	0	4	0	178
Cr 1,493	Schools Budgets	Cr 1,509	Cr 1,509	Cr 1,509	0	5	0	0
139	Other Strategic Functions	133	133	159	26	6	0	0
<b>1,257</b>		<b>1,607</b>	<b>2,000</b>	<b>2,193</b>	<b>193</b>		<b>186</b>	<b>104</b>
<b>Children's Social Care</b>								
2,315	Bromley Youth Support Programme	1,473	1,549	1,885	336	7	282	40
2,303	Early Intervention Services	2,044	2,044	2,044	0		0	0
<b>4,618</b>		<b>3,517</b>	<b>3,593</b>	<b>3,929</b>	<b>336</b>		<b>282</b>	<b>40</b>
<b>5,875</b>	<b>TOTAL CONTROLLABLE FOR EDUCATION - ECHS</b>	<b>5,124</b>	<b>5,593</b>	<b>6,122</b>	<b>529</b>		<b>468</b>	<b>144</b>
11,852	<b>Total Non-Controllable</b>	9,278	9,278	9,278	0		0	0
3,493	<b>Total Excluded Recharges</b>	3,987	3,987	3,987	0		0	0
<b>21,220</b>	<b>TOTAL EDUCATION PORTFOLIO - ECHS</b>	<b>18,389</b>	<b>18,858</b>	<b>19,387</b>	<b>529</b>		<b>468</b>	<b>144</b>
<b>Memorandum Item</b>								
<b>Sold Services</b>								
	Education Psychology Service (RSG Funded)	Cr 21	Cr 21	9	30	8	10	0
	Education Welfare Service (RSG Funded)	Cr 39	Cr 39	39	0		0	0
	Workforce Development (DSG/RSG Funded)	Cr 14	Cr 14	14	0		0	0
	Governor Services (DSG/RSG Funded)	Cr 8	Cr 8	8	0		0	0
	Community Vision Nursery (RSG Funded)	0	0	34	Cr 34		Cr 70	Cr 34
	Blenheim Nursery (RSG Funded)	0	0	40	Cr 40		Cr 50	Cr 40
	Business Partnerships (RSG Funded)	0	0	0	0		0	0
	<b>Total Sold Services</b>	<b>Cr 82</b>	<b>Cr 82</b>	<b>Cr 126</b>	<b>Cr 44</b>		<b>Cr 110</b>	<b>Cr 74</b>

## Reconciliation of Latest Approved Budget

£'000

## Original Budget 2015/16

18,389

SEND Reform Implementation Grants - expenditure	456
SEND Reform Implementation Grants - income	Cr 456
YOT Service Strategic Review carry forward	76
Review of Plance Planning carry forward	11
Early Years Grant carry forward - expenditure	19
Early Years Grant carry forward - income	Cr 19
SEN Preparation for Employment carry forward - expenditure	46
SEN Preparation for Employment carry forward - income	Cr 46
Adult Education Supplementary Estimate (subject to Executive approval)	382

## Latest Approved Budget for 2015/16

18,858

**REASONS FOR VARIATIONS****1. Adult Education - Dr £0k**

As members will be aware, there has been significant reduction in grant allocation from the Skills Funding Agency for the Adult Education Service in recent years. In addition, tuition fee income has been reducing, with a total income shortfall of £518k projected for 2015/16.

The service has managed to partly offset this with £120k of temporary staffing reductions and vacancies, in addition to other minor reductions in running expenses, resulting in a net overspend of £382k projected for 2015/16.

The service was market tested as a separate 'lot' with Education services during 2014/15, but no solution was found. Officers will be consulting on a proposed restructure to help contain this overspend going forward, the results of which be presented to members in due course.

A supplementary estimate is requested for the net effect of the grant reduction.

	Variations
	£'000
Skills Funding Agency grant/fee income	518
Supplies and services	Cr 16
Staffing	Cr 120
Supplementary Estimate (subject to Executive approval)	Cr 382
	<u>0</u>

**2. Schools and Early Years Commissioning and Quality Assurance - Cr £107k**

The two in-house nurseries are projected to generate a total surplus of £74k, a reduction since last monitoring due to corrections of double-counted income in 2014/15. The trading accounts, set up in April 2013, are not on a full cost recovery basis, so this surplus doesn't cover the £185k recharges allocated. The service is currently undergoing a market testing exercise which might, depending on the level of rental income and concession fee agreed, result in a reduction of net income if delivered by an external provider.

A minor underspend of £10k is projected for Early Years, the restructure of which is now complete and will meet the £130k savings agreed for 2015/16, and the further £30k for 2016/17.

There are also net underspends of £23k within the School Standards team, mainly as a result of staff vacancies.

	Variations
	£'000
Blenheim Nursery	Cr 40
Community Vision Nursery	Cr 34
Early Years	Cr 10
School Standards	Cr 23
	<u>Cr 107</u>

**3. SEN and Inclusion - Dr £274k**

To help authorities with the amount of work required to convert existing Statements of SEN to the new Education Health and Care (EHC) plans, and to implement the changes to working practices required, the Department for Education has created the SEN Implementation (New Burdens) Grant. LBB's allocation of this grant for 2015/16 is £177k, of which £148k was approved for drawdown by Executive in March 2015, in addition to the carry forward of £200k underspend from 2014/15.

The Head of Service post is now being covered part time, and at a lower grade whilst the previous post holder is working solely on the reforms. This, plus temporary vacancies, and staff working reduced hours has resulted in a projected £40k underspend in the SEN assessment and monitoring team, and £39k on the Head of Service.

These are partly offset by a shortfall of income of £10k on the Education Psychology trading account.

Although the travel training programme continues with success and has contributed to improved outcomes and help address annual volume increases, SEN transport is currently projected to overspend by £343k, based on modelling using historic data. However, the new contracts commenced on 01/09/2015 with a revised pricing framework, the impact of which isn't yet fully known. Recoupment income projections will also be updated at that time.

	Variations
	£'000
SEN assessment & monitoring team	Cr 40
Head of Service	Cr 39
Education Psychologists trading account	10
SEN transport	343
	<u>274</u>

**4. Education Services Grant - Cr £0k**



Current projections for the Education Services Grant (ESG) allocation is £569k less than budget. The ESG allocation is re-calculated on a quarterly basis, so the grant reduces in-year as schools convert to academies. The current projection is based on the 4 conversions on 1st April, 7 on 1st September and a further 8 conversions expected during the year. The full year effect of these 18 conversions is £747k. It is currently assumed that the shortfall will be drawn-down from contingency to cover this, so no variation is being reported.

### **5. Schools Budgets (no impact on General Fund)**

Expenditure on Schools is funded through the Dedicated Schools Grant (DSG) provided by the Department for Education (DfE). DSG is ring fenced and can only be applied to meet expenditure properly included in the Schools Budget. Any overspend or underspend must be carried forward to the following years Schools Budget.

The total projected net underspend of £75k will therefore be added to the £9.9m carried forward from 2014/15, against which £3.5m will be distributed as one-off funding to schools, £3m has been allocated for the Beacon House refurbishment, and £1m for growth in 2016/17.

Staffing vacancies in the School Standards team have resulted in a projected £58k underspend.

SEN placements costs are projected to overspend by a total of £397k, mainly due to a significant projected increase in pupil numbers in independent and out-borough placements, with 40 pupils aged 20-25 with EHC plans who wouldn't previously have been supported.

The SEN support costs budget for students in further education is currently projected to underspend by £163k.

There is a total underspend of £190k in the Sensory Support Service and support in mainstream, mainly due to vacant posts and delays in recruitment, as well as specific posts linked to pupils for sensory support that are not currently required.

The Early Years SEN (Phoenix) and Specialist Support and Disability Services are currently projected to underspend by a total of £54k, mainly on staffing costs. This budget was reduced for 2015/16 to help contain anticipated pressures in other areas of the Schools Budget.

The DSG funded element of SEN Transport is projected to underspend by £58k. The funding regulations do not permit this budget to be increased from the previous year, so it is kept at the current level in anticipation of further increased take up of lower cost in-borough placements in future years.

The underspends above are offset by a continued increase in the requirement for bulge classes, and for the first time, a need for them at secondary level, a year earlier than had been anticipated, resulting in an overspend of £642k on the £1.5m budget. This £1.5m includes the additional £500k which was agreed to be added to the budget for two years, funded from the DSG carry forward. Officers are currently working with Schools Forum to review the future funding of bulge classes. There is also a further £69k overspend relating to the rental of temporary modular classrooms for bulge classes.

An overspend of £70k relates to centrally held license for copyright, music licenses etc, due to notification from DfE that further licenses were to be held centrally by LA's after the budget had been set.

Finally, underspends are currently anticipated for Free Early Education funding, mainly due to a slowing of the increase in take-up seen in recent years.

	Variations	£'000
School Standards	Cr	58
Bulge Classes		642
- Modular classroom rentals		69
MPAA,CLA etc licenses		70
Free Early Education - 2 year olds	Cr	369
Free Early Education - 3 & 4 year olds	Cr	356
SEN:		
- Placements		397
- Support in FE colleges	Cr	163
- Sensory support service	Cr	120
- Support in mainstream	Cr	70
- Specialist Support & Disability Service		0
- Pre-school service	Cr	54
- Transport	Cr	58
- Business Support	Cr	5
	<b>Cr</b>	<b>75</b>

### **6. Other Strategic Functions - Dr £26k**

As part of the 2015/16 agreed savings, £60k was for management savings in Education. Some efficiencies have been identified to offset this, however £26k still remains to be met.

**7. Youth Services - Dr £336k**

The Youth Service has a projected overspend in year on salaries and some running costs during a period of restructure required to reconfigure the service to achieve the 2015-16 saving target of £506k whilst continuing to provide both universal and targeted youth support. The appropriate consultation processes have recently been completed and the revised structure is now in place. There is also a projected overspend in the Youth Offending Team; as a consequence of the outcome of the recent HMIP inspection, it has been necessary to delay the planned restructure of the service. The review of the existing service and interim measures required to address immediate operational delivery requirements will result in an overspend of £88k.

	Variations £'000
Youth Services	248
Youth Offending Team	88
	<u>336</u>

**8. Sold Services (net budgets)**

Services sold to schools are separately identified in this report to provide clarity in terms of what is being provided. These accounts are shown as memorandum items as the figures are included in the appropriate Service Area in the main report.

**Waiver of Financial Regulations**

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100k) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, one waivers have been approved:

A waiver was approved by the Portfolio Holder in June 2015 to enable urgent refurbishment works at a Children & Family Centre with a value of £426k

**Virements Approved to date under Director's Delegated Powers**

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, two virements have been approved:

A virement was approved by the Portfolio Holder in September 2015 for the creation of two posts in Community Vision nursery with a full year value of £47k, funded from the income received by offering additional places for 2 year olds.

A virement was approved by the Portfolio Holder in September 2015 for the creation of an Inclusion Officer post with a full year value of £35k, funded from DSG.

**EDUCATION PORTFOLIO BUDGET MONITORING SUMMARY**

Division Service Areas		Non-Schools' Budget (RSG)							Schools' Budget (DSG)					
		Original Budget	Revised Budget	Projection	Variation	Last Reported Variation	FYE		Original Budget	Revised Budget	Projection	Variation	Last Reported Variation	FYE
		£'000	£'000	£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000	£'000	£'000
<b>Education Division</b>														
Adult Education Centres	1	Cr 602	Cr 220	Cr 220	0	382	0		0	0	0	0	0	0
Alternative Education and Welfare Service	2	264	264	264	0	0	0		1,314	1,314	1,314	0	0	0
Schools and Early Years Commissioning & QA	3	396	396	289	Cr 107	Cr 137	Cr 74		16,044	16,044	15,261	Cr 783	0	0
SEN and Inclusion	4	4,833	4,833	5,107	274	Cr 59	0		21,904	21,904	21,831	Cr 73	0	0
Strategic Place Planning		216	227	227	0	0	0		321	321	321	0	0	0
Workforce Development & Governor Services		4	4	4	0	0	0		45	45	45	0	0	0
Education Services Grant	5	Cr 2,128	Cr 2,128	Cr 2,128	0	0	178		0	0	0	0	0	0
Schools Budgets	6	Cr 1,509	Cr 1,509	Cr 1,509	0	0	0		Cr 107,672	Cr 107,672	Cr 107,602	70	0	0
Other Strategic Functions		133	133	159	26	0	0		0	0	0	0	0	0
Early Years		0	0	0	0	0	0		0	0	0	0	0	0
Primary Schools		0	0	0	0	0	0		51,700	51,700	52,411	711	0	0
Secondary schools		0	0	0	0	0	0		2,904	2,904	2,904	0	0	0
Special Schools & Alternative Provision		0	0	0	0	0	0		11,285	11,285	11,285	0	0	0
Post-16 Provision		0	0	0	0	0	0		0	0	0	0	0	0
		<b>1,607</b>	<b>2,000</b>	<b>2,193</b>	<b>193</b>	<b>186</b>	<b>104</b>		<b>Cr 2,155</b>	<b>Cr 2,155</b>	<b>Cr 2,230</b>	<b>Cr 75</b>	<b>0</b>	<b>0</b>
<b>Children's Social Care</b>														
Bromley Youth Support Programme - (Youth Services)	7	1,473	1,549	1,885	336	282	40		0	0	0	0	0	0
Referral and Assessment Childrens Centres		2,044	2,044	2,044	0	0	0		0	0	0	0	0	0
		<b>3,517</b>	<b>3,593</b>	<b>3,929</b>	<b>336</b>	<b>282</b>	<b>40</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CONTROLLABLE</b>		<b>5,124</b>	<b>5,593</b>	<b>6,122</b>	<b>529</b>	<b>468</b>	<b>144</b>		<b>Cr 2,155</b>	<b>Cr 2,155</b>	<b>Cr 2,230</b>	<b>Cr 75</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON CONTROLLABLE</b>		9,203	9,203	9,203	0	0	0		75	75	75	0	0	0
<b>TOTAL EXCLUDED RECHARGES</b>		2,578	2,578	2,578	0	0	0		1,409	1,409	1,409	0	0	0
<b>PORTFOLIO TOTAL</b>		<b>16,905</b>	<b>17,374</b>	<b>17,903</b>	<b>529</b>	<b>468</b>	<b>144</b>		<b>Cr 671</b>	<b>Cr 671</b>	<b>Cr 746</b>	<b>Cr 75</b>	<b>0</b>	<b>0</b>

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Report No.  
FSD15062

London Borough of Bromley

## PART ONE - PUBLIC

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**Decision Maker:** **EDUCATION BUDGET SUB-COMMITTEE**

**Date:** **20<sup>th</sup> October 2015**

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

**Title:** **CAPITAL PROGRAMME MONITORING - 1<sup>ST</sup> QUARTER 2015/16**

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

**Chief Officer:** Director of Finance

**Ward:** All

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1. Reason for report

- 1.1 On 15th July 2015, the Executive received the 1st quarterly capital monitoring report for 2015/16 and agreed a revised Capital Programme for the four year period 2015/16 to 2018/19. This report highlights in paragraphs 3.1 to 3.5 changes agreed by the Executive in respect of the Capital Programme for the Education Portfolio. The revised programme for the Education Portfolio is set out in Appendix A, detailed comments on scheme progress as at the end of the first quarter of 2015/16 are shown in Appendix B, and details of the 2014/15 outturn are included in Appendix C.

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2. **RECOMMENDATION**

- 2.1 **The Portfolio Holder for Education is asked to note and confirm the changes agreed by the Executive on 15<sup>th</sup> July 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
- 

## Financial

1. Cost of proposal: Total increase of £420k over the 4 years 2015/16 to 2018/19, mainly due to additional Section 106 receipts .
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £76.8m for the Education Portfolio over five years 2015/16 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: 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- variations agreed by the Executive on 15<sup>th</sup> July 2015

- 3.1 A revised Capital Programme was approved by the Executive in July, following final outturn figures for 2014/15 and a detailed monitoring exercise carried out after the 1st quarter of 2015/16. The base position was the revised programme approved by the Executive on 11th February 2015, as amended by variations approved at subsequent Executive meetings. All changes on schemes in the Education Programme are itemised in the table below and further details are included in paragraphs 3.2 to 3.5. The revised Programme for the Education Portfolio is attached as Appendix A. Appendix B shows actual spend against budget in the first quarter of 2015/16 with detailed comments on individual schemes and Appendix C includes details of the final outturn in 2014/15.

	2015/16	2016/17	2017/18	2018/19	TOTAL 2015/16 to 2018/19
	£000	£000	£000	£000	£000
Programme approved by Executive 11/02/15	42,853	22,129	462	550	65,994
Glebe School Expansion (Executive 11/02/15)	88	0	0	0	88
Capital Maintenance Grant (Executive 24/03/15)					
- Seed Challenge	200	0	0	0	200
- Security Works	50	0	0	0	50
- Suitability	250	0	0	0	250
- Capital Maintenance in schools	952	0	0	0	952
Basic Need (Executive 20/05/15)	0	0	8,838	0	8,838
Approved Programme prior to Q1 Monitoring	44,393	22,129	9,300	550	76,372
Variations approved by Executive 15/07/15					
Formula Devolved Capital Grant (see para 3.2)	-17	-17	-17	-105	-156
Section 106 receipts (see para 3.3)	1,341	0	0	0	1,341
Net overspendings in 14/15 rephased into 15/16 (see para 3.4)	-765	0	0	0	-765
Schemes rephased from 15/16 into 16/17 (see para 3.5)	-6,123	6,123	0	0	0
Total Amendment to the Capital Programme	-5,564	6,106	-17	-105	420
<b>Revised Education Capital Programme</b>	<b>38,829</b>	<b>28,235</b>	<b>9,283</b>	<b>445</b>	<b>76,792</b>

#### 3.2 Formula Devolved Capital Grant (net reduction of £156k in 2015/16 to 2018/19):

The level of funding received from the Department for Education for 2015/16 Formula Devolved Capital Grant (£285k) is lower than anticipated due to the increasing level of Academy conversion as Academies receive separate devolved capital funding from the Education Funding Agency. The capital programme has been adjusted to reflect an overall reduction of £156k. (£17k in 2015/16, £17k in 2016/17, £17k in 2017/18 and £105k in 2018/19).

#### 3.3 Section 106 receipts (uncommitted balance) (£1,341k increase in 2015/16)

In previous years, the Capital Programme budget for Section 106 receipts has been adjusted as and when new spending plans receive approval. In July, the Executive agreed that the Capital Programme budget should, in future, agree with the total of S106 receipts available to fund expenditure. The approved S106 budgets for the Education Capital Programme are illustrated in the table below.

	Total Approved S106 Budget £000	Actuals upto FY14/15 £000	Budget FY15/16 £000	Budget FY16/17 £000
Basic Need	706	456	250	0
Uncommitted balance (as at May 2015)	1,341	0	1,341	0
<b>Education Total</b>	<b>2,047</b>	<b>456</b>	<b>1,591</b>	<b>0</b>

### 3.4 Net overspendings in 2014/15 re-phased into 2015/16

The 2014/15 Capital Outturn was reported to the Executive on 10<sup>th</sup> June 2015. The final capital outturn for the year for Education Portfolio schemes was £13,428k compared to a revised budget of £12,669k approved by the Executive in February, an overspend of £759k. The Basic Need Scheme (funded by Department of Education) overspend by £1.6m against a budget of £5.7m due to acceleration in the programme of works. This was partly offset by underspendings on other schemes including Capital Maintenance and Building Schools for the Future. After allowing for minor adjustments, a total of £765k has been re-phased into 2015/16. Details of the 2014/15 outturn for this Portfolio are set out in Appendix C.

### 3.5 Schemes rephased from 2015/16 into later years

As part of the 1st quarter monitoring exercise, £6,123k has been re-phased from 2015/16 into 2016/17 to reflect revised estimates of when expenditure on the Education schemes is 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 Q1 monitoring	2015/16 £000	2016/17 £000
Basic Need	-4,708	4,708
Beacon House Refurbishment	-1,000	1,000
Glebe School Expansion	-100	100
Schools Access Initiative	-100	100
Seed Challenge Fund	-200	200
Universal free school meals	-15	15
<b>Total Education Programme rephasing</b>	<b>-6,123</b>	<b>6,123</b>

## Post-Completion Reports

- 3.6 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. After major slippage of expenditure in recent years, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. No post-completion reports are currently due for the Education Portfolio, but this quarterly report will monitor the future position and will highlight any further reports required.

## 4. POLICY IMPLICATIONS

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

## 5. FINANCIAL IMPLICATIONS

- 5.1 These were reported in full to the Executive on 15th July 2015. Changes agreed by the Executive for the Education Portfolio Capital Programme are set out in the table in paragraph 3.2.



<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns June 2015. Approved Capital Programme (Executive 11/02/15). Capital Outturn report (Executive 10/06/15) and Q1 monitoring report (Executive 15/07/15).

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EDUCATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 15th JULY 2015									
Code	Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.15	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		
907558	<b>SCHOOLS</b> <b>SECONDARY SCHOOLS</b> Langley Park Boys School - BSF (Building Schools for the future)	38,738	38,181	557	0	0	0	Rob Bollen	BSF One School Pathfinder; government grant £35,800k; LBB contribution £2,006k re: enhanced performance space; £316k t/f from Secondary Investment Strategy. Further £400k from DSG.
	TOTAL SECONDARY SCHOOLS	38,738	38,181	557	0	0	0		
907564	<b>PRIMARY SCHOOLS</b> Primary Capital Programme 2.7							Rob Bollen	DCSF capital grant; £800k allocated to Riverside ASD scheme
907564	Bickley Primary - expansion	1,463	1,463	0	0	0	0	Rob Bollen	£1,395k Primary Capital Programme (PCP) grant; £24k from Access initiative; £50k from extended services; £6k t/f to Highway
907564	Princes Plain Primary - expansion	1,270	1,270	0	0	0	0	Rob Bollen	£1,114k PCP, £250k S106' £94k t/f to Highway
907564	The Highway Primary - partial rebuild	5,418	5,300	118	0	0	0	Rob Bollen	£2,620k PCP, £500k Children & Family Centre grant, £300k Early Years, £600k planned maint; £93k schools capital maint in 11/12; £140k revenue cont in 11/12, £94k from Princes Plain; £434k from other PCP schemes.
907564	Other schemes funded by Primary Capital Programme grant	3,186	3,186	0	0	0	0	Rob Bollen	Balance of PCP grant after allocations to Bickley, Princes Plain, Highway and Riverside ASD; £100k from maintenance re Pickhurst Infants; £144k for Crofton Juniors from School kitchens funding; £428k t/f to Highway
	TOTAL PRIMARY SCHOOLS	11,337	11,219	118	0	0	0		
907945	<b>SPECIAL SCHOOLS</b> Reconfiguration of Special Schools	5,067	5,067	0	0	0	0	Rob Bollen	Prudential borrowing (costs to be met from schools' budget); DSG contributions; £567k hydrotherapy pool approved by Executive 31/3/10
907976	Glebe School expansion	4,880	312	4,468	100	0	0	Rob Bollen	Approved by Full Council 14/04/14
	TOTAL SPECIAL SCHOOLS	9,947	5,379	4,468	100	0	0		
906691	<b>OTHER EDUCATION SCHEMES</b> Formula Devolved Capital 2.1a	5,875	4,720	300	285	285	285	Mandy Russell	100% government grant
906695	Seed Challenge Fund	2,364	1,754	410	200	0	0	Rob Bollen	£300k "suitability" funding in 2011/12; £11k for Farnborough scheme
911XXX	Schools Access Initiative	1,840	862	428	250	150	150	Rob Bollen	DDA requirement; £150k p.a from schools' revenue budget; £24k to Bickley PCP
906718	Security Works	1,120	786	334	0	0	0	Rob Bollen	
907549	Children and Family Centres	6,662	6,626	36	0	0	0	Rob Bollen	100% DfES grant; £500k for Highway scheme, £750k for Hawes Down Co-location, grant cut by £802k; £297k revenue cont c/f from 12/13
906725	Suitability / Modernisation issues in schools	1,322	784	538	0	0	0	Rob Bollen	Now funded by 11/12 capital maintenance settlement; £46k from suitability surveys; £350k to Farnborough
906726	Capital maintenance in schools	9,819	7,971	1,848	0	0	0	Rob Bollen	100% government grant - 2011/12 settlement; £300k to seed challenge; £150k to security works; £150k to suitability/modernisation settlement; £80k to Hawes Down Co-Location & £93k to The Highway in 11/12; £161k t/f from modernisation fund
907974	Basic Need	71,910	11,697	25,000	26,375	8,838	0	Rob Bollen	100% government grant
907977	Universal free school meals	387	97	275	15	0	0	Rob Bollen	100% government grant
907975	Early Education for Two Year Olds	894	39	855	0	0	0	Nina Newell	100% government grant. Further additions to the £558k in the Early Education for Two Year Olds scheme; £150k contribution from revenue (DSG), and £186k for the London Childcare Grant (Approved in Executive 26/11/14)
907979	Beacon House Refurbishment	3,336	28	2,308	1,000	0	0	Rob Bollen	£3m funded from DSG and £0.336m funded from Basic Need
907000	Feasibility Studies	40	0	10	10	10	10	Rob Bollen	
907548	<b>OTHER SCHEMES</b> Youth centres - Capital improvements	72	69	3	0	0	0	Paul King	Youth Capital Fund grant £72k
951000	S106 - Education (unallocated)	1,341	0	1,341	0	0	0	Rob Bollen	S106 Receipts
	TOTAL OTHER EDUCATION SCHEMES	106,982	35,433	33,686	28,135	9,283	445		
	<b>TOTAL EDUCATION PORTFOLIO</b>	<b>167,004</b>	<b>90,212</b>	<b>38,829</b>	<b>28,235</b>	<b>9,283</b>	<b>445</b>		

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EDUCATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 2015/16 - 1ST QUARTER MONITORING					
Code	Capital Scheme/Project	Revised Estimate Feb 2015 £'000's	Actual to 27.07.15 £'000's	Revised Estimate Jul 2015 £'000's	Responsible Officer Comments
	<b>SCHOOLS</b>				
	<b>SECONDARY SCHOOLS</b>				
907558	Langley Park Boys School - BSF (Building Schools for the future)	150	5	557	Awaiting final completion of works and final account being agreed with contractor. this has been delayed due to weather condition. Final settlement has been agreed and final payment (including retention) will be release soon. Other minor outstanding costs includes consultancy cost.
	TOTAL SECONDARY SCHOOLS	150	5	557	
	<b>PRIMARY SCHOOLS</b>				
907564	Primary Capital Programme 2.7				
907564	Bickley Primary - expansion	0	0	0	
907564	Princes Plain Primary - expansion	0	0	0	
907564	The Highway Primary - partial rebuild	120	0	118	
907564	Other schemes funded by Primary Capital Programme grant	0	0	0	Scheme completed. Awaiting outstanding final payment for consultancy cost, and other legal issues. Once all outstanding invoices are paid, any funding that may remain can be returned to Basic Need as allocations were made from this funding source to underpin this scheme.
	TOTAL PRIMARY SCHOOLS	120	0	118	
	<b>SPECIAL SCHOOLS</b>				
907976	Glebe School expansion	4,292	42	4,468	Scheme approved by Council 14/04/14. As per Executive Report 11/02/15 - Total Glebe works is £4.88m of which £4.8m in the capital programme is funded from DSG and Glebe school is contributing £80k to fund the multi-use games area (MUGA) Contracts have been awarded. We estimate majority of the work to be completed in FY15/16 and rephased £100k in to FY16/17 which will cover the final payment and consultancy cost.
	TOTAL SPECIAL SCHOOLS	4,292	42	4,468	
	<b>OTHER EDUCATION SCHEMES</b>				
906691	Formula Devolved Capital 2.1a	302	236	300	In and out to Schools
906695	Seed Challenge Fund	450	-51	410	£200k additional allocation from DfE as reported in Executive 24/03/15. For the 2015/16 Seed programme which will be subject to approval of Education PDS, works have not been allocated yet, and we do not anticipate that it will be completed in FY15/16. Rephased £200k into FY16/17.
911xxx	Schools Access Initiative	526	0	428	We are looking at expanding number of places of hygiene room in schools. These include works at Charles Darwin, Unicorn and Valley schools which are done over the Summer. Works at Tubbenden are in progress. Rephased £100k into FY16/17.
906718	Security Works	236	42	334	Ad hoc security works for schools. Works on Kingswood and Poverest are near completion. Additional £50k was allocated from DfE as reported in Executive 24/03/15
907549	Children and Family Centres	95	-44	36	Castlecombe works (managed by Operational Property) completed during Summer 2014. We are pending outstanding final invoices from contractors.
906725	Suitability / Modernisation issues in schools	300	56	538	Funding will support Capital works at Bromley Road Primary to support reorganisation from Infant to Primary school. It will also part fund various works at Burwood School. The H&S remedial works on Burwood have completed. Additional £250k was allocated from DfE as reported in Executive 24/03/15
906726	Capital maintenance in schools	650	-32	1,848	Approx. £952k of work committed this year (£752k for Maintenance and £200k for Kitchen upgrade/Refurbishment - additional allocation from DfE as reported in Executive 24/03/15 ). Maintenance works are managed by the Operational Property division.
907974	Basic Need	31,329	7,530	25,000	We have committed £23m works that are expected to be completed by FY15/16. Many projects are completed in the Summer which included Clare House, Parish CE, Harris Crystal Palace, St Paul's Cray, Worsley Bridge and bromley Road. Works at Unicorn school are expected to be completed in Feb 16. A full detailed report on the various projects within the Basic Need Programme was reported to Education PDS in July.
907977	Universal free school meals	205	46	275	We anticipate £275k of works to be completed in FY15/16. It is unlikely that the scheme will finish in this financial year and rephased £15k into FY16/17
907975	Early Education for Two Year Olds	852	-1	855	Further additions £558k in the Early Education for Two Year Olds scheme; £150k contribution from revenue (DSG), and £186k for the London Childcare Grant (Approved in Executive 26/11/14). Works required at James Dixon, Poverest, and Leeson's School, project group now implementing a spending plan. It is unlikely that all works will be completed in FY15/16, and we are likely to request a rephasing in Qtr. 2 monitoring.
907979	Beacon House Refurbishment	3,336	0	2,308	Education budget sub committee 06/01/15 £3m of unspent DSG and remaining balance £0.336m from Basic Need. Tender is in development and we are waiting on the tender report back on an enabling works package. It is unlikely that the scheme will complete in FY15/16 and rephased £1m into FY16/17
907000	Feasibility Studies	10	0	10	Block capital - We do not expect to use the money this year on feasibility studies
907548	Youth centres - Capital improvements	0	0	3	Likely to complete this year.
	S106 - Education (un-allocated)	0	0	1,341	Section 106 receipts - unallocated balance
	TOTAL OTHER EDUCATION SCHEMES	38,291	7,782	33,686	
	TOTAL EDUCATION PORTFOLIO	42,853	7,829	38,829	

EDUCATION PORTFOLIO - CAPITAL PROGRAMME OUTTURN 2014/15					
Capital Scheme/Project	2014/15 OUTTURN				Comments / action taken
	Actual to 31.03.14 £'000's	Approved Estimate Feb 2015 £'000's	Final Outturn £'000's	Variation (under- spend '-')	
<b>SCHOOLS</b>					
<b>SECONDARY SCHOOLS</b>					
Langley Park Boys School - BSF (Building Schools for the future)	37,045	1,543	1,136	-407	2014/15 underspend rephased into 2015/16
<b>TOTAL SECONDARY SCHOOLS</b>	<b>37,045</b>	<b>1,543</b>	<b>1,136</b>	<b>-407</b>	
<b>PRIMARY SCHOOLS</b>					
Primary Capital Programme 2.7					
Bickley Primary - expansion	1,463	0	0	0	
Princes Plain Primary - expansion	1,270	0	0	0	
The Highway Primary - partial rebuild	5,300	8	10	2	2014/15 overspend rephased into 2015/16
Other schemes funded by Primary Capital Programme grant	3,186	0	0	0	
<b>TOTAL PRIMARY SCHOOLS</b>	<b>11,219</b>	<b>8</b>	<b>10</b>	<b>2</b>	
<b>SPECIAL SCHOOLS</b>					
Reconfiguration of Special Schools	5,067	0	0	0	
Glebe School expansion	0	500	312	-188	2014/15 underspend rephased into 2015/16
<b>TOTAL SPECIAL SCHOOLS</b>	<b>5,067</b>	<b>500</b>	<b>312</b>	<b>-188</b>	
<b>OTHER EDUCATION SCHEMES</b>					
Formula Devolved Capital 2.1a	4,433	302	287	-15	2014/15 underspend rephased into 2015/16
Seed Challenge Fund	1,476	238	278	40	2014/15 overspend rephased into 2015/16
Schools Access Initiative	739	125	123	-2	2014/15 underspend rephased into 2015/16
Security Works	690	144	96	-48	2014/15 underspend rephased into 2015/16
Children and Family Centres	6,075	492	551	59	2014/15 overspend rephased into 2015/16
Suitability / Modernisation issues in schools	470	302	314	12	2014/15 overspend rephased into 2015/16
Capital maintenance in schools	6,921	1,296	1,050	-246	2014/15 underspend rephased into 2015/16
Basic Need	4,363	5,713	7,334	1,621	2014/15 overspend rephased into 2015/16
Universal free school meals	0	182	97	-85	2014/15 underspend rephased into 2015/16
Property purchase for educational establishment	0	1,790	1,794	4	Scheme Completed
Early Education for Two Year Olds	21	21	18	-3	2014/15 underspend rephased into 2015/16
Beacon House Refurbishment	0	0	28	28	2014/15 overspend rephased into 2015/16
Feasibility Studies	0	10	0	-10	Budget not required in 2014/15 and not rephased into 2015/16
Youth centres - Capital improvements	69	3	0	-3	2014/15 underspend rephased into 2015/16
<b>TOTAL OTHER SCHEMES</b>	<b>25,257</b>	<b>10,618</b>	<b>11,970</b>	<b>1,352</b>	
<b>TOTAL EDUCATION PORTFOLIO</b>	<b>78,588</b>	<b>12,669</b>	<b>13,428</b>	<b>759</b>	#

# £765k of total net underspend rephased into 2015/16

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Report No.  
CSD15106D

London Borough of Bromley

## PART ONE - PUBLIC

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**Decision Maker:** **EDUCATION BUDGET SUB-COMMITTEE**

**Date:** **20 October 2015**

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

**Title:** **EXPENDITURE ON CONSULTANTS 2014/15 AND 2015/16**

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

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

**Ward:** N/A

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1. Reason for report

- 1.1 At its meeting on 3<sup>rd</sup> September 2015, the Executive and Resources PDS Committee received the attached report setting out details of expenditure across the Council on consultants (Appendix A). This was for 2014/15 and for 2015/16 to date, covering both revenue and capital budgets. The Committee requested that this be referred on to all other PDS Committees. Information on consultants working on Education Portfolio issues is set out on the second, third and fourth pages of Appendix 2 (revenue) and throughout Appendix 3 (capital).
- 1.2 It is intended that officers will continue to provide this information to PDS Committees, with reports at the end of each financial year and a mid-year update each autumn.

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2. **RECOMMENDATION**

- 2.1 **That the Education Budget Sub-Committee considers the information about expenditure on consultants contained in the attached report relating to the Education Portfolio.**

Corporate Policy: Policy Status: Not Applicable:

2. BBB Priority: Not Applicable:

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Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: All one-off expenditure met from allocated budgets
  3. Budget head/performance centre: Consultants
  4. Total current budget for this head: Not Applicable
  5. Source of funding: Revenue and Capital
- 

Staff

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

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not Applicable
- 

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)	See attached report



Report No.  
CEO15010

## London Borough of Bromley

### PART ONE - PUBLIC

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

**Date:** 3<sup>RD</sup> September 2015

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

**Title:** Expenditure on Consultants 2014/15 and 2015/16

**Contact Officer:** Lesley Moore, Assistant Director Special Projects & Transformation  
Tel: 020 8313 4633 E-mail: Lesley.moore@bromley.gov.uk

**Chief Officer:** Doug Patterson, Chief Executive

**Ward:** N/A

1. Reason for report

Members of ER PDS requested a full report on Consultant expenditure in the last year. Officers have therefore looked at total expenditure in 2014/15 and expenditure to date for 2015/16 for both Revenue and Capital Budgets.

2. RECOMMENDATION(S)

**Members to:**

2.1 Note the overall expenditure on Consultants as set out in this report.

2.2 Refer this report onto individual PDS Committees for further consideration.

### Corporate Policy

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

### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: All one-off expenditure met from allocated budgets
  3. Budget head/performance centre: Consultants
  4. Total current budget for this head: £
  5. Source of funding: Revenue & Capital
- 

### Staff

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

### Legal

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

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 ER PDS members requested information on the Councils expenditure on Consultants over the last year. To do this officers have looked at the total expenditure in 2014/15 and also the expenditure for this financial year as at the end of June 2015. This work covered both Revenue and Capital expenditure.
- 3.2 The basic reason for the use of consultants is that at times the Council requires that specialised work is undertaken for specific projects. This is particularly valid when consultants are engaged to work on large scale projects. For completeness expenditure on Architects, Engineers, Surveyors and other consultants commissioned to work on Capital Projects have been included as these generally meet the definition of one-off projects. Proposed expenditure on Capital Projects will have been approved by Executive before being included in the Capital Programme.
- 3.3 The Councils Contract Procedure rules (8.5) sets out the procurement process to be followed when appointing a consultant and there is also guidance available to staff about what needs to be included in the formal agreement when engaging a consultant, which as a minimum needs to confirm the overall cost, project deliverables, clear brief and reporting arrangements. Appendix 1 provides this in more detail.
- 3.4 There is an element of subjectivity as to what constitutes a “consultant” as a number of services could fall within this definition, however it is generally defined as “a person brought into the Council to carry out a specific job” which is not on-going. For the purposes of this report expenditure on medical fees, counsel and legal fees have been excluded as these are considered to be professional fees rather than consultants. It has also been difficult for finance staff to pull this information together as budget holders have not always used the correct expenditure codes.
- 3.5 In looking at consultants members need to be minded that officers will use them to carry out work on the Council’s behalf when:-
- There is no one internally with the relevant skills or experience
  - There is no capacity/resources available to undertake this work
  - Specialist skills are required
- 3.6 It is important when recruiting a consultant that the project brief sets out the reasons for the use of consultant, that officers have consider any alternative options and also to evaluate the effectiveness of the work undertaken by consultants within the authority.
- 3.7 The benefit of employing consultants is that the Council makes a saving in relation to employer National Insurance and pension contribution. Also in employing consultants the Council is under no obligation to pay consultants for days when they are not working for the Council e.g. sickness and holiday and they are only engaged for a specific period of time – however offsetting this is that these staff are often more expensive.
- 3.8 The risk in not using consultants is that the Council would have to recruit a more substantial and specialised workforce at a greater expense.
- 3.9 This report provides a detailed breakdown of all costs officers believe are consultants, broken down over Portfolio’s and service areas. This is shown in Appendix 2 (revenue) and Appendix 3 (capital). It also examines the procurement arrangements associated with engaging the consultants as part of that process.

## **HM Revenue & Customs**

- 3.10 From April 2015, Employers must complete a return to the HMRC on a quarterly basis providing a detailed breakdown of all workers they have employed that do not get paid through the PAYE system. The information that needs to be captured is quite detailed and so officers have now reviewed current processes to ensure that this information is collected.
- 3.11 This applies to all staff who are engaged directly as independent self-employed contractors or through personal service companies
- 3.12 It does not apply to the procurement of services from professional services firms such as accountants, actuaries, estate agents or lawyers.
- 3.13 An approvals form has been created that managers will need to complete whenever they are recruiting staff outside of the PAYE system that will need to be signed off by both HR and the Chief Officer.
- 3.14 As the worker is set up on either IPROC or Confirm to authorise payments, they will need to complete this information at the same time. A report can then be run each quarter and submitted to the HMRC.
- 3.15 If the report is late, incomplete or incorrect then the HMRC will charge a penalty based on the number of offences over a 12 month period. These are:-
- £250 – first offence
  - £500 – second offence
  - £1,000 – Third and later offences
- 3.16 Where there are continued failure to by organisations to send the reports or if they are frequently late, then HMRC may penalise organisations for every day the report is late.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 Included in the body of the report.

## **5. LEGAL IMPLICATIONS**

- 5.1 There is a considerable amount of legislation affording specific employment rights such as paid holiday, maternity leave and pay, entitlement to redundancy payments, minimum notice periods and protection from unfair dismissal, to name but a few to employees. Self-employed consultants, on the other hand, are not entitled to these enhanced statutory rights or protections.
- 5.2 In addition to statutory rights, an employer/employee relationship also implies a duty of trust and confidence between the parties concerned and suggests that neither should act in such a way as to undermine it. This notion introduces the idea of reasonableness into the way in which employers treat their employees. But the relationship between an organisation and a self-employed consultant does not have the same implied duties, with the consultant's protection relying largely on the contractual terms in place.
- 5.3 Describing a role as a consultant will not provide a definitive position and as a starting point, there are three key areas that should be evaluated:

- (i) a requirement for personal service
- (ii) the existence of mutuality of obligation
- (iii) the level of control that the council has over an individual.

**5.3.1 Personal service** - Is the individual personally required to perform services for the company?

An employee is someone who is employed under a contract of service, that is, a contract that requires them to personally turn up for work and carry out the duties requested of them.

A consultant, on the other hand, is engaged under a contract for services, that is, a contract under which they agree to provide the company with particular services. But, while they are obliged to ensure that these services are provided, they are not necessarily required to carry out the work personally.

**5.3.2 Mutuality of obligation** - Are employers obliged to offer individuals work under their agreed contract? Equally, if an employer offers an individual work, are they obliged to accept it? If they are, it could indicate an employment relationship.

**5.3.3 Control** - How much control does the employer have over an individual? Who decides what work needs to be done, how it should be done and when?

5.4 HMRC uses different, albeit similar, criteria when determining individual's employment status or otherwise. This means that an individual could be considered an employee for tax purposes, yet remain a consultant from an employment perspective. As stated above the process of engaging consultants is being tightened with the appropriate checks and balances. These will reduce or eliminate the obvious employment law risks including the accrual of the statutory protection rights set out in para 5.1 above. HR advice should be sought to ensure that each assignment/engagement is not likely to give rise to employment or "contract of services

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	Held in finance teams

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## CONSULTANT

### **Coding for Consultants/Agency/Temp Staff**

The difference between agency/temporary staff and consultants is often confused and wrongly coded on Oracle. For clarity the difference is explained below:-

#### Agency staff – Revenue Funded (0104)\*

People appointed to cover vacant posts – and paid either by LBB or via comensera. Anyone that we employ but we pay as a company will need to be separately identified and for the purposes of LBB classified as working under a consultancy basis (see below).

#### Temporary Staff – Revenue Funded (0104)\*

People that are employed for less than 3 months to do a specific urgent piece of work, where no post exists, so a supernumerary post is allocated and virement rules apply. Once the post exceeds 3 months a post creation form will need to be set up (back dated to when the post commenced working with the council) and justification and funding identified.

#### Consultants – Revenue/Capital (1708)\*\*

Consultants should be used to undertake one-off projects, where there is no one internally with the relevant skills. There should be transparency around funding of the post which should be on a fixed fee and clear deliverable, which should be reviewed at the end of the project.

\* 0104 codes – there may be a basket of temporary codes so please check the FCB

\*\* 1708 codes – unless there is a good reason, at all times this is the code that should be used.

**Consultant** - Someone employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, which brings specialist skills or knowledge to the role, and where the council has no ready access to employees with the skills, experience or capacity to undertake the work.

A Consultant should be engaged on a fixed price contract and would not normally be employed on a day rate (this will ensure VFM).

## Employing the Consultant

Audit Commission research has indicated that most consultancy work was not usually let on the basis of lowest price, although few authorities held records to justify their decisions. You must always take account of the available budget.

You should prepare a formal agreement before a consultancy assignment commences. This may range from a letter to a formal legal contract. As a minimum the agreement should:

- confirm agreed total costs (fixed price arrangements are usually preferable),
- description of all project deliverables
- make reference to the brief
- make reference to the consultant's submission
- confirm invoicing and payment arrangements
- set out termination and arbitration arrangements
- set out reporting arrangements

You must also ensure that sufficient provision is made for any necessary Insurances and Indemnities required to protect the Council's position. This includes a need to establish the tax position of the Consultant to ensure payments made under any commission placed are correctly treated.

## Requirement for a Consultant

The initial requirements around the commissioning of Consultancy Services should include consideration of how service requirements are met and other approaches which might be used. For example can the requirement be met through the completion of work via Agency Staff, the employment of an interim manager (via a direct/temporary contract of employment with the Council), or Secondment arrangements. Only once the best "fit" has been identified should work be commissioned. The arrangement should also be subject to periodic review as, for example, an initial urgent requirement placed with a Consultant might not be better completed at a later date via a temporary contract of employment

There needs to be a clear **accountable** officer responsible for commissioning the consultants work, who monitors progress and delivery and ensures VFM is delivered at all times. The consultant would not normally manage any staff directly or be responsible for authorising spend.

### **The Appointment of Consultants (contract procedure rule 8.5)**

**8.5.1** Consultant architects, engineers, surveyors and other professional *Consultants* shall be selected and commissions awarded in accordance with the procedures detailed within these contract procedure rules and as outlined below.



<i>Estimated Cost(or Value)</i>	<i>Tender procedure</i>	<i>Shortlisting</i>
<b>Up to £30,000</b>	One oral <i>Quotation to be confirmed in writing</i> where the <i>Estimated Cost(or Value)</i> exceeds <b>£1,000</b>	<i>Officer and Line Manager</i>
<b>£30,000 – up to £100,000</b>	Three written <i>Quotations</i>	<i>Officer, SPCM and relevant Head of Finance</i>
<b>£100,000 – up to EU Threshold</b>	<i>Invitation to Tender</i> by advertisement/list to at least three and no more than six <i>Candidates</i>	<i>Officer, SPCM relevant Head of Finance and Head of Procurement</i>
<b>Above EU Threshold</b>	<i>EU Procedure</i> or, where this does not apply, <i>Invitation to Tender</i> by advertisement/list to at least five and no more than eight <i>Candidates</i>	As above and in <i>Consultation</i> with <i>Director of Legal, Democratic and Customer Services</i> and <i>Director of Resources</i> – see Rule 8.1.4
<i>Note – Where the estimated value of the intended arrangement is <b>£100,000</b> or more the relevant Portfolio Holder will be Formally Consulted on the intended action and contracting arrangements.</i>		

**8.5.2** Where it can be demonstrated that there are insufficient suitably qualified *Candidates* to meet the competition requirement, all suitably qualified *Candidates* must be invited.

**8.5.3** The engagement of a *Consultant* shall follow the preparation of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment.

**8.5.4** Records of consultancy appointments shall be kept in accordance with Rule 6.

**8.5.5** *Consultants* shall be required to provide evidence of, and maintain professional indemnity insurance policies to the satisfaction of the relevant *Head of Finance* for the periods specified in the relevant agreement.

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Category / Supplier Name	Division /Serv. Area	14-15	15-16	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
		£	£				
<b>One-off specialist advice, no one with relevant specialist skills</b>							
MOTT MACDONALD LTD	Regen. & Trans.		980	Professional Cost consultancy advice re sale of land at 111 Eldred Drive	Single quote under CPR 8.5.1	1	Reported to E&R PDS cttee 14/05/2015 to obtain authority to sell.
CALFORDSEADEN LLP	Regen. & Trans.	2,985	1,495	Monitoring surveys & final report on subsidence at Anerley Town Hall to enable Members to make a decision on the future of the building	Framework agreement. Previously carried out the initial survey	1	
MONTAGU EVANS LLP	Regen. & Trans.	27,800	12,000	Chartered Surveyors - Providing specialist property market expertise and general development consultancy advice on potential development of Site G. Also used for 1 Westmoreland Rd because other companies had a potential conflict of interest.	Originally selected for Site G through a competitive tendering exercise from a panel of consultants drawn from the Homes & Community Agency's Property Panel. Subsequently also used for 1 Westmoreland Rd. for which a single quote was obtained under CPR 8.5.1 .	See procurement procedure	Appointment reported to R & R PDS 17/01/2013 in Town Centres Development Programme Report.
SOLACE ENTERPRISES LTD	CEX	10,112		Services of R. H for Confidential Investigation	Selected from a list of three shortlists provided by SOLACE	3	
POSEIDON CONSULTING LTD	Fin. Serv.	4,000		Researching & delivering a paper on Treasury Management opportunities and presenting to Cabinet	Already had contact with this company as they are linked to Allenbridge Investment Advisers who provide Pensions advice	1	
<b>One-off specialist work total</b>		<b>44,897</b>	<b>14,475</b>				
<b>Insufficient in-house skills / resources</b>							
WILKS, HEAD & EVE LLP	Regen. & Trans.	17,190		Asset Register Valuations. Work tendered in 2012. Quote from Wilks Head & Eve was substantially cheaper than others. Latest quote based on same rate per valuation.	Single quote under CPR 8.5.1	1	
<b>Insufficient in-house skills total</b>		<b>17,190</b>					
<b>Training</b>							
BARONY CONSULTING GROUP LTD	HR	2,800	1,250	Commissioned to deliver Contract & Commissioning training	Single quote under CPR 8.5.1	1	
BIP SOLUTIONS LTD	HR	4,875		Commissioned to deliver Contract & Commissioning training	Single quote under CPR 8.5.1	1	
SNOWDROP CONSULTING LTD	HR	1,310		Provide Internet Security training	Single quote under CPR 8.5.1	1	
<b>Training total</b>		<b>8,985</b>	<b>1,250</b>				
<b>GRAND TOTAL</b>		<b>71,073</b>	<b>15,725</b>				

Category / Supplier Name	Division / Serv. Area	14-15 £	15-16 £	DSG/RS G/OTHE R	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
<b>One-off specialist advice, no one with relevant specialist skills</b>								
EMINENCE GREY ASSOCIATES LTD	Educ	72,600		DSG	Behaviour consultancy and interim executive head teacher cover. A contract was awarded via exemption from competitive tendering, on grounds of urgency due to the immediate need to provide management support at the PRU provision. A request for quotes process would have delayed the ability of LBB to rapidly address the management issue at the PRU provision and would have increased the risk of a negative inspection outcome as a result. It was considered unlikely that suitable alternative candidates could be identified.	CPR 8.5 - Waiver	1	30/01/14
KEEGANS LTD	Educ		31,549	DSG	Provision of Multi Disciplinary Lead Design Services on the project to refurbish Beacon House in line with LBB Brief and LCP Framework Agreement. Suppliers selected via Framework, all suppliers within relevant 'lots' were invited to quote. Some work may be capitalised	CPR 8.5 - Competitive Tender	See Description	11/02/15
PINNACLE ESP LTD	Educ	29,519		DSG	Consultant costs to specify and project manage urgent H&S works at Burwood School. If works had not been carried out school would have had to be close due to it not complying with H&S legislation. Suppliers selected via Framework, all suppliers within relevant 'lots' were invited to quote	CPR 8.5 - Waiver/Competitive Tenders	See Description	
ARK COMMERCIAL ENTERPRISES LTD	Educ	21,150	2,925	DSG	Independent chair of FAP. An exemption to competitive tendering was sought to award the contract to Ark Commercial Enterprises on a consultancy basis due to the need to mutually identify and agree a suitable person for this role in partnership with Bromley schools. This does not lend itself to competitive tendering. It is particularly important, in this transition stage towards a new Fair Access Protocol and supporting structure, to ensure the role of Chair is undertaken by somebody familiar with Bromley schools and trusted by them	CPR 8.5 - Waiver Obtained	1	04/09/14
CROYDON COUNCIL	Educ	15,000		RSG	Joint SEN Commissioning Programme with Croydon Council who are responsible. Programme involves Consultancy which has been brought in by Croydon and Bromley is sharing the cost.	See Description		
ENFIELD COUNCIL	Educ	18,500		OTHER	Programme joint with Enfield Council who provide support to LBB which include bespoke support, case studies, attend Pathfinder Champion meetings, provide and deliver training at Delivery Partner workshops. Funded from SEND Pathfinder Grant	See Description		
RBMM EDUCATION LTD	Educ	15,000		OTHER	Expressions of interest from four consultancies who would be able to carry out this specialist review of SEND services. This consultancy was the only respondent and after careful analysis of quality and price we decided to use the service which has provided very good work resulting in a report provided to MOWGSEN during the first quarter of this year. SEN Reform Grant Funded	CPR 8.5 - Waiver/Expression of Interest.	4	
BAILEY PARTNERSHIP	Educ	10,800		DSG	Appointed to review premises and playground improvement works at Grovelands that were to be funded by historic carry forward. Works suspended on request by Bromley College prior to school conversion. Suppliers selected via Framework, all suppliers within relevant 'Lots' were invited to quote	CPR 8.5.1 - Competitive Tender	See Description	Agreed by Portfolio Holder

Category / Supplier Name	Division /Serv. Area	14-15 £	15-16 £	DSG/RS G/OTHE R	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
BROMLEY PARENT VOICE	Educ	12,000	862	OTHER	SEND Reform project management. Procured for the lifetime of the Pathfinder (one year in first instance) then waivers obtained over the last two years as the grant funding has continued.	Single quote under CPR 8.5.1 - Waiver Obtained	1	
MOTT MACDONALD LTD	Educ	4,375		OTHER	Consultancy support funded from SEN pathfinder Grant. LBB has national pathfinder status which trails and tests proposals in government's reform to service for children and young people with Special Education Needs	Single quote under CPR 8.5.1	1	
E. A LTD	Educ	283		OTHER	Consultancy support funded from SEN pathfinder Grant. LBB has national pathfinder status which trails and tests proposals in government's reform to service for children and young people with Special Education Needs	Single quote under CPR 8.5.1	1	
BURWOOD SCHOOL	Educ	40,800		DSG	Consultant Cost in relation to interim head, LBB previously agreed to reimburse Burwood School.	Reimbursement of cost incurred by Burwood School		
B. L	Educ	500		OTHER	Consultancy support funded from SEN pathfinder Grant. LBB has national pathfinder status which trails and tests proposals in government's reform to service for children and young people with Special Education Needs	Single quote under CPR 8.5.1	1	
NATIONAL UNION OF TEACHERS	Educ	700		DSG	Fee for the provision of independent advice in relation to Settlement Agreement in accordance with clause 10.2 in agreemen'	Single quote under CPR 8.5.1	1	
TL SERVICES LTD	Educ	300		DSG	An additional sum to provide 'one off' additional work as discussed and agreed in advance with Senior Teacher of the PPS	Single quote under CPR 8.5.1	1	
<b>One-off specialist work total</b>		<b>241,527</b>	<b>35,336</b>					

Category / Supplier Name	Division /Serv. Area	14-15 £	15-16 £	DSG/RS G/OTHE R	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
<b>Insufficient in-house skills / resources</b>								
L. B	Educ	52,800	5,830	RSG	A SENDIST report, commissioned in 2004, identified that Bromley had the highest volume of SEND appeals in England. As a result it was agreed at Chief Officer level to commission additional consultancy to support the Tribunal process. Numbers of appeals may vary considerably from year to year. For this reason the model used provides no minimum guarantee of referrals to the consultancy	CPR 8.5 - Waiver Obtained	1	
OSBORNE THOMAS LTD	CSC		23,100	RSG	This is a specialist post that was recruited with help of HR. Candidate was not the most expensive but agreed to reduce his rate by £50 per day when interviewed by AD and Director of ECHS. Portfolio Holder was informed verbally by Director of ECHS	CPR 8.5.1 - over three written quotation	7	
M. P	Educ	12,244		DSG	Only supplier available. Highly specialised. Mobility Officer for Visual Impairment. Exemption obtained last year and will be renewed for 15/16. There are very few skilled VI mobility officers available and M provides excellent value for money	CPR 8.5 -Waiver Obtained	1	
C. M	Educ	5,150	1,575	DSG & RSG	Providing school leadership support to a school judged RI by Ofsted	Single quote under CPR 8.5.1	1	
<b>Insufficient in-house skills total</b>		<b>70,194</b>	<b>30,505</b>					
<b>Training</b>								
AMBER & GREENE LTD	CSC		6,320	RSG	Training for Delivery of Sentencing and Punishment of Offenders (02.07.14) and Training for Bespoke design and delivery of Critical & Thinking Skills (CATS)	Single quote under CPR 8.5.1	1	
P. P	Educ	3,800	800	RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
A. D	Educ		825	RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
A. S	Educ	300		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
B B	Educ	900		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
EDUDATA UK LTD	Educ	410		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
G. H	Educ	375		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
LEARNING POOL LTD	Educ	1,335		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
M. H / MIND KIND	Educ	1,582		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
MR K. B	Educ	960		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
NATIONAL GOVERNORS ASSOCIATION	Educ	645		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
R. H	Educ	350		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
ROBBINS TRAINING AND CONSULTANCY LTD	Educ	2,006		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
THE LIFE SKILLS COMPANY (LINGFIELD) LIMITED	Educ	1,750	795	RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
W. C	Educ	595		RSG	Various training course for School Governors	Single quote under CPR 8.5.1	1	
J. H CONSULTING LTD	Educ	1,721		OTHER	Training & support funded from SEN pathfinder Grant. LBB has national pathfinder status which trails and tests proposals in government's reform to service for children and young people with Special Education Needs	Single quote under CPR 8.5.1	1	
J. C LTD	Educ	1,200		OTHER	Training & support funded from SEN pathfinder Grant. LBB has national pathfinder status which trails and tests proposals in government's reform to service for children and young people with Special Education Needs	Single quote under CPR 8.5.1	1	
COPE CONSULTANTS	Educ	1,350		RSG	Various training course for School-based Staff	Single quote under CPR 8.5.1	1	
P. S	Educ	830		RSG	Various training course for School-based Staff	Single quote under CPR 8.5.1	1	

Category / Supplier Name	Division / Serv. Area	14-15 £	15-16 £	DSG/RS G/OTHE R	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
H.M EDUCATION CONSULTANCY LTD	Educ	1,450		RSG	Various training course for School-based Staff	Single quote under CPR 8.5.1	1	
PLAYBACK STUDIO LTD	CSC		700	RSG	N-GageU apprenticeship roadshow on 20th November 2014 at Bromley Youth Music Centre	Single quote under CPR 8.5.1	1	
EDUCATION DEVELOPMENT & ASSESSMENT LTD	CSC	650		RSG	Education Development Assessment (W. N) NVQ level 1 in Customer Service delivery one student 2014	Single quote under CPR 8.5.1	1	
K. M	Educ	600		RSG	Delivery of Positive Behaviour Workshop on 16th October 2014	Single quote under CPR 8.5.1	1	
RE CONSULTANT LTD	Educ	550		RSG	Various cost relating to teaching the new syllabus course June 2014	Single quote under CPR 8.5.1	1	
TLT TOP LINE THERAPISTS LTD	CSC	300		RSG	Provision of workshops at the N-GageU Apprenticeship roadshow on 20th November 2014	Single quote under CPR 8.5.1	1	
L. N	Educ	250		RSG	Various training course for School-based Staff	Single quote under CPR 8.5.1	1	
ARTICULATE HANDS LTD	Educ		200	RSG	British Sign Language provided by P. N	Single quote under CPR 8.5.1	1	
T. O	Educ	200		RSG	Various training course for School-based Staff	Single quote under CPR 8.5.1	1	
<b>Training total</b>		<b>24,109</b>	<b>9,640</b>					
<b>GRAND TOTAL</b>		<b>335,830</b>	<b>75,481</b>					

Category / Supplier Name	Division/ Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
<b>One-off specialist advice, no one with relevant specialist skills</b>							
F D COLEMAN * INACTIVE	CSC	15,093		Review Fostering processes and procedures	Waiver Exemption Agreed May 2013		
IMPOWER CONSULTING LIMITED	Comm.	227,035		Adult Social Care Changes	Tender process	5	Executive 22/07/15
HOUSINGDELIVERY	Hous.	950		Recruitment and interview advice & support	Single quote under CPR 8.5.1	1	
DEBIGNO LTD T/A PATHWAY ANALYTICS	Public Health	4,000		Sexual Health (local population) consultancy	This is in line with Section 8.5 of the Contract Procedures Rule. Pathway Analytics is the system developer for the London Sexual Health Integrated Tariff Project and is the only company that has access to the substantial database that captures all London GUM activities by providers. The company is commissioned to provide a one-off analysis to support service remodelling of GUM services using their data collected through the Integrated Tariff project. The aim of this analytical work is to ascertain the potential of limiting Bromley's exposure to open access services.	1	
MIB CONSULTANCY LTD	Public Health	1,040		NHS Pension Scheme Consultancy	Single quote under CPR 8.5.1	1	
PHARMABBG LLP	Public Health	14,000		Pharmacy Health Champions Project	Exemption from tendering approved in line with sections 3 and 13 of the contract procedure rules.	3	
RBE ASSOCIATES LTD	Public Health	14,719		(1) Bromley Health Champions - Asset based community development project (£11,750) (2) Training Delivery Levels 1 & 2 RSPH (£2,474)	Exemption from tendering approved in line with sections 3 and 13 of the contract procedure rules.	3	
SOCIAL SENSE LTD	Public Health	7,960		Second third of social norms project. This is a specialist school-based intervention and survey (R U Different)	This is a unique intervention and we were not able to identify any other provider. The exemption from tendering was approved in line with section 3 and 13 of the contract procedure rules.	1	
SE CONSULTING LTD	Public Health	18,500		Pharmaceutical Needs Assessment/Seasonal Health Consultancy	Section 8.5 of the Contract Procedure Rules. Other options (agency or temporary staff) were not considered suitable because the role requires specialist pharmaceutical knowledge. The use of a consultant would be appropriate for this project which has a specific brief describing the scope of the services to be provided within a defined time period.	1	
ETRE CONSULTING LTD	Strategy / CSC	4,925		Strategy - Social work consultancy, NQSWs on ASYE training programme. Children's - Delivery of training	Exemption and Award Paper Signed	1	
LYNNE PHAIR CONSULTING LTD	Strategy	162		Speaking at Safeguarding Conference	Single quote under CPR 8.5.1	1	Budget decisions are taken by the BCSB and BSAB Executive Committees on how the partnership's funds are deployed. The Portfolio Holder is a member of the strategic partnership



LYNNE PHAIR CONSULTING LTD	Strategy	972		Draft SILP report re Lauriston House review	Single quote under CPR 8.5.1	1	Budget decisions are taken by the BCSB and BSAB Executive Committees on how the partnership's funds are deployed. The Portfolio Holder is a member of the strategic partnership
<b>One-off specialist work total</b>		<b>309,356</b>					
<b>Category / Supplier Name</b>	<b>Division/ Serv. Area</b>	<b>14-15</b>	<b>15-16</b>	<b>Description</b>	<b>Procurement procedure followed</b>	<b>No. of quotes obtained</b>	<b>Date Reported to Members</b>
		£	£				
<b>Insufficient in-house skills / resources</b>							
MISS SB. D	Strategy	7,975		Safeguarding Adults Conference	Competitive tender within CPR's 8.5.1	3	PDS and Portfolio Holder receive an annual report including details of the conference. Budget decision's are taken by BSAB Executive committee on how partnerhsip funds are deployed. The Portfolio Holder is a member of the Board.
<b>Insufficient in-house skills total</b>		<b>7,975</b>					
<b>Training</b>							
AMBER & GREENE LTD	CSC	2,220		Deliver Training for YOT	Single quote under CPR 8.5.1	1	
LYNNE PHAIR CONSULTING LTD	Strategy	4,874		Delivery of healthcare investigation skills training	Single quote under CPR 8.5.1	1	
<b>Training total</b>		<b>7,094</b>					
<b>GRAND TOTAL</b>		<b>324,425</b>	<b>0</b>				

Category / Supplier Name	Division/Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
<b>One-off specialist advice, no one with relevant specialist skills</b>							
TGMS LTD	Street Scene & Green Space	12,179		Sparrows Den - Beccehamians RFC - Geophysical and levels survey, design spec, contract management etc	Single quote under CPR 8.5.1	1	
ALPHA PARKING LTD	Transport & Highways	1,470		Notice Procesing Review for Shared Service. Health check and efficiency of parking appeals service	2 quotes sought	2	
<b>One-off specialist work total</b>		<b>13,649</b>					
<b>Insufficient in-house skills / resources</b>							
AECOM	Transport & Highways	92,992	13,403	Highway design and construction consultancy services from TfL framework as agreed by Members	Part of TfL Framework	N/A	16/06/2010, 17/04/2012 & 07/07/2015
BM LTD	Street Scene & Green Space	29,000		Advice on outsourcing of remaining parks service & associated variation in in parks contract	Single quote under CPR 8.5.1	1	
SUSTAINABLE ENVIRONMENTAL SOLUTIONS LTD	Street Scene & Green Space	9,900		Study to devise options for the management of greenspace	sought more than 1 quote, however only 1 returned		
WILKS, HEAD & EVE LLP	Street Scene & Green Space	4,500		Undertake an initial appraisal and negotiate rent review settlement	Single quote under CPR 8.5.1	1	
<b>Insufficient in-house skills total</b>		<b>136,392</b>	<b>13,403</b>				
<b>Planning</b>							
WATERMAN INFRASTRUCTURE	Transport & Highways	7,400		Provide an Expert Highway Witness for Public Inquiry	Single quote under CPR 8.5.1	1	
<b>Planning total</b>		<b>7,400</b>					
<b>GRAND TOTAL</b>		<b>157,441</b>	<b>13,403</b>				

Category / Supplier Name	Division/Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
<b>One-off specialist advice, no one with relevant specialist skills</b>							
OSBORNE THOMAS LTD	Public Protection	10,710		Consultant employed to undertake staff investigation re disciplinary	Single quote under CPR 8.5.1	1	
<b>One-off specialist work total</b>		<b>10,710</b>					
<b>Insufficient in-house skills / resources</b>							
ALLIED SURVEYORS DILIGENCE LTD	Public Protection	700		Expert witness valuation of property	Single quote under CPR 8.5.1	1	
DVC	Public Protection	1,350		Expert witness valuation of property	Single quote under CPR 8.5.1	1	
ECLIPSE RESEARCH LTD	Public Protection	27,968		CCTV Consultant costs	Single quote under CPR 8.5.1	1	
GRAHAM G BISHOP SURVEYORS LTD	Public Protection	550		Survey report on 15 Chaffinch Road Fraud case 14/02048/CMPP	Single quote under CPR 8.5.1	1	
	Public Protection		1,440	Forensic survey of properties	Single quote under CPR 8.5.1	1	
STANDING TOGETHER AGAINST DOMESTIC VIOLENCE	Public Protection	5,525		Domestic Violence Homicide Review Work completed up until 31st March 2015	Single quote under CPR 8.5.1	1	
N R	Public Protection	14		Food sampling (Goats meat)	Single quote under CPR 8.5.1	1	
<b>Insufficient in-house skills total</b>		<b>36,106</b>	<b>1,440</b>				
<b>GRAND TOTAL</b>		<b>46,816</b>	<b>1,440</b>				

Category / Supplier Name	Division/Service Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
<b>One-off specialist advice, no one with relevant specialist skills</b>							
STUDIO EGRET WEST LTD	Planning	15,000		Architectural fees for Bromley Central High Street Detailed Design	Waiver to extend consultancy commission for Bromley Town Centre public realm design taken to R&R PDS Committee	NA	R&R PDS 17/01/2013
ADVICE2GO LTD	Recreation	4,825		Fundraising strategy and bid for the CPP dinosaurs.	Single quote under CPR 8.5.1	1	
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS	Recreation	15,000		Bromley Valley Gym Club - valuation & property advice	Single quote under CPR 8.5.1	1	
DRAUGHT ASSOCIATES LTD	Recreation	3,000		Central library exhibition visuals	Single quote under CPR 8.5.1	1	
FRANKHAM CONSULTANCY GROUP LTD	Recreation	4,000		Feasibility study for the Biggin Hill Heritage Centre	Single quote under CPR 8.5.1 - prices compared to LPC framework	1	
THE MORTON PARTNERSHIP LTD	Recreation	1,750		Condition survey work for Crystal Palace Park railings	Request for quotations	6	
THE OAKLEAF GROUP	Recreation	18,753		Condition survey work for Churchill Theatre, libraries and Mytime buildings	Single quote under CPR 8.5.1	1	
TP BENNETT LLP	Recreation	11,340		Consultancy work re Bromley Valley Gymnastics Centre	Competitive tender	2	
CS	Recreation		2,345	Reviewing papers, advising by telephone and drafting advice - Library Closures	Single quote under CPR 8.5.1	1	
<b>One-off specialist work total</b>		<b>73,668</b>	<b>2,345</b>				
<b>Insufficient in-house skills / resources</b>							
COLE JARMAN LTD	Planning	9,169	4,016	Biggin Hill Airport - Noise action plan	Single quote under CPR 8.5.1	1	
URS INFRASTRUCTURE & ENVIRONMENT UK LTD	Planning	61,360		Work on Growth Areas in the Borough	Tendering Exercise through HCA's Multi-disciplinary Framework Panel	3 bids received	Exec 10/06/2014
CALFORDSEADEN LLP	Recreation	940	950	Structural inspection of Penge library	Single quote under CPR 8.5.1	1	
PLAYLE & PARTNERS LLP	Recreation	715		Fees re BH library & swimming pool	Single quote under CPR 8.5.1	1	
CACI LTD	Recreation	950		Provision of retail footprint report and map for Bromley Town Centre	Single quote under CPR 8.5.1	1	
JB MARKET RESEARCH SERVICES LTD	Recreation	10,800	5,987	To undertake face to face shopper surveys in Bromley Town Centre and outlying town centres & provide committee style report on the findings	Single quote under CPR 8.5.1	1	
QUARTERBRIDGE PROJECT MANAGEMENT LTD	Recreation	11,057	4,576	Provision of consultancy services for the proposed Bromley Town Centre Market Strategy	Single quote under CPR 8.5.1	1	
WARNER LAND SURVEYS LTD	Planning		1,790	Bromley Town Centre Central Area Public Realm Project - Topographical survey	Single quote under CPR 8.5.1	1	
<b>Insufficient in-house skills total</b>		<b>94,991</b>	<b>17,319</b>				
<b>Planning</b>							
COLIN TOMS & PARTNERS LLP	Planning	900		Arboricultural Consultant to provide an assessment & report in relation to a tree being implicated in subsidence	Single quote under CPR 8.5.1	1	
THE HOOK SURVEY PARTNERSHIP	Planning	650		Topographical Survey	Single quote under CPR 8.5.1	1	
DELOITTE & TOUCHE PUBLIC SECTOR INTERNAL AUDIT LTD	Planning	7,473		Financial Viability work on Conquest House planning appeal (invoice 1111050937)	Single quote under CPR 8.5.1	3	
HERRINGTON CONSULTING LTD	Planning	900		Daylight/Sunlight reviews for HG Wells and Maybrey planning applications	Single quote under CPR 8.5.1	1	
KEEGANS LTD	Planning	3,095		Survey & costing work for pub refurbishment proposal for Porcupine PH planning appeal	Single quote under CPR 8.5.1	1	
KEMP & KEMP LLP	Planning	3,500		Planning consultancy for All Saints School Planning Appeal	Single quote under CPR 8.5.1	3	
LAND USE CONSULTANTS LTD	Planning	1,017	593	Land Use Consultants for ecology surveys re applications & appeals eg Bassetts application	Single quote under CPR 8.5.1	1	
MACCREANOR LAVINGTON LTD	Planning	3,109		Architectural and Design consultancy work for planning appeal for Conquest House	Single quote under CPR 8.5.1	3	
MORGAN CLARKE CHARTERED SURVEYORS	Planning	7,140		Specialist Pub Viability Evidence including report & appearance at public inquiry for The Porcupine public house/Lidl proposal	Single quote under CPR 8.5.1	1	
MRS C S	Planning	1,803		Arboricultural consultancy work for planning appeal at The Porcupine PH Mottingham	Single quote under CPR 8.5.1	1	
MR R M	Planning	3,050		Planning Appeals consultant fees	Single quote under CPR 8.5.1	1	
READING AGRICULTURAL CONSULTANTS LTD	Planning	990		Agricultural Consultants re planning application	Single quote under CPR 8.5.1	1	
RICHARD GRAVES ASSOCIATES LTD	Planning	1,820	2,460	Ecology Advice for planning applications	Single quote under CPR 8.5.1	1	

Category / Supplier Name	Division/Service Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
S S	Planning	4,703	1,418	planning appeals consultant	Single quote under CPR 8.5.1	1	
SUTTLE PICKETT & PARTNERS LTD	Planning	8,670	1,486	Structural Consultant checking of structural elements of applications	Single quote under CPR 8.5.1	1	
THE LANDSCAPE PARTNERSHIP	Planning	992		Written advice regarding submitted Japanese Knotweed report for planning application at Wilderwood	Single quote under CPR 8.5.1	1	
THE POWER SERVICE	Planning	8,400	2,150	Consultant Electrical Works to ascertain compliance with Part P - Building Regulations	Single quote under CPR 8.5.1	1	
WATERMAN INFRASTRUCTURE	Planning	3,700		Consultant costs for public enquiry	Single quote under CPR 8.5.1	1	
AJ OAKES & PARTNERS	Planning		220	Professional Fees	Single quote under CPR 8.5.1	1	
COLLIERS INTERNATIONAL UK PLC	Planning		8,470	Financial Viability work for Hayes Court & 208-214 High Street	3 quotes in line with Financial Regulations	3	
PHD CHARTERED TOWN PLANNERS	Planning		3,319	Planning appeal consultancy fee	Single quote under CPR 8.5.1	1	
TIBBALDS PLANNING & URBAN DESIGN LTD	Planning		11,424	Planning appeal work	3 quotes in line with Financial Regulations	3	
<b>Planning total</b>		<b>61,912</b>	<b>31,540</b>				
<b>GRAND TOTAL</b>		<b>230,571</b>	<b>51,204</b>				

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Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVIC ES	EDUCATI ON	ENVIRO NMENT	RENE WAL & RECRE ATION	RESOU RCES					
	£	£	£	£	£					
<b>Architects</b>										
CAROE ARCHITECTURE LTD DONALD INSALL ASSOCIATES LTD		11,375				11,375	Early Education for Two Year Olds	1	Variation to contract. Waiver obtained.	No
				35,912		35,912	Bromley Museum at The Priory	5	OJEU notice, PQQ and ITT (full tender)	No
				6,000		6,000	Bromley Museum at The Priory	1	Under £30,000 within CPR's 8.5.1	No
				45,500		45,500	Crystal Palace Park Subway	2	Waiver for insufficient tender response	No
EAST ARCHITECTURE LANDSCAPE URBAN DESIGN			33,960			33,960	Beckenham Town Centre Improvements	6	GLA Framework	No
KINNEAR LANDSCAPE ARCHITECTS				124,804		124,804	Crystal Palace Park Improvements	3 received	ADUP framework	Executive 24/03/15
MOXLEY ARCHITECTS LTD		9,876				9,876	Basic Needs	3 written	Competitive tender in accordance with CPR's	No
PICK EVERARD		198,821				198,821	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Mini competition under Construction Related Consultancy Services 2012 Framework	No
PIE ARCHITECTURE LTD				1,000		1,000	Bromley North Village Public Realm Improvements		1	GLA Framework
<b>Total - Architects</b>	<b>0</b>	<b>220,072</b>	<b>33,960</b>	<b>213,216</b>	<b>0</b>	<b>467,247</b>				
<b>Engineers</b>										
ALAN BAXTER PARTNERSHIP LLP		3,200				3,200	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
CLARKEBOND (UK) LTD		350				350	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
ENGINEERS HASKINS ROBINSON WATERS LTD				4,234		4,234	Bromley North Village Public Realm Improvements	1 written	Under £30,000 within CPR's 8.5.1	No
LANDSCOPE ENGINEERING LTD		5,850				5,850	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
PLANET TURF LTD				4,221		4,221	Bromley North Village Public Realm Improvements	1 written	Under £30,000 within CPR's 8.5.1	No
TRUEFORM ENGINEERING LTD				6,835		6,835	Bromley North Village Public Realm Improvements	1	TfL Call -off contract (TfL Framework)	No
<b>Total - Engineers</b>	<b>0</b>	<b>9,400</b>	<b>0</b>	<b>15,290</b>	<b>0</b>	<b>24,690</b>				
<b>Surveyor</b>										
ADAMS ENVIRONMENTAL LTD		5,950				5,950	Basic Needs	3 received	Under £30,000 within CPR's 8.5.1	No
AGB ENVIRONMENTAL LTD		35,175				35,175	Basic Needs	Single Quotes (32 in total)	Individual orders raised on various projects - each individual order is under £30,000 within CPR's 8.5.1	No
AKS WARD LTD					2,000	2,000	Acquisition - Properties Acquisition	1	Under £30,000 within CPR's 8.5.1	No
ARMSTRONG YORK ASBESTOS ENVIRONMENTAL LTD		90				90	Basic Needs	1	Operational Property Measured Term Contract	No
		225				225	Glebe expansion works feasibility	1	Under £30,000 within CPR's 8.5.1	No

Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVICES £	EDUCATION £	ENVIRONMENT £	RECREATION & RESOURCES £	£					
BLAKENEY LEIGH LTD		1,650.00				1,650.00	Early Education for Two Year Olds	3 written	Competitive Quotation in accordance with CPR's	No
DE VOS CONSULTANCY LTD		7,295				7,295	Capital Maintenance in Schools	1	Part of commission for H&S audit - under £30,000 within CPR's 8.5.1	No
ENVIRONTEC LTD		725				725	Basic Needs	1	Operational Property Asbestos Measured Term Contract	No
GLEEDS		1,500				1,500	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
HAYDENS ARBORICULTURAL CONSULTANTS LTD		1,618				1,618	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
HONE ECOLOGY LTD		4,100				4,100	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
JEAN LEFEBVRE UK LIMITED			2,500			2,500	LIP Formula Funding	1	Under £30,000 within CPR's 8.5.1	No
K A RYLAND LTD		4,400				4,400	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
M.C.		1,105				1,105	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
MILTON KEYNES SURVEYS LTD		5,825				5,825	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
PENNINGTON CHOICES LTD		5,241				5,241	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
		2,763				2,763	Beacon House Refurbishment	1	Under £30,000 within CPR's 8.5.1	No
	108					108	DFG - Renovation Grant	1	Under £30,000 within CPR's 8.5.1	No
RAPIER FIRE LTD		400				400	Beacon House Refurbishment	1	Under £30,000 within CPR's 8.5.1	No
RED TWIN LTD		2,800				2,800	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
RIVERSIDE ENVIRONMENTAL SERVICES LTD		54,081				54,081	Basic Needs	Single Quotes (20 in total)	Individual orders raised on various projects - each individual order is under £5,000 and is within CPR's 8.5.1	No
RPS HEALTH SAFETY & ENVIRONMENT					550	550	Acquisition - Properties Acquisition	1	Under £30,000 within CPR's 8.5.1	No
SITECH SURVEYING SERVICES		1,270				1,270	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
SKYHIGH TECHNOLOGY LTD			43,790			43,790	LIP Formula Funding	3	Mini competition	No
SOIL ENVIRONMENT SERVICES LTD		15,488				15,488	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
STIRLING MAYNARD TRANSPORTATION CONSULTANTS		14,250				14,250	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
SUSTAINABLE ACOUSTICS LTD		975				975	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
SWEETT (UK) LTD		350				350	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
SYNTEGRA CONSULTING LTD		9,000				9,000	Basic Needs	3 requested	Under £100,000 (total estimated spend) within CPR's 8.5.1	No
YES ENGINEERING LTD		7,744				7,744	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
<b>Total - Surveyors</b>	<b>108</b>	<b>184,019</b>	<b>46,290</b>	<b>0</b>	<b>2,550</b>	<b>232,967</b>				



Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVICES	EDUCATION	ENVIRONMENT	RECREATION	RESOURCES					
	£	£	£	£	£					
Multi Disciplinary / Other Consultants										
AECOM LTD		47				47	BSF (Building Schools for the Future)	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
			1,876			1,876	Chislehurst Road Bridge Replacement	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
			82,454			82,454	Maintenance	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
			1,939			1,939	Bromley Town Centre - increased parking capacity	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
APPLEYARD & TREW				19,440		19,440	Bromley North Village Public Realm Improvements	1	Under £30,000 within CPR's 8.5.1	No
ATKINS LTD			16,772			16,772	LIP Formula Funding	4	Mini competition	No
BAILEY PARTNERSHIP		827,693				827,693	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
		9,800				9,800	Capital Maintenance in Schools	Appt made via Lewisham Consultants Framework	Tender	No
BAILY GARNER LLP		6,550				6,550	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
CALFORDSEADEN LLP		3,132				3,132	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
		1,000				1,000	Early Education for Two Year Olds	3 written	Competitive Quotation in accordance with CPR's	No
				10,140		10,140	Penge/Anerley Libraries - 46 Green lane	1	Under £30,000 within CPR's 8.5.1	No
COLLIERS INTERNATIONAL UK PLC					89,750	89,750	Acquisition - Properties Acquisition	8 invited (2 responded)	GPS framework, waiver and single quote under Contract Procedure Rule 8.5.1	No
DESIGNED BY GOOD PEOPLE LTD				3,650		3,650	Acquisition - Properties Acquisition	1	Under £30,000 within CPR's 8.5.1	No
							Bromley North Village Public Realm Improvements	1	GLA Framework Supplier (under £30,000 within CPR's 8.5.1)	No
FRANKHAM CONSULTANCY GROUP LTD		67,473				67,473	BSF (Building Schools for the Future)	1	Appointed in 2007 for this project. (Consultant for architectural services- appointed for a fixed term following competitive tenders in 2005)	No
				18,183		18,183	Central Library & Churchill Theatre - chillers & controls	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	G.C (Agency)				16,309	16,309	Transforming Social Care	1	Under £30,000 within CPR's 8.5.1	No
INGLETON WOOD LLP		15,944				15,944	Basic Needs	5 written	Competitive tender in accordance with CPRs	No

Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVICES £	EDUCATION £	ENVIRONMENT £	RECREATION £	RESOURCES £					
KEEGANS LTD		94,843				94,843	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
		16,922				16,922	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
		18,470				18,470	Beacon House Refurbishment	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
MAY GURNEY LTD				44,343		44,343	Bromley North Village Public Realm Improvements	7	OJEU tender	Executive 28/11/12
			128			128	LIP Formula Funding	7	OJEU tender	Executive 28/11/12
MOTT MACDONALD LTD		17,716				17,716	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
M&S TRAFFIC LTD				500		500	Bromley North Village Public Realm Improvements	3	Mini competition	No
			5,770			5,770	LIP Formula Funding	3	Mini competition	No
OLM SYSTEMS LTD					2,000	2,000	Performance management/CYP systems	1	Only Supplier for this (Service provider). Licence with OLM. Under £30,000 within CPR's 8.5.1	No
PELLINGS LLP		83,636				83,636	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework (£47,432.17) and Lewisham Consultant Framework (£36,204.26)	No
		4,219				4,219	Early Education for Two Year Olds	3 written	Competitive Quotation in accordance with CPR's	No
		4,834				4,834	Sensory Support (Vision) - Access Initiative	Appt made via Lewisham Consultants Framework	Framework tender via mini-competition	No
	4,554					4,554	Social Care Grant (Department of Health)	1	LCP 2012 CRCS Framework	No
	518					518	Walpole Road - Learning Disability Provision	1	Exor Approved List	No
PINNACLE ESP LTD		205,019				205,019	Basic Needs	Appt made via Lewisham Consultants Framework	Mini competition	No
		96,570				96,570	Universal Free School Meals	Appt made via Lewisham Consultants Framework	Mini competition	No
PLAYLE & PARTNERS LLP		5,289				5,289	Beacon House Refurbishment	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
PROJECT CENTRE LTD			580			580	LIP Formula Funding	3	Mini competition	No

Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVICES £	EDUCATION £	ENVIRONMENT £	RENEWAL & RECREATION £	RESOURCES £					
REDMAN PARTNERSHIP LLP				9,450		9,450	Bromley Museum at The Priory	2	Waiver	No
SCOTT WHITE & HOOKINS				700		700	Bromley Museum at The Priory	1	Under £30,000 within CPR's 8.5.1	No
STACE LLP				1,001		1,001	Central Library & Churchill Theatre - chillers & controls	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
TFL SURFACE TRANSPORT				696		696	Bromley North Village Public Realm Improvements		Only Supplier for this. TfL Framework. Under £30,000 within CPR's 8.5.1	No
V1 LIMITED					1,700	1,700	Financial systems upgrade/replacement of unsupported software	1	Only Supplier for this (Service provider). Licence with V1. Under £30,000 within CPR's 8.5.1	No
<b>Total - Multi Disciplinary / Other Consultants</b>	<b>5,073</b>	<b>1,479,157</b>	<b>109,519</b>	<b>108,104</b>	<b>112,009</b>	<b>1,813,861</b>				
<b>Total Consultants</b>	<b>5,181</b>	<b>1,892,647</b>	<b>189,769</b>	<b>336,610</b>	<b>114,559</b>	<b>2,538,766</b>				

Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVICE S	EDUCAT ION	ENVIRO NMENT	RENEW AL & RECREA TION	RESOU RCES					
	£	£	£	£	£					
<b>Architects</b>										
PICK EVERARD		31,009				31,009	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
<b>Total - Architects</b>	<b>0</b>	<b>31,009</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,009</b>				
<b>Engineers</b>										
TRUEFORM ENGINEERING LTD				1,746		1,746	Bromley North Village Public Realm Improvements	1	TfL Call -off contract (TfL Framework)	No
<b>Total - Engineers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,746</b>	<b>0</b>	<b>1,746</b>				
<b>Surveyors</b>										
GLEEDS		500				500	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
PENNINGTON CHOICES LTD		2,320				2,320	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
RIVERSIDE ENVIRONMENTAL SERVICES LTD		3,600				3,600	Basic Needs	Single Quotes (2 in total)	Individual orders raised on various projects - each individual order is under £5,000 and is within CPR's 8.5.1	No
RPS HEALTH SAFETY & ENVIRONMENT					1,175	1,175	Acquisition - Properties Acquisition	1	Under £30,000 within CPR's 8.5.1	No
<b>Total - Surveyors</b>	<b>0</b>	<b>6,420</b>	<b>0</b>	<b>0</b>	<b>1,175</b>	<b>7,595</b>				
<b>Multi disciplinary / Other Consultant</b>										
AECOM LTD			332			332	Biking Boroughs	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
			31,852			31,852	Maintenance	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
			250			250	LIP Formula Funding	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
			515			515	Bromley Town Centre - increased parking capacity	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
APPLEYARD & TREW				500		500	Bromley North Village Public Realm Improvements	1	Under £30,000 within CPR's 8.5.1	No
ATKINS LTD			10,700			10,700	LIP Formula Funding	4	Mini competition	No
BAILEY PARTNERSHIP		148,480				148,480	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
BAILY GARNER LLP		41,969				41,969	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
CALFORDSEADEN LLP		736				736	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No

Category /Supplier Name	Portfolio					Grand Total £	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
	CARE SERVICE S	EDUCATION	ENVIRONMENT	RENEWAL & RECREATION	RESOURCES					
	£	£	£	£	£					
COLLIERS INTERNATIONAL UK PLC					49,147	49,147	Acquisition - Properties Acquisition	3 responses	ESPO Framework – 2700 Estate management Services, lot 5A	No
					3,000	3,000	Acquisition - Properties Acquisition	1	Under £30,000 within CPR's 8.5.1	No
FRANKHAM CONSULTANCY GROUP LTD		4,823				4,823	BSF (Building Schools for the Future)	1	Appointed in 2007 for this project. (Consultant for architectural services- appointed for a fixed term following competitive tenders in 2005)	No
				4,044		4,044	Central Library & Churchill Theatre - chillers & controls	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
KEEGANS LTD		19,713				19,713	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
		3,682				3,682	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
MOTT MACDONALD LTD		1,482				1,482	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
M&S TRAFFIC LTD			630			630	LIP Formula Funding	3 requested	Mini competition	No
				200		200	Bromley North Village Public Realm Improvements	3 requested	Mini competition	No
PELLINGS LLP		79,282				79,282	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework (£10,344.92) and Lewisham Consultant Framework (£68,937.17)	No
		7,366				7,366	Sensory Support (Vision) - Access Initiative	Appt made via Lewisham Consultants Framework	Framework tender via mini-competition	No
	1,237					1,237	Social Care Grant (Department of Health)	Appt made via Framework / Direct call off	Tender/Under Construction Related Consultancy Services 2012 Framework	No
PINNACLE ESP LTD		70,755				70,755	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
		41,434				41,434	Universal Free School Meals	Appt made via Lewisham Consultants Framework	Tender	No
STACE LLP				1,001		1,001	Central Library & Churchill Theatre - chillers & controls	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
WORSLEY BRIDGE CATERING CONSORTIUM		2,000				2,000	Universal Free School Meals	1	Under £30,000 within CPR's 8.5.1	No
<b>Total - Multi disciplinary / Other consultant</b>	<b>1,237</b>	<b>421,722</b>	<b>44,279</b>	<b>5,745</b>	<b>52,147</b>	<b>525,131</b>				
<b>Total Consultants</b>	<b>1,237</b>	<b>459,151</b>	<b>44,279</b>	<b>7,491</b>	<b>53,322</b>	<b>565,480</b>				

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## London Borough of Bromley

### PART 1 - PUBLIC

#### Briefing for Education Budget Sub-Committee Tuesday 20 October 2015

## DEDICATED SCHOOLS GRANT REDUNDANCY RESERVE

Contact Officer: James Mullender, Finance Manager  
Tel: 020 8313 E-mail: James.Mullender@bromley.gov.uk

Chief Officer: Doug Patterson, Chief Executive

### 1. Summary

- 1.1 This report is to update Members on the status of the creation of a DSG Redundancy Reserve/Budget following the meeting of the Schools Forum meeting.

### 2. THE BRIEFING

- 2.1 At the last meeting of the Education Budget Sub-Committee on 30<sup>th</sup> June 2015, members were informed that the Schools Forum had requested further information on the regulations that would apply for the creation of a DSG Redundancy Reserve, and had deferred their decision.
- 2.2 The attached report was presented to the Schools Forum on 24<sup>th</sup> September 2015 which provided details of the relevant regulations, and clarified that Secretary of State approval would also be required and would be sought subject to their approval.
- 2.3 For simplicity of accounting, the report requested that a budget was created instead of a reserve, with any underspends being carried forward and ring-fenced for the same purpose in future years, thus having the same effect as an earmarked reserve.
- 2.4 The report was discussed at some length, and although some members were in support, the final decision made was not to agree the proposal.
- 2.5 Although many funding decisions are made following consultation with Schools Forum, the decisions are made by the Local Authority and could be made without the support of the Forum; in this case the regulations specifically require the approval of Schools Forum.
- 2.6 This decision related to the creation of a budget, and therefore does not preclude the agreement of charging of redundancy costs to DSG by the Forum on a case by case basis.
- 2.7 Given that the Schools Forum meets only four times a year, this could add a considerable amount of time taken to gain the required approval, however it is hoped that when the first such request is presented to the Forum, an arrangement can be put in place for future decisions to be made via email circulation to members.
- 2.8 An update will be provided to the Budget Sub-Committee if and when any future request is made to Schools Forum.

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Report No.  
ED15105

## London Borough of Bromley

### PART ONE - PUBLIC

**Decision Maker:** **SCHOOLS FORUM**

**Date:** **Thursday 24 September 2015**

**Decision Maker:** **EDUCATION PORTFOLIO HOLDER**

**Date:** **For pre-decision scrutiny by the Education PDS Budget Sub-Committee on Tuesday 20 October 2015**

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

**Title:** **DEDICATED SCHOOLS GRANT REDUNDANCY BUDGET**

**Contact Officer:** James Mullender, Finance Manager  
Tel: 020 8313 4292 E-mail: James.Mullender@bromley.gov.uk

**Chief Officer:** Doug Patterson, Chief Executive

**Ward:** All Wards

#### 1. Reason for report

- 1.1 This report requests the creation of a budget for DSG redundancy costs, and provides details around the regulations that would apply.

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

##### 2.1 **The Schools Forum is requested to:**

- (i) Agree that a disapplication request be made to the Secretary of State to allow the creation of a DSG Redundancy Budget of £300k.

##### 2.2 **The Portfolio Holder for Education is requested to:**

- (i) Subject to the approval of Schools Forum and Secretary of State, approve the creation of a DSG Redundancy Budget of £300k.

### Corporate Policy

1. Policy Status: Existing Policy: Sound financial management
  2. BBB Priority: Children and Young People Excellent Council
- 

### Financial

1. Cost of proposal: £300k
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Education portfolio budgets
  4. Total current budget for this head: £13.79m
  5. Source of funding: Dedicated Schools Grant carried forward from 2014/15
- 

### Staff

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

### Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002 Further Details
  2. Call-in: Applicable:
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not Applicable
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 At its meeting on 25<sup>th</sup> June 2015, in considering the Education Portfolio Outturn Report 2014/15, Schools Forum was requested to agree the creation of an earmarked reserve of £300k for redundancy costs to be funded from Dedicated Schools Grant (DSG).
- 3.2 Following a member's query, further details were requested of the regulations that would apply to using DSG for such a purpose.
- 3.3 Grant conditions state that DSG can only be used to support the schools budget as defined in the Schools and Early Years Finance (England) Regulations 2014.
- 3.4 Schedule 1 of the regulations is prescribed for the purposes of the Non-Schools Education budget i.e. cannot be funded through DSG, and paragraph 25 of Schedule 1 relates to such costs.
- 3.5 Schedule 1, para 25: *"Expenditure in respect of the dismissal or premature retirement of, or for the purpose of securing the resignation of, or in respect of acts or discrimination against, any person, except to the extent that these costs are chargeable to maintained schools' budget shares or fall within paragraph 4(b) of Schedule 2."*
- 3.6 However, subject to certain exceptions (which don't apply in this case), Schedule 2 is prescribed for the purposes of the School Budget, of which, paragraphs 4(b) and 5 are relevant to this request, as well as regulation 25(1)(a).
- 3.7 Schedule 2, para 4(b): *"Expenditure in respect of termination of employment costs, where the schools forum have approved the charging of the costs to the schools budget for the funding period in which they were incurred and the revenue savings achieved by the termination of employment to which they relate are equal to or greater than the costs incurred."*
- 3.8 Schedule 2, para 5: *"Any deductions under any of paragraphs 1, 2, 3, 4(a), 4(b), 4(c), 4(d) and 4(e) must not exceed the amount deducted under each of the corresponding paragraphs of Part 1 of Schedule 2 to the 2013 Regulations for the previous funding period."*
- 3.9 Regulation 25(1): *"Subject to paragraph (2), on application by a local authority, the Secretary of State may authorise the authority to – (a) disregard the limits referred to in paragraph 5 of Schedule 2 when deducting any expenditure referred to in regulation 8(3)(Central Services expenditure)."*
- 3.10 It is therefore allowable to charge redundancy costs to DSG, as long as schools forum approve the budget, savings exceed the costs, the budget does not increase from the previous year, and in this case subject to Secretary of State approval as well,
- 3.11 Rather than create a reserve, it is now proposed to create a budget funded from the DSG underspend carried forward from previous years, similar to the growth fund budget approved for 2015/16, and that any underspend be carried forward to support the redundancy budget in future years (which would be subject to the limit referred to in para 3.8 above).
- 3.12 The budget will be earmarked for redundancy costs relating to DSG funded services only, where the ongoing annual savings exceed the redundancy costs. Use of the budget will be on the approval of the Chief Executive in consultation with the Assistant Director of Education. Any redundancy costs relating to staff part funded by DSG will be split in the same proportion between the DSG redundancy budget and the council's 'main' (RSG) redundancy reserve.
- 3.13 It should be noted that Bromley previously had a budget for DSG funded redundancy costs of £250k within the DSG contingency. This budget was ceased from 2013/14 when LA's were no

longer permitted to hold general contingencies (other than those de-delegated by maintained schools).

- 3.14 Members are therefore asked to agree that a request be made to the Secretary of State as per para 3.9 to allow the creation of a budget of £300k to meet some of the potential costs that may arise as a result of future reorganisations within DSG funded Education services. This will allow the department to make the most efficient use of DSG funding, which is expected to come under increased pressure in the coming years.
- 3.15 This request to the Secretary of State would be through the disapplication request process, similar that that for the purchase and refurbishment of Beacon House earlier in the year.
- 3.16 It should be noted that there are currently no plans for any such redundancies, and the budget is only requested to ensure that appropriate funding decisions can be made in a timely way in the future.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 These are contained within the body of the report.

#### **5. LEGAL IMPLICATIONS**

- 5.1 Dedicated Schools Grant is provided by the Secretary of State under section 16 of the Education Act 2002, and can only be used to support the schools budget as defined in the Schools and Early Years Finance (England) Regulations 2014.
- 5.2 Regulation 25(1)(a) allows the Secretary of State to disregard the limits referred to in paragraph 5 of Schedule 2, when deducting any expenditure referred to in regulation 8(3) (Central Services expenditure).
- 5.3 A full copy of the regulations is provided as Appendix 1.

<b>Non-Applicable Sections:</b>	Personnel Implications Policy Implication
Background Documents: (Access via Contact Officer)	