



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 25 August 2015

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

Councillor Simon Fawthrop (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Nicholas Bennett J.P., Ian Dunn, Nicky Dykes, Judi Ellis, Ellie Harmer,
William Huntington-Thresher, David Livett, Russell Mellor, Alexa Michael,
Keith Onslow, Tony Owen, Ian F. Payne and Angela Wilkins

A meeting of the Executive and Resources Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **THURSDAY 3 SEPTEMBER
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/>*

PART 1 AGENDA

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

STANDARD ITEMS

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

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

In accordance with the Council's Constitution, questions to this Committee must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Thursday 27th August 2015.

**4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING
HELD ON 9 JULY 2015 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 16)**

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

6 FORWARD PLAN OF KEY AND PRIVATE DECISIONS (Pages 21 - 28)

7 CORPORATE CONTRACTS REGISTER

Copies of the Contracts Register have been circulated under separate cover and are available on the Council website.

HOLDING THE RESOURCES PORTFOLIO HOLDER TO ACCOUNT

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

In accordance with the Council's Constitution, questions to the Resources Portfolio Holder must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on 5pm on Thursday 27th August 2015.

9 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

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

a TREASURY MANAGEMENT - Q1 PERFORMANCE 2015/16 AND INVESTMENT STRATEGY REVIEW (Pages 29 - 40)

b CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2015/16 (Pages 41 - 48)

HOLDING THE EXECUTIVE TO ACCOUNT

10 SCRUTINY OF THE LEADER OF THE COUNCIL

11 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 49 - 52)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 9th September 2015.

POLICY DEVELOPMENT AND OTHER ITEMS

12 EXPENDITURE ON CONSULTANTS 2014/15 AND 2015/16 (Pages 53 - 80)

13 WORK PROGRAMME 2015/16 (Pages 81 - 86)

PART 2 AGENDA

14 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

- | | |
|--|---|
| 15 EXEMPT MINUTES OF THE MEETING HELD ON 9 JULY 2015 (Pages 87 - 88) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 16 ACQUISITION OF INVESTMENT PROPERTIES (Pages 89 - 96) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 17 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS | |
| a EGERTON LODGE, 1 & 2 PARK ROAD, BROMLEY (Pages 97 - 102) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Bromley Town Ward | |
| 18 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS | |

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EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 9 July 2015

Present

Councillor Simon Fawthrop (Chairman)
Councillors Nicholas Bennett J.P., Judi Ellis, Ellie Harmer,
William Huntington-Thresher, David Livett, Russell Mellor,
Alexa Michael, Keith Onslow, Tony Owen, Ian F. Payne
and Angela Wilkins

Also Present

Councillor Graham Arthur, Councillor Stephen Carr,
Councillor Robert Evans, Councillor Will Harmer and
Councillor Tim Stevens J.P.

170 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Ian Dunn, Nicky Dykes and Stephen Wells. Apologies for lateness were received from Councillor William Huntington-Thresher.

171 DECLARATIONS OF INTEREST

The following declarations of interest were made –

Cllr Simon Fawthrop - in relation to item 10 on the Executive's agenda, Reorganisation of Bromley Adult Education College, although he had been granted a dispensation to participate, as his wife worked for the College, and in relation to agenda item 14, Exchequer Service Monitoring Report, as he worked for British Telecom.

Cllr Ian Payne – in relation to items on the Executive's agenda as his daughter worked in child protection.

Cllr Alexa Michael in relation to item 10 on the Executive's agenda, Reorganisation of Bromley Adult Education College, as she was a governor of the College.

Graham Walton, Democratic Services Manager, also declared an interest in relation to item 10 on the Executive's agenda, Reorganisation of Bromley Adult Education College, as his wife worked for the College

172 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

No questions had been received.

173 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 3RD JUNE 2015 (EXCLUDING EXEMPT ITEMS)

RESOLVED that the minutes of the meeting held on 3rd June 2015 (excluding exempt items) be confirmed.

174 MATTERS ARISING FROM PREVIOUS MEETINGS
Report CSD15088

The Committee received an update on matters arising from previous meetings. This included an appendix listing consultants employed by the Council in 2014/15, as requested by the chairman at the previous meeting. The appendix listed consultants by department and also those employed on capital schemes, so it was possible for consultants to be listed more than once for different contracts. The Chairman asked that the appendices be considered by the other PDS Committees.

Updates from PDS Chairmen from recent meetings are attached at Appendix A.

RESOLVED that

(1) The lists of consultants be submitted to other PDS Committees.

(2) A Contracts Working Group be established under the chairmanship of Councillor Stephen Wells and also including Councillors Simon Fawthrop, William Huntington-Thresher, Keith Onslow and Angela Wilkins to look at contract-related issues such as legal requirements, contract clauses and contract management to ensure value for money.

175 FORWARD PLAN OF KEY AND PRIVATE DECISIONS

The Committee noted the Forward Plan of Key and Private Executive Decisions as published on 16th June 2015.

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

No questions had been received.

177 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

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

177.1 TREASURY MANAGEMENT - ANNUAL REPORT 2014/15 Report FSD15044

The report summarised treasury management activity during the March quarter and included the Treasury Management Annual Report for 2014/15, which was required to be reported to full Council. The report ensured that the Council was implementing best practice in accordance with the CIPFA Code of Practice for Treasury Management. The report also includes an update on the Council's investment with Heritable Bank. Investments as at 31st March 2015 totalled £254.8m (excluding the balance of the Heritable investment) and there was no outstanding external borrowing.

RESOLVED that the report be noted and the Resources Portfolio Holder be recommended to approve the actual prudential indicators.

177.2 THE LODGE, COWPER ROAD, BROMLEY BR2 9RT Report DDR15/061

The Whitehall Recreation Ground Lodge had been the subject of several unsuccessful sales, with two planning permissions having been refused and the appeals dismissed. A local estate agent had been engaged to remarket the property by way of an informal tender exercise seeking only unconditional offers.

As it was desirable to be able to accept an offer immediately after expiry of call-in it was proposed that the Resources Portfolio Holder authorise the Director of Regeneration and Transportation to accept offers above his normal delegation limit of £500,000.

Members queried the extent of the land involved, seeking reassurance that the land to be sold would not encroach on park land.

RESOLVED that the Resources Portfolio Holder be recommended to agree the recommendation that authority to accept an offer for the property should be delegated to the Director of Regeneration and Transformation, provided that the no park land is lost giving extra value to the purchaser, or an overage clause with a time limit is included in the sale.

178 SCRUTINY OF THE CHIEF EXECUTIVE

The Chief Executive, Doug Patterson, attended the meeting to give Members an update and answer questions. He gave a brief summary of his current priorities, which included work on addressing the budget shortfall to 2018/19, integrating health and social care, Biggin Hill Airport and changes to

organisational structure resulting from the departure of the Executive Director of Education Care and Health Services and movement towards a “thin client” structure in Environment and Community Services. He mentioned in particular that the number of Directors and Assistant Directors had been reduced by half to eighteen. Another challenge was trying to define minimum levels of statutory services and ensuring that value for money was maintained.

The Chief Executive responded to questions on the following issues –

- Commissioning – About £196m (41% of gross budgets) was spent on contracts. He acknowledged the need to come to members earlier in the commissioning process to draw out savings in what activities and services the Council could cease to offer. He also recognised that there was a potential skills gap around commissioning as the organisation contracted. Additional training was needed for both members and officers; this was already being discussed, but he denied that the Council could be seen as lacking in expertise and therefore a “soft touch” by potential contractors.
- Structure – With the departure of the Executive Director of Education Care and Health Services, the Assistant Directors in that Department were now reporting directly to the Chief Executive. The Council was moving towards a flatter structure more focussed on its needs. Mr Patterson envisaged a much smaller organisation that would buy-in expertise as needed when the larger contracts were renewed. He anticipated further shrinkage in education and changes to relationships in social care and public health. He acknowledged that there were one-off problems with IT, but he was comfortable that the Council was moving towards a more resilient IT platform for the future.
- Crystal Palace Park – The Chief Executive was optimistic that the outlook for Crystal Palace Park was better than at any time since he had been in Bromley, with realistic expectations and a wider recognition of the importance of the Park as a regional asset.

179 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report CSD15089

The Committee considered the following reports on the Part 1 agenda for the Executive’s meeting on 15th July 2015.

(7) Budget Monitoring 2015/16
Report FSD15047

The Committee considered the first budget monitoring report for 2015/16, based on expenditure and activity levels up to the end of May 2015.

A Member noted that there was a projected shortfall in rental income for properties financed by the Investment Fund of £649k. Officers

responded that several additional properties were being looked at and they expected to meet the target.

Due to recent legislative changes regarding parking enforcement by CCTV, there was a projected deficit of £856k. Officers were reviewing the service and would come forward with options for Members to consider, but it was noted that raising revenue was not the aim of parking enforcement.

A Member commented that some of the forecasts appeared to represent a pessimistic, worst-case approach when more accurate, prudent projections were called for. He added that this approach appeared to have contributed to the change in the outturn figures for 2014/15.

RESOLVED that the report be noted and the recommendations be supported, and the Executive be urged to take action to address the forecast net overspend of £614k.

(8) Capital Programme Monitoring – 1st Quarter 2015/16
Report FSD15046

The Committee received the first monitoring report on capital expenditure and receipts following the first quarter of 2015/16. The report also sought approval from the Executive for a revised capital programme.

A Member sought further information on what the Autism Capital Grant was used for – officers undertook to circulate information on this.

Members discussed section 106 receipts and the time limits for spending the money received by the Council. This depended on the precise drafting of each agreement, but generally after five years the applicant could request that an agreement be modified, leading to a risk of unspent money having to be returned, although this had not happened in Bromley. The Chairman pointed out that there had been extensive discussions at the last meeting on section 106.

Members discussed the revenue contribution to the Bromley Mytime Investment Fund. This matter was being considered by officers and had been scrutinised recently by Renewal and Recreation PDS Committee.

In relation to the Housing Zone Bid for Site G, officers confirmed that discussions were taking place with the GLA about housing zone status. If GLA funding could be obtained this could assist in making housing schemes more viable.

RESOLVED that the recommendations be supported.

(During the course of this item Councillor Nicholas Bennett declared an interest as a Council appointed trustee of Bromley Mytime and pointed out that as such he would not participate in any Committee discussions about Bromley Mytime.)

(9) Council Tax Support/Reduction Scheme – 2016/17
Report FSD15037

The report provided information on the financial effect on the Authority of increasing the minimum contribution that working age claimants were required to pay towards their Council tax liability, as requested by the Executive on 14th November 2014. The Committee discussed the merits of phasing the increase over two years and the effect on collection rates and staff time of demanding a higher proportion.

Officers stated that it was not possible for the Council to quantify the effect of benefits changes on individual claimants. The report had been written before the recent Budget and the impact of this would need to be assessed.

Consultation would need to take place on the proposals once they were agreed by the Executive.

RESOLVED that the recommendations be noted.

180 BROMLEY YOUTH EMPLOYMENT PROJECT - PROGRESS UPDATE
Report ED15088

The Bromley Youth Employment Project had been established by the Resources Portfolio Holder on 14th July 2014. Since then, the Committee had received regular updates on progress with delivering the project. The majority of performance indicators had been met and in most cases exceeded. The number of vacancies generated continued to exceed the target and although the number of young people placed into contracted employment was still slightly below target the position had improved considerably since the last report – 41 placements against a target of 45. These were full time posts on a range of salaries from the basic apprenticeship wage through to graduate level posts.

Two young people who had been assisted by the Project attended the meeting to give short presentations on their experiences –

- Bebert Longi – Bebert had benefitted from work experience placements and he hoped to obtain a further placement with Law firm to assist with his ambition to be a lawyer. He praised the effectiveness of the scheme and wanted to encourage the scheme to help more looked after children.

- Lauren Graham – After working as a waitress for three years after leaving school, Lauren had seen information about the Project on the Council website and sought assistance to develop her career. The Project had helped her with updating her CV, interview skills and finding new employment.

It was confirmed that the Project was scheduled to deliver its objectives within the £260k allocated over two years.

RESOLVED progress in delivering the Bromley Youth Employment Project be noted.

181 CUSTOMER SERVICE MONITORING REPORT
Report CSD15081

The Committee received information on the performance of the Customer Service Contract provided by Liberata for the period December 2014 to May 2015. Senior managers from Liberata attended the meeting to answer questions from Members.

The following issues were raised –

- It was confirmed that on average customers viewed four pages during each visit to the Council website – this could mean taking four clicks to find the right page, but it could also be general browsing.
- The target for responding to telephone calls to the Contact Centre had been reduced from 80% answered within 30 seconds to 50% within one minute from April 2015 onwards as part of a baseline review of the service. This accounted for savings of £25k making up part of the £60K savings on the contract, but waiting times were longer. Some members were concerned that not only was this a poor quality of service but that call volumes would rise as customers rang back, leading to more call failures.
- A member commented that it was unsatisfactory that the Customer Satisfaction Survey had not been carried out in April and May due to capacity issues with high call volumes. These high volumes were due to a combination of calls relating to the new financial year and to the general election. High call volumes were being experienced again due to a waste services leaflet which had been distributed the previous week.

RESOLVED that the information provided by Liberata be noted, and the Portfolio Holder be requested to note the Committee's concerns about the downgrading of the service, and the possibility that the savings that had been implemented might be undermined by call volumes increasing through repeat calls.

182 BENEFITS SERVICE MONITORING REPORT
Report FSD15036

The Committee received a report and a letter from Liberata's Contract Director providing information on the performance of the Benefits Service by Liberata. Senior managers from Liberata attended the meeting to answer questions from Members. The contract, which had commenced in 2011, was for seven years with a possible extension of a further two years. Officers commented that although 2014/15 had been a difficult year the Service was now in a much stronger position in the early part of the new financial year. It was noted that the overall caseload had reduced – anecdotally, this was largely due to the improved economic situation.

The Committee examined claim processing times (which combined time taken to assess new claims and changes of circumstances.) Performance appeared to be considerably better in the final two months of the financial year, and members questioned whether this masked poor performance for the rest of the year. It was explained that at the end of the year all cases had to be reviewed, so a high volume of straightforward cases could be expected. This was taken into account when the target for the whole year was set. Members queried whether sanctions had been applied when performance had been poor; this had not happened, but following discussions Liberata had agreed to increase staffing. Officers offered to carry out more detailed profiling for the next report. It was confirmed that once a claim was assessed payment was made immediately.

RESOLVED that the information provided in the report and the letter from Liberata be noted.

183 EXCHEQUER SERVICE MONITORING REPORT
Report FSD15045

The Committee received a report on the Exchequer Service provided by Liberata including a letter from Liberata providing information on their performance. Senior managers from Liberata attended the meeting to answer questions from Members.

Members noted the recovery position outlined in the report as at 31st March 2015, but requested details of the real numbers of individuals and companies involved, asking whether there were “repeat offenders.” Members noted that £295k was recommended for write off as all means of recovery had been exhausted. £971k was in dispute – in these cases service departments were dealing with debtors. Utility debt was the largest contributor to this total, with just over £200k outstanding from Thames Water due to costs relating to highway reinstatements. A payment of £100k was expected shortly, and it was anticipated that all their outstanding Thames Water debts would be collected by the end of the month. Members asked whether the heads of utility companies could be asked to attend PDS meetings – while they could be invited, there was no power to compel them.

A member noted that levels of complaints did not appear to be declining. It was confirmed that complaint levels were not included in service level agreements under the contract, but Liberata confirmed that they always sought to learn from any mistakes made.

Members also asked whether the Council could sell some of the outstanding debts to other agencies – this had not been explored, but could be investigated.

RESOLVED that the information provided in the report and the letter from Liberata be noted.

184 REVENUES SERVICE MONITORING REPORT
Report FSD15035

The Committee received a report on the performance of the Revenues Service administered by Liberata in the second half of 2014/15 and a letter from Liberata's Contract Director with further statistical data. Senior managers from Liberata attended the meeting to answer questions from Members.

Members noted that there were two collections per annum for the Orpington First BID; this was unusual, but was a requirement from the BID when it had been established.

The table of Council Tax arrears stretched back as far as 1993. Some of these very old debts would be payments by small instalments, or attachment of benefits.

A member raised the issue of an allegation of an assault by a bailiff. Liberata confirmed that they were aware of the case, did monitor their bailiff's activities and were satisfied that the bailiff company had followed proper recruitment procedures.

RESOLVED that the information contained in the report and the letter from Liberata be noted.

185 WORK PROGRAMME 2015/16
Report CSD15090

The Committee noted its work programme for 2015/16.

**186 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE
LOCAL GOVERNMENT (ACCESS TO INFORMATION)
(VARIATION) ORDER 2006, AND THE FREEDOM OF
INFORMATION ACT 2000**

RESOLVED that the Press and public be excluded during consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings

that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summaries
refer to matters
involving exempt information**

**187 EXEMPT MINUTES OF THE MEETING HELD ON 3RD JUNE
2015**

The Committee confirmed the exempt minutes of the meeting held on 3rd June 2015.

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

The Committee scrutinised a report on the part 2 agenda for the Executive's meeting on 15th July 2015 concerning the acquisition of investment property.

The Meeting ended at 9.52 pm

Chairman

Updates from PDS Chairmen

Care Services PDS Committee 23rd June 2015

The main debate centred on item 8c Direct Care (learning disabilities) contract award. There were 20 questions to the Portfolio holder from carers and support staff and a statement from the union.

There were 2 annual reports one on fostering and one on adoption, the portfolio plan and the 2014/15 outturn budget and the monitoring of the 2015/2016 budget.

I would also draw your attention to the information items the virtual school report [children who are looked after] which will be discussed at Education and the transfer of Health Visitors to the Local Authority.

**Cllr Judi Ellis
Chairman, Care Services PDS Committee**

Public Protection & Safety PDS Committee 30th June 2015

The Public Protection & Safety (PP&S) PDS met on 30 June 2015. David Tait, Chief Inspector and Deputy Borough Commander, gave a presentation based on MOPAC (Mayor of London Office for Policing and Crime) data. This was followed by a thorough scrutiny session from Members on issues including burglary, public disorder and 'violence with injury' crimes in the Borough's town centres. Chief Inspector Tait also gave a separate briefing on gangs in Bromley, including details of the Bromley Gangs and Serious Youth Violence Strategic Board. He agreed that a Councillor representative could attend the Board meetings to act as a 'link' between Police and Bromley Council.

The PP&S Portfolio Holder (PH) gave a presentation to outline her priorities for the 2015-16 municipal year. Members were asked to agree the Public Protection Portfolio Plan for the year. It was agreed that the priorities would be to:

- Tackle night-time anti-social behaviour through a joint Council-Police initiative to tackle violence, nuisance and disorder
- Take action against rogue traders

- Tackle the sale of age-restricted products (especially alcohol and tobacco), though test purchase operations
- Inspect 100% of high-risk food businesses
- Provide the CCTV monitoring service for town centres and other key areas

A Members' visit to the refurbished Orpington Fire Station has been arranged for Saturday 11 July.

A joint PDS meeting with the General Purposes & Licensing Committee to discuss the Council's licensing policy and its impact on crime and public disorder has been arranged for Tuesday 14 July.

Over the course of the year, the Chairman wants to look at Operation Crystal, Drugs / Substance Mis-use (in a joint meeting with Social Care PDS), CCTV, and Trading Standards and Food Safety following reorganisation and reduced budgets.

On Saturday 23 May, the Chairman joined the PP&S PH, Chairman of the Safer Neighbourhood Board and other Board Members in interviewing members of the public in Bromley High Street using a prepared questionnaire to canvass opinion about crime in Bromley Borough. This exercise was continued at the Big O Festival in Priory Gardens, Orpington, on Saturday 4 July.

The Chairman took part as an observer in the Major Incident / Emergency Planning exercise on Sunday 21 June. She and Cllr Kate Lymer were able to observe proceedings and suggest possible good practice for the future.

On 23 June, the Chairman attended the Safer Neighbourhood Board AGM and meeting where it was agreed to grant monies for various bids to make Bromley safer.

Cllr Alexa Michael
Chairman, Public Protection & Safety PDS Committee

London Borough of Bromley

Report No.
CSD15095

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 3rd September 2015

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

Title: MATTERS ARISING FROM PREVIOUS MEETINGS AND
UPDATES FROM OTHER PDS COMMITTEES

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 Appendix 1 to this report updates Members on matters arising from previous meetings which continue to be "live." Four matters are listed concerning committee reports, special guardianship orders, information about consultants and the establishment of a Contracts Working Group.
- 1.2 At its first meeting in the Council year, the Committee agreed that short written updates from PDS Chairmen covering key points only should in future be received alongside matters arising from previous meetings. Any updates received from the following meetings will be circulated –
- Joint Care Services/Education/Public Protection and Safety PDS Committee on Youth Services – 22nd July 2015
 - Public Protection & Safety PDS Committee – 14th July 2015 (joint meeting with General Purposes & Licensing Committee on town centre crime and anti-social behaviour
-

2. RECOMMENDATIONS

The Committee is invited to consider progress on matters arising from previous meetings and the updates received from PDS Committee Chairmen.

Corporate Policy

1. Policy Status: :
 2. BBB Priority: Excellent Council
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £326,980
 5. Source of funding: 2015/16 Revenue Budget
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Staff

1. Number of staff (current and additional): 8 posts (7.39fte)
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours between each meeting.
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Legal

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

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

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

Non-Applicable Sections:	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
145 Matters Arising –Committee Reports 14 th May 2015	Members expressed concern about quality of committee reports and suggested that this should be addressed by Constitution Improvement Working Group	This will be referred to the Working Group’s next meeting – date to be arranged.	Democratic Services Manager	-
149 (8) Adoption Update and Grant drawdown 14 th May 2015	Members suggested that a report on Special Guardianship Orders be referred to Care Services PDS Committee	This will be referred to a future meeting of the Care Services PDS Committee – 23 rd September 2015	Democratic Services Manager	23 rd September 2015
174 Matters Arising – Consultants 9 th July 2015	Committee requested that the information on use of consultants be referred to PDS Committees	Report being prepared for ER PDS meeting which will then be considered by the individual PDS Committees in more detail.	Democratic Services Manager/ Assistant Director, Corporate Projects and Transformation	September /October 2015
174 Matters Arising – Contracts Working Group 9 th July 2015	Committee established a Contracts Working Group comprising Cllrs Wells, Fawthrop, William Huntington-Thresher, Onslow and Wilkins.	A first meeting has been set up for 16 th September 2015.	Democratic Services manager	August 2015

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LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 11th August 2015

PERIOD COVERED: 11th August 2015 – 31st December 2015

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 15th September 2015

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
COUNCIL						
EXECUTIVE						
AWARD OF CONTRACT FOR CAPITAL WORKS AT BEACON HOUSE	Executive	09 September 2015 Executive and Resources PDS Committee	Meeting	Contact Officer: Robert Bollen Tel: 020 8313 4697 Robert.Bollen@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
BROMLEY ADULTS AND BROMLEY YOUNG PERSON SUBSTANCE MISUSE TENDERS - AWARD OF CONTRACT	Executive	09 September 2015 Executive and Resources PDS Committee	Meeting	Contact Officer: Dr Nada Lemic Nada.Lemic@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
CIVIC CENTRE DEVELOPMENT STRATEGY	Executive	17 September 2015 Non-Executive Members, including Members of the Executive and Resources PDS Committee, are to be invited to attend the Executive meeting to offer any comment.	Non-Executive Members, including Members of the Executive and Resources PDS Committee, are to be invited to attend the Executive meeting to offer any comment.	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@broxley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
FUTURE ICT ARRANGEMENTS	Executive	17 September 2015 Non-Executive Members, including Members of the Executive and Resources PDS Committee, are to be invited to attend the Executive meeting to offer any comment.	Non-Executive Members, including Members of the Executive and Resources PDS Committee, are to be invited to attend the Executive meeting to offer any comment.	Contact Officer: Stuart Eley Tel: 020 8313 4542 Stuart.Eley@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
PUBLIC HEALTH CONTRACTS/COMMISSIONING	Executive	14 October 2015 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Dr Nada Lemic Nada.Lemic@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
TEMPORARY ACCOMMODATION GATEWAY REVIEW	Executive	Not before 14 October 2015 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Sara Bowrey Tel: 020 8313 4013 sara.bowrey@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
EXTRA CARE HOUSING SUPPORT	Executive	14 October 2015 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
AWARD OF CONTRACT FOR CAPITAL WORKS AT EDGEBURY PRIMARY SCHOOL, ST GEORGE'S C.E. PRIMARY SCHOOL AND SCOTTS PARK PRIMARY SCHOOL	Executive	14 October 2015 Executive and Resources PDS Committee	Meeting	Contact Officer: Robert Bollen Tel: 020 8313 4697 Robert.Bollen@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
BIGGIN HILL HERITAGE CENTRE	Executive	Not before 14 October 2015 Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Colin Brand Tel: 0208 313 4107 colin.brand@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
IMPACT OF DEREGULATION ACT ON PARKING CCTV	Executive	14 October 2015 Environment PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Ben Stephens Tel: 0208 313 4514 ben.stephens@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
SUPPORTED LIVING SCHEME CONTRACT AWARD	Executive	02 December 2015 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Colin Lusted Tel: 0208 461 7650 Colin.Lusted@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
CARE SERVICES PORTFOLIO						
EDUCATION PORTFOLIO						
EDUCATION PORTFOLIO PLAN 2015 - 16	Portfolio Holder for Education	Not before 29 September 2015 Education PDS Committee	Meeting	Contact Officer: Jane Bailey Tel: 020 8313 4146 jane.bailey@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
ENVIRONMENT PORTFOLIO						
LOCAL IMPLEMENTATION PLAN (LIP) 2016/17	Portfolio Holder for Environment	Not before 30 September 2015 Environment PDS Committee	Meeting	Contact Officer: Caroline Dubarbier Tel: 020 8461 7641 Caroline.Dubarbier@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
PLANNED MAINTENANCE PROGRAMME INCLUDING SURFACE TREATMENT OPTIONS	Portfolio Holder for Environment	Not before 24 November 2015 Environment PDS Committee	Meeting	Contact Officer: Garry Warner Tel: 020 8313 4929 garry.warner@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
CYCLE STRATEGY	Portfolio Holder for Environment	Not before 24 November 2015 Environment PDS Committee	Meeting	Contact Officer: Caroline Dubarbier Tel: 020 8461 7641 Caroline.Dubarbier@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
PUBLIC PROTECTION AND SAFETY PORTFOLIO						
RENEWAL AND RECREATION PORTFOLIO						
RESOURCES PORTFOLIO						
EGERTON LODGE, 1 AND 2 PARK ROAD, BROMLEY	Portfolio Holder for Resources	Not before 03 September 2015 Executive and Resources PDS Committee	Meeting	Contact Officer: Ian Jackson Tel: 020 8313 4705 Ian.Jackson@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

London Borough of Bromley: 020 8464 3333 www.bromley.gov.uk

Contact Officer: Keith Pringle, Chief Executive's Department: 020 8313 4508, keith.pringle@bromley.gov.uk

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Report No.
FSD15049

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Resources Portfolio Holder
Council

Date: For pre-decision scrutiny by Executive and Resources PDS Committee
on 3rd September 2015
Council 19th October 2015

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

Title: **TREASURY MANAGEMENT - Q1 PERFORMANCE 2015/16 & INVESTMENT STRATEGY REVIEW**

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

Chief Officer: Director of Finance

Ward: All

1. Reason for report

- 1.1 This report summarises treasury management activity during the June quarter and includes recommended changes to the Council's Treasury Management Investment Strategy, which would require the approval of full Council. The report also includes an update on the Council's investment with Heritable Bank (paragraph 3.13). Investments as at 30th June 2015 totalled £275.3m (excluding the balance of the Heritable investment) and there was no outstanding external borrowing. As at the time of writing this report (19th August), the total of investments had risen to £304.4m. For information and comparison, the balance of investments stood at £254.8m as at 31st March 2015 and £287.2m as at 30th June 2014.
-

RECOMMENDATION(S)

The PDS Committee and the Resources Portfolio Holder are asked to:

(a) Note the actual Treasury Management performance in the quarter ended 30th June 2015; and

(b) Recommend to Council an increase in the total investment limit for pooled investment vehicles from £25m to £40m (see paragraphs 3.16 to 3.18).

Council is requested to approve an increase in the total investment limit for pooled investment vehicles from £25m to £40m (see paragraphs 3.16 to 3.18).

Corporate Policy

1. Policy Status: Existing policy. To maintain appropriate levels of risk, particularly security and liquidity, whilst seeking to achieve the highest rate of return on investments.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Interest on balances
 4. Total current budget for this head: £2.741m (net) in 2015/16; outturn currently estimated to be £0.6m above budget at this stage
 5. Source of funding: Net investment income
-

Staff

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

Legal

1. Legal Requirement: Non-statutory - Government guidance.
 2. Call-in: Call-in is applicable
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

General

- 3.1 Under the requirements of the CIPFA Code of Practice on Treasury Management, the Council is required, as a minimum, to approve an annual treasury strategy in advance of the year, a mid-year review report and an annual report following the year comparing actual activity to the strategy. In practice, the Director of Finance has reported quarterly on treasury management activity for many years, as well as reporting the annual strategy before the year and the annual report after the year-end. This report includes details of investment performance in the first quarter of 2015/16. The 2015/16 annual treasury strategy, including the MRP (Minimum Revenue Provision) Policy Statement and prudential indicators, was originally approved by Council in February 2015. The annual report for the whole of the financial year 2014/15 was submitted to the Executive & Resources PDS Committee on 9th July and will go to the Council meeting on 19th October.
- 3.2 The Treasury Management Code of Practice sets out that priority is given to security and liquidity over the return on investments and recent changes in the regulatory environment place a much greater onus on Members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the actual position for treasury activities and highlights compliance with the Council's policies previously approved by Members.
- 3.3 The Council has approved an Investment Strategy for Treasury Management, which has been regularly reviewed over recent years to provide a wider range of investment options at minimal additional risk. A further change is proposed in this report in the form of an increase of £15m (from £25m to £40m) in the total value of deposits in pooled investment vehicles (see paragraphs 3.16 to 3.18).

Treasury Performance in the quarter ended 30th June 2015

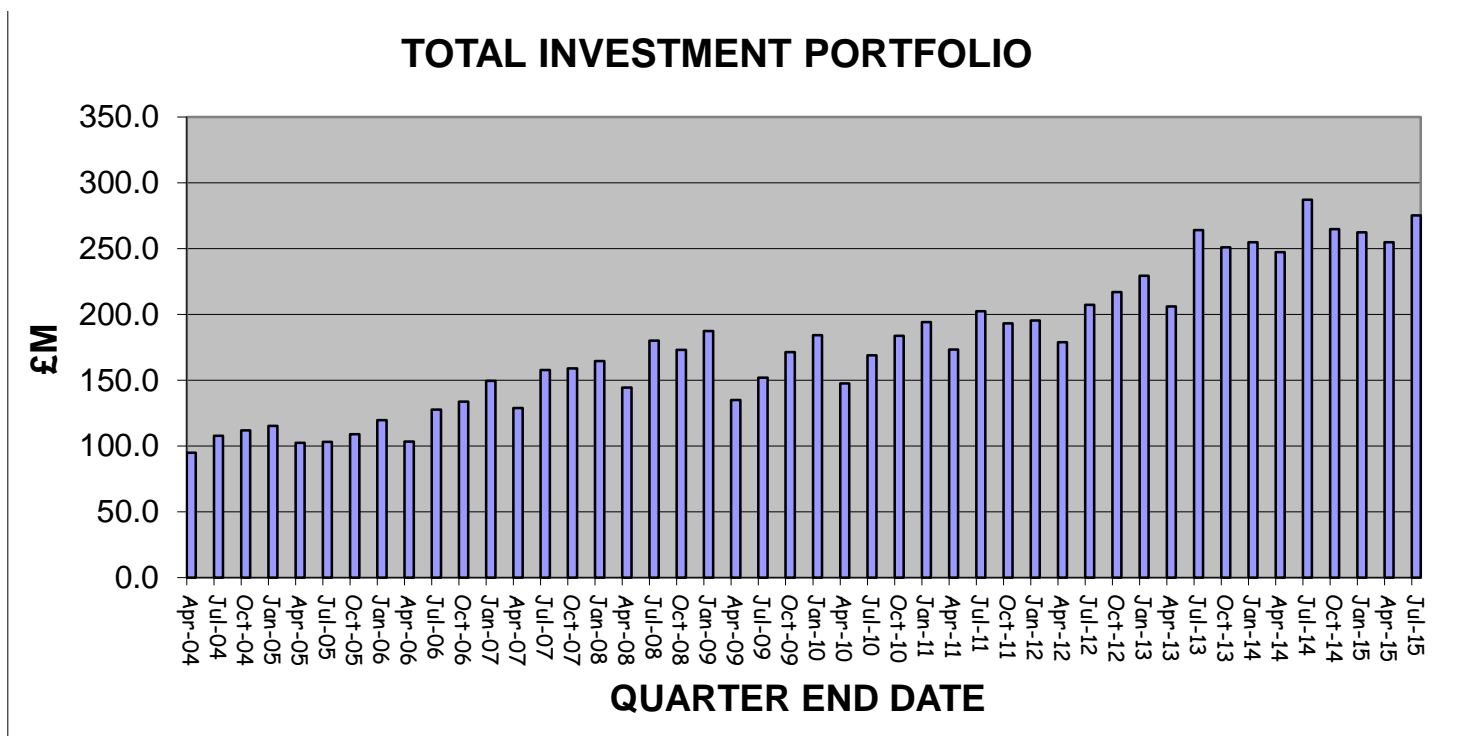
- 3.5 **Borrowing:** The Council's healthy cashflow position continues and no borrowing has been required for a number of years.
- 3.6 **Investments:** The following table sets out details of investment activity during the June quarter:-

	£m	%
Balance of "core" investments b/f	207.50	1.29
New investments made in period	35.00	1.42
Investments redeemed in period	-10.00	0.87
"Core" investments at end of period	232.50	1.41
Money Market Funds	17.80	para 3.11
CCLA Property Fund	15.00	para 3.12
Diversified Growth Funds	10.00	para 3.12
Total investments at end of period	275.30	n/a

- 3.7 Details of the outstanding investments at 30th June 2015 are shown in maturity date order in Appendix 1 and by individual counterparty in Appendix 2. An average return of 1% was included for new "core" investments (lending to banks and other local authorities) in the 2015/16 budget and the average return on the two new "core" investments during the June quarter was 1.42%. For comparison, the average LIBID rates for the June quarter were 0.36% for 7 days, 0.45% for 3 months, 0.58% for 6 months and 0.87% for 1 year. The improved average rate earned on new investments placed to date in 2015/16 is mainly due to a longer-term (three year) deposit placed in April with Lloyds Bank at 1.49%.
- 3.8 Reports to previous meetings have highlighted the fact that options with regard to the reinvestment of maturing deposits have become seriously limited in recent years following bank

credit rating downgrades. Changes to lending limits and eligibility criteria, most recently in October 2014 (an increase of £40m (from £40m to £80m) in the lending limits of both Lloyds and RBS and an increase in the maximum period from 2 years to 3 years) have alleviated this to some extent, but we have still found ourselves in the position of not having many investment options other than placing money with instant access accounts at relatively low interest rates. Active UK banks on our list now comprise only Lloyds, RBS, HSBC, Barclays, Santander UK and Nationwide and all of these have reduced their interest rates significantly in recent years. The Director of Finance will continue to monitor rates and counterparty quality and take account of external advice prior to any investment decisions.

3.9 The graph below shows total investments at quarter-end dates back to 1st April 2004 and shows how available funds have increased steadily over the years. This has been a significant contributor to the over-achievement of investment income against budgeted income in recent years.



Interest Rate Forecast

3.10 Base rate has now been 0.5% since March 2009 and the latest forecast by Capita Treasury Solutions (in August 2015) is for it to begin to slowly rise from mid-2016 (no change from the previous estimate given in May 2015). Capita’s forecasts are shown below.

Date	LATEST FORECAST (Aug 15)				PREVIOUS FORECAST (May 15)			
	Base Rate	3 month Libid	6 month Libid	1 year Libid	Base Rate	3 month Libid	6 month Libid	1 year Libid
Sep-15	0.50%	0.50%	0.70%	1.00%	0.50%	0.50%	0.70%	1.00%
Dec-15	0.50%	0.60%	0.80%	1.10%	0.50%	0.60%	0.80%	1.10%
Mar-16	0.50%	0.70%	0.90%	1.20%	0.50%	0.70%	0.90%	1.20%
Jun-16	0.75%	0.80%	1.00%	1.30%	0.75%	0.80%	1.00%	1.30%
Sep-16	0.75%	0.90%	1.10%	1.40%	0.75%	0.90%	1.10%	1.40%
Dec-16	1.00%	1.10%	1.30%	1.60%	1.00%	1.10%	1.30%	1.60%
Mar-17	1.00%	1.30%	1.50%	1.80%	1.00%	1.30%	1.50%	1.80%
Jun-17	1.25%	1.40%	1.60%	1.90%	1.25%	1.40%	1.60%	1.90%
Sep-17	1.50%	1.50%	1.70%	2.00%	1.50%	1.50%	1.70%	2.00%
Dec-17	1.50%	1.80%	2.00%	2.30%	1.50%	1.80%	2.00%	2.30%
Mar-18	1.75%	1.90%	2.10%	2.40%	1.75%	1.90%	2.10%	2.40%
Jun-18	1.75%	1.90%	2.10%	2.40%	n/a	n/a	n/a	n/a

Other accounts

3.11 Money Market Funds

The Council currently has 7 AAA-rated Money Market Fund accounts, with Prime Rate, Ignis, Insight, Morgan Stanley, Blackrock, Fidelity and Legal & General, all of which have a maximum investment limit of £15m. In common with market rates for fixed-term investments, interest rates on money market funds have fallen considerably in recent years. The Ignis and LGIM funds currently offer the best rate (around 0.49%). The total balance held in Money Market Funds fluctuates considerably, moving from £22.3m as at 1st April 2015 to £17.8m as at 30th June 2015 and currently stands at £41.9m (as at 19th August 2015). The Money Market Funds currently offer the lowest interest of all our eligible investment vehicles with the exception of the Government Debt Management and Deposit Fund (currently 0.25%). During the year, funds have been and will continue to be withdrawn to fund other, more attractive investments, most recently in late-July/early-August when £10m was invested for one year with both Barclays and Santander at 1.02% and 1.00% respectively. If Members agree to the increase of £15m in the limit for pooled investment vehicles proposed in this report, then the additional investment will be funded by reducing holdings with money market funds. Funds will continue to be held in money market funds, however, as there is a need to have cash available for general Council activities and to support the strategy of investment property acquisitions.

Money Fund	Market Account	Date Opened	Actual Balance 01/04/15	Actual Balance 30/06/15	Ave. Rate Q1 2015/16	Actual Balance 19/08/15	Ave. Daily balance to 19/08/15	Current Rate 19/08/15
			£m	£m	%	£m	£m	%
Prime Rate		15/06/2009	7.3	-	0.45	10.4	3.0	0.47
Ignis		25/01/2010	15.0	15.0	0.47	15.0	5.8	0.49
Insight		03/07/2009	0.0	-	0.44	4.2	1.0	0.45
Morgan Stanley		01/11/2012	0.0	-	0.43	-	-	0.42
Legal & General		23/08/2012	0.0	2.8	0.46	12.3	3.9	0.49
Blackrock		16/09/2009	0.0	-	-	-	-	0.37
Fidelity		20/11/2002	0.0	-	-	-	-	0.37
TOTAL			22.3	17.8		41.9		

3.12 Pooled Investment Schemes

CCLA Property Fund

Following consultation between the Director of Finance and the Resources Portfolio Holder, an account was opened in January 2014 with the CCLA Local Authorities' Property Fund and an initial deposit of £5m was made. Following further consultation, another £5m deposit was made at the end of July 2014 and, finally, a third £5.0m was deposited in March 2015. This is viewed as a medium to long-term investment and dividends are paid quarterly. In 2014/15, the investment returned 5.25% net of fees and, in the June 2015 quarter, it returned 4.81% (net).

Diversified Growth Funds

In October 2014, the Council approved the inclusion of investment in diversified growth funds in our strategy and, in December, £5m was invested with both Newton and Standard Life. The Funds both performed very well in just over three months to 31st March 2015; the Newton Fund returning 21.5% (a gain of £294k) and the Standard Life Fund returning 21.9% (a gain of £299k). In accordance with the Council decision, interest equivalent to 27% (£160k) of the total dividend was transferred to the Parallel Fund, set up in 2014/15 with an opening balance of £2.7m to mitigate the potential revenue impact of future actuarial Pension Fund valuations. In the first four months of 2015/16, however, both Funds lost value and, as at 31st July (7 months since inception), the Newton Fund had returned 5.76% (net – an overall gain of £175k) and the Standard Life Fund had returned 9.05% (net – an overall gain of £275k).

3.13 Investment with Heritable Bank

Members will be aware from regular updates to the Resources Portfolio Holder and the Executive that the Council had £5m invested with the Heritable Bank, a UK subsidiary of the Icelandic bank, Landsbanki. In October 2008, the bank was placed in administration and our investment was frozen. An initial dividend was paid to the Council in July 2009 and, since then, a further 13 dividends have been received (most recently in August 2013). To date, a total of £4,783k has been received (94% of our total claim of £5,087k), leaving a balance of £304k (6.0%). Council officers and our external advisers remain hopeful of a full recovery and, in May 2015, the administrator advised that a further distribution (as yet unspecified) will be made to creditors in August. A verbal update may need to be provided at the meeting.

3.14 External Cash Management

External cash managers, Tradition UK Ltd, currently manage £20m of our cash portfolio and provide useful advice and information on treasury management matters. In 2014/15, Tradition UK achieved a return of 1.28%, which compared with the in-house team rate of 1.06% for "core" investments (1.55% including investments with the pooled vehicles). Tradition UK work to the same counterparty list as the Council's in-house team and so have also been constrained by strategy changes approved after the Icelandic Bank crisis and by ratings downgrades in recent years. Details of externally managed funds placed on deposit as at the time of writing this report are shown below. All of their current deposits have been placed for periods of two years or three years.

Bank	Sum	Start Date	Maturity	Period	Rate
Lloyds	£7.5m	18/08/14	18/08/16	2 years	1.28%
RBS	£5.0m	26/08/14	26/08/16	2 years	Min 1.52%; max 2.00% (linked to 3 month Libor)
West Dumbartonshire Council	£2.5m	26/03/14	24/03/17	3 years	1.60%
Perth & Kinross Council	£5m	23/03/14	24/03/17	3 years	1.45%

Economic Background (provided by Sector)

3.15 Comments on the economic background during the first quarter of 2015/16 and on the outlook are attached at Appendix 3.

Proposed change to the Annual Investment Strategy

3.16 As is outlined in paragraph 3.8, counterparty credit rating downgrades in recent years have resulted in the removal of (or the placing of restrictions on) many of our established counterparties from our lending list and it has become increasingly difficult to identify institutions to place money with. The restrictions on our lending list mean that we are almost always full to limit on eligible counterparties that are in the market for local authority cash. As a result, we have had to place large sums in low interest accounts and this has had a significant impact on the Council's interest earnings. At the time of writing this report (19th August 2015), around £42m is invested in instant access (Money Market Fund) accounts.

3.17 In an attempt to increase options, a number of changes to the approved strategy have been agreed in recent years, most recently in October 2014, when the total investment limit for the two part-nationalised banks, Lloyds and Royal Bank of Scotland, was increased to £80m and the maximum investment period was increased to 3 years.

3.18 In September 2013, the Portfolio Holder and Full Council approved the inclusion of collective (pooled) investment schemes as eligible investment vehicles in the Council's Investment Strategy with an overall limit of £25m and a maximum duration of 5 years. As is outlined above (in paragraph 3.12), pooled investment schemes have performed well to date and have earned a rate of return considerably higher than other forms of investment that are currently available. ***It is proposed, therefore, that the total limit for these investments (currently comprising the CCLA Property Fund and the two Diversified Growth Fund investments with Newton and Standard Life) be increased from £25m to £40m.*** Such investments would continue to require the approval of the Director of Finance in consultation with the Resources Portfolio Holder. Although past performance is no guarantee of future performance, this should enable us to get a higher return on cash currently placed in low-earning money market funds.

3.19 For information, pooled investment vehicles must meet the following criteria:

- In recognition of the need to protect capital, a longer term period of 3 – 5 years will be required, where the capital risk is expected to be minimal;
- The returns will be expected to be higher than normal secured fixed term lending to eligible financial institutions by at least 2%;
- Investments must be able to be sold within 6 months (9 months for property), which provides more flexibility than lending to banks for longer periods;
- The investment vehicle must have a proven track record over a 3 – 5 year period, although it is accepted that looking back is no guarantee of returns for the future;
- Historically, volatility has been low; and
- The Council's external advisers, Sector, must support the proposals using their extensive financial expertise.

Regulatory Framework, Risk and Performance

3.20 The Council's treasury management activities are regulated by a variety of professional codes and statutes and guidance:

- The Local Government Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
- The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken (although no restrictions have been made in any year(s));
- Statutory Instrument (SI) 3146 2003, as amended, develops the controls and powers within the Act;
- The SI requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities;
- The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;
- Under the Act the CLG has issued Investment Guidance to structure and regulate the Council's investment activities;
- Under section 238(2) of the Local Government and Public Involvement in Health Act 2007 the Secretary of State has taken powers to issue guidance on accounting practices. Guidance on Minimum Revenue Provision was issued under this section on 8th November 2007.

3.21 The Council has complied with all of the above relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

4. POLICY IMPLICATIONS

4.1 In line with government guidance, the Council's policy is to seek to ensure the security of the Council's investments, to achieve liquidity and to achieve the highest rate of return on investments whilst maintaining appropriate levels of risk.

5. FINANCIAL IMPLICATIONS

5.1 There is still no real sign of interest rates improving and an average rate of 1% has again been prudently assumed for interest on new fixed term deposits (lending to banks and other local authorities) in the 2015/16 revenue budget, in line with the estimates provided by the Council's external treasury advisers, Capita, and with officers' views. The Bank of England base rate is still expected to rise, but the expected start of the rise has been put back to mid-2016 and could be even later. There have been no improvements to counterparty credit ratings, as a result of which the restrictions to investment opportunities that followed ratings downgrades in recent years have still been in place. However, the increases in the limits for the two part-nationalised banks (Lloyds and RBS) approved by the Council in October, together with higher rates from longer-term deals placed with other local authorities, higher average balances than anticipated and the strong performance of the CCLA Property Fund and the Diversified Growth Fund investments enabled the budget to be increased from £1,591k in 2014/15 to £2,741k in

2015/16. At this stage in the year, it is forecast that the 2015/16 outturn will be around £3.35m; i.e. a surplus of £0.6m, mainly due to good returns on the CCLA Property Fund.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	CIPFA Code of Practice on Treasury Management CIPFA Prudential Code for Capital Finance in Local Authorities CLG Guidance on Investments External advice from Capita Treasury Solutions

CAPITA COMMENTARY ON ECONOMIC BACKGROUND

After strong UK GDP growth in 2013 at an annual rate of 2.7% and 3.0% in 2014, quarter 1 of 2015 was disappointing at only 0.4%, though subsequent data indicates that this could well be revised up further down the line and also indicates a return to stronger growth in quarter 2. In its May quarterly Inflation Report, the Bank of England reduced its GDP forecast for 2015 from 2.9% to 2.5% and from 2.9% to 2.7% in 2016, while increasing its forecast for 2017 from 2.4% to 2.7%.

Uncertainty around the likely result of the UK general election in May has obviously now evaporated although this has been replaced by some uncertainty around the potential impact on the UK economy of the EU referendum promised by, or in, 2017. In addition, the firm commitment of the Conservative Government to eliminating the deficit within the term of this Parliament will have an impact on GDP growth rates. However, the MPC is fully alert to this and will take that into account, and also the potential spill over effects from the Greek crisis, in making its decisions on the timing of raising Bank Rate.

As for the American economy, confidence has improved markedly in this quarter that the US will start increasing the Fed funds rate by the end of 2015 due to a return to strong economic GDP growth after a disappointing start to the year in quarter 1, (a contraction of 0.2%), after achieving 2.4% growth in 2014.

In the Eurozone, the ECB fired its big bazooka in January 2015 in unleashing a massive €1.1 trillion programme of quantitative easing to buy up high credit quality government and other debt of selected EZ countries. This programme of €60bn of monthly purchases started in March 2015 and it is intended to run initially to September 2016. This already appears to have had a positive effect in helping a recovery in consumer and business confidence and a start to a significant improvement in economic growth, though it remains to be seen whether this will have an enduring effect as strong as the recovery in the US and UK.

APPENDIX 1

INVESTMENTS HELD AS AT 30th JUNE 2015

Counterparty	Start Date	Maturity Date	Rate of Interest %	Amount £m
FIXED TERM DEPOSITS				
NEWCASTLE CITY COUNCIL	01/07/13	01/07/15	0.70000	5.0
NEWCASTLE CITY COUNCIL	29/07/13	29/07/15	0.70000	10.0
LLOYDS BANK	19/11/14	19/11/15	1.00000	5.0
KINGSTON-UPON-HILL CITY COUNCIL	02/01/14	04/01/16	0.90000	2.0
LLOYDS BANK	31/03/15	31/03/16	1.00000	5.0
GREATER LONDON AUTHORITY	01/04/14	01/04/16	1.14000	15.0
LLOYDS BANK	13/04/15	13/04/16	1.00000	5.0
RBS (collar deposit - floor 1.15%; ceiling 1.37%)	21/05/14	23/05/16	1.15000	15.0
LLOYDS BANK	07/07/14	07/07/16	1.25000	2.5
LLOYDS BANK	18/08/14	18/08/16	1.28000	7.5
RBS (collar deposit - floor 1.52%; ceiling 2.00%)	26/08/14	26/08/16	1.52000	15.0
WARRINGTON BOROUGH COUNCIL	31/10/13	31/10/16	1.45000	5.0
LONDON FIRE & EMERGENCY PLANNING AUTHORITY	28/11/13	28/11/16	1.50000	5.0
LLOYDS BANK	04/12/14	05/12/16	1.09000	25.0
RBS (King & Shaxson Client A/c) - CD investment	13/02/15	13/02/17	1.34000	10.0
WEST DUMBARTONSHIRE COUNCIL	26/03/14	24/03/17	1.60000	2.5
PERTH & KINROSS COUNCIL	23/03/14	24/03/17	1.45000	5.0
NORTHUMBERLAND COUNTY COUNCIL	15/08/14	15/08/17	1.50000	5.0
DONCASTER MBC	15/08/14	15/08/17	1.88000	5.0
LB CROYDON	22/08/14	22/08/17	1.50000	10.0
RBS (King & Shaxson Client A/c) - CD investment	30/10/14	30/10/17	1.85000	40.0
BLAENAU GWENT CBC	04/12/14	04/12/17	1.90000	3.0
LLOYDS BANK	15/04/15	16/04/18	1.49000	30.0
				<u>232.5</u>
OTHER				
Money Market Funds - Ignis		Money Market Fund		15.0
- LGIM		Money Market Fund		2.8
CCLA Local Authority Property Fund		Property Fund		15.0
Diversified Growth Fund - Newton		Diversified Growth Fund		5.0
- Standard Life		Diversified Growth Fund		5.0
TOTAL INVESTMENTS AS AT 30th JUNE 2015				<u>275.3</u>
ICELANDIC BANK DEPOSIT (not included above)				
Heritable Bank - total claim (principal & interest)	28/06/07	29/06/09	6.42	5,087,065
Less: Dividend received to 30/06/15 (94%)				<u>-4,782,724</u>
Principal sum unrecovered as at 30/06/15				<u>304,341</u>
Provision in 2014/15 accounts for non-recovery (5.9% of total claim)				<u>300,000</u>

APPENDIX 2

INVESTMENTS HELD AS AT 30th JUNE 2015

	FROM	TO	RATE	£m	TOTAL £m	LIMIT	REMAINING
<u>UK BANKS</u>							
LLOYDS BANK	19/11/14	19/11/15	1.000	5.0			
LLOYDS BANK	31/03/15	31/03/16	1.000	5.0			
LLOYDS BANK	13/04/15	13/04/16	1.000	5.0			
LLOYDS BANK	07/07/14	07/07/16	1.250	2.5			
LLOYDS BANK	18/08/14	18/08/16	1.280	7.5			
LLOYDS BANK	04/12/14	05/12/16	1.090	25.0			
LLOYDS BANK	15/04/15	16/04/18	1.490	30.0	80.0	80.0	0.0
ROYAL BANK OF SCOTLAND-Floor 1.15%; ceiling 1.37%	21/05/14	23/05/16	1.150	15.0			
ROYAL BANK OF SCOTLAND-Floor 1.52%; ceiling 2.00%	26/08/14	26/08/16	1.520	15.0			
ROYAL BANK OF SCOTLAND-CD Investment	13/02/15	13/02/17	1.340	10.0			
ROYAL BANK OF SCOTLAND-CD Investment	30/10/14	30/10/17	1.850	40.0	80.0	80.0	0.0
<u>OTHER LOCAL AUTHORITIES</u>							
BLAENAU GWENT CBC	04/12/14	04/12/17	1.900	3.0	3.0	15.0	12.0
DONCASTER MBC	15/08/14	15/08/17	1.880	5.0	5.0	15.0	10.0
GREATER LONDON AUTHORITY	01/04/14	01/04/16	1.140	15.0	15.0	15.0	0.0
KINGSTON-UPON-HILL CITY COUNCIL	02/01/14	04/01/16	0.900	2.0	2.0	15.0	13.0
LONDON BOROUGH OF CROYDON	22/08/14	22/08/17	1.500	10.0	10.0	15.0	5.0
LONDON FIRE & EMERGENCY PLANNING AUTHORITY	28/11/13	28/11/16	1.500	5.0	5.0	15.0	10.0
NEWCASTLE CITY COUNCIL	01/07/13	01/07/15	0.700	5.0			
NEWCASTLE CITY COUNCIL	29/07/13	29/07/15	0.700	10.0	15.0	15.0	0.0
NORTHUMBERLAND COUNTY COUNCIL	15/08/14	15/08/17	1.500	5.0	5.0	15.0	10.0
PERTH & KINROSS COUNCIL	23/03/14	24/03/17	1.450	5.0	5.0	15.0	10.0
WARRINGTON BOROUGH COUNCIL	31/10/13	31/10/16	1.450	5.0	5.0	15.0	10.0
WEST DUMBARTONSHIRE COUNCIL	26/03/14	24/03/17	1.600	2.5	2.5	15.0	12.5
<u>OTHER ACCOUNTS</u>							
MONEY MARKET FUNDS - IGNIS		Money Market Fund		15.0	15.0	15.0	0.0
- LGIM		Money Market Fund		2.8	2.8	15.0	12.2
CCLA PROPERTY FUND		Property Fund		15.0	15.0	}	
DIVERSIFIED GROWTH FUND - NEWTON		Diversified Growth Fund		5.0	5.0		25.0
- STANDARD LIFE		Diversified Growth Fund		5.0	5.0	}	
TOTAL INVESTMENTS AS AT 30th JUNE 2015				275.3	275.3		
ICELANDIC BANK DEPOSIT (not included above)							
Heritable Bank - total claim (principal & interest)	28/06/07	29/06/09	6.420	5087065			
Less: Dividend received to 30/06/15 (94%)				-4782724			
Principal sum unrecovered as at 30/06/15				<u>304341</u>			
Provision in 2014/15 accounts for non-recovery (5.9% of total claim)				<u>300000</u>			

Report No.
FSD15050

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RESOURCES PORTFOLIO HOLDER

Date: For Pre-Decision Scrutiny by the Executive & Resources PDS Committee on 3rd September 2015

Decision Type: Non-Urgent Executive Non-Key

Title: CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2015/16

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

Chief Officer: Director of Finance

Ward: (All Wards);

1. Reason for report

On 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. The report also covered any detailed issues relating to the 2014/15 Capital Programme outturn, which had been reported in summary form to the June meeting of the Executive. This report highlights in paragraphs 3.1 to 3.5 changes agreed by the Executive in respect of the Capital Programme for the Resources Portfolio. The revised programme for this portfolio is set out in Appendix A, details of the 2014/15 outturn are included in Appendix B and detailed comments on scheme progress as at the end of the first quarter of 2015/16 are shown in Appendix C.

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to note and confirm the changes agreed by the Executive on 15th 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".
 2. BBB Priority: Excellent Council; Supporting Independence
-

Financial

1. Cost of proposal: Total decrease of £0.3m, due to re-phasing of overspend from 2014/15 (see para. 3.5)
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £41.9m for the Resources 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

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 prior to the 1st quarter's monitoring exercise was the revised programme approved by the Executive on 11th February 2015, as amended by variations approved at subsequent Executive meetings. Changes to the Resources Portfolio Programme approved by the Executive in July are shown in the table below and further details are included in paragraphs 3.2 to 3.5. The revised Programme for the Resources Portfolio is attached as Appendix A. Appendix B includes details of the final outturn in 2014/15 and Appendix C shows actual spend against budget in the first quarter of 2015/16, together with detailed comments on individual schemes.

	2015/16	2016/17	2017/18	2018/19	TOTAL
	£000	£000	£000	£000	2015/16 to 2018/19
	£000	£000	£000	£000	£000
Programme approved by Executive 11/02/15	5,614	15,500	30	30	21,174
Property Investment Fund					
- additional acquisition (Exec 24/03/15) (see para.3.2)	8,739	0	0	0	8,739
Civic Centre for the Future (Exec 24/03/15)	50	0	0	0	50
Block provision c/fwd into 2015/16					
- emergency works to surplus sites (Exec 10/06/15) (see para 3.3)	18	0	0	0	18
Approved Programme prior to Q1 Monitoring	14,421	15,500	30	30	29,981
<u>Variations approved by Executive 15/07/15</u>					
Virement re. Window 7 (see para. 3.4)					
- From: Financial Systems Upgrade	-43	0	0	0	-43
- To: Rollout of Window 7	43	0	0	0	43
Net overspendings in 2014/15 rephased into 2015/16 (see para 3.5)	-292	0	0	0	-292
Total Amendment to the Capital Programme in Q1 monitoring	-292	0	0	0	-292
Two further investment property acquisitions (included in separate reports on the agenda) (see para 3.2)	12,196	0	0	0	12,196
Revised Resources Capital Programme	26,325	15,500	30	30	41,885

3.2 Property acquisitions – approval of additional properties

At its meeting in March, the Executive approved further investment property acquisitions the cost of which will be met by a revenue contribution from the Investment Fund. It was noted that further property investment opportunities will be reported to the Executive as they are identified and two more were agreed by the Executive on 15th July 2015

3.3 Emergency works on surplus sites – carry-forward of underspend in 2014/15

In June, the Executive agreed to carry forward into 2015/16 the 2014/15 underspend of £18k on the capital budget for emergency works to prepare surplus sites for disposal.

3.4 Virement of £43k from Financial Systems Upgrade to Rollout of Windows 7:

Due to the impact of moving to Windows 7, additional works are required to upgrade older dependent systems and software along with service improvements to bring the system in line

with recognised industry best practice. £43k from the budget for the Financial Systems Upgrade scheme has been allocated to contribute towards upgrading Version One and, in July, the Executive agreed to vire £43k from the Financial Systems Upgrade scheme to the Rollout of Windows 7 budget to ensure the funding is located where the actual spend is.

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

The 2014/15 Capital Outturn was reported to the Executive on 10th June 2015. The final capital outturn for the year for Resources Portfolio schemes was £23,527k compared to a revised budget of £23,253k approved by the Executive in February. After allowing for the underspend that was accounted for in the block provision adjustment set out in paragraph 3.3 (£18k), a total of £292k overspend has been re-phased into 2015/16. This was mainly due to an acceleration in the programme of works to replace the MD110 telephone switch and Rollout of Window 7 and Office 2000.

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. Post-completion reports on the following schemes are currently due for the Resources Portfolio and this will be reported in 2015/16.

Former Chartwell Business Centre – improvement works

Increasing Network Security

Civic Centre Cabling Renewal

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 Resources Portfolio Capital Programme are set out in paragraph 3.1.

Non-Applicable Sections:	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).

APPENDIX A

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 15th JULY 2015								
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
CHIEF EXECUTIVE'S DEPARTMENT								
Transformation & Regeneration Division								
Former Chartwell Business Centre, Central Depot - improvement works	870	859	11	0	0	0	Marc Hume	Invest to Save (Executive £300k 20/7/11); £418k from planned maintenance in 11/12; addl funding £152k agreed by Executive 7/3/12
Emergency Works on Surplus Sites	312	174	48	30	30	30	Heather Hosking	Essential to maximise capital receipts: £74k c/fwd from 13/14 into 14/15
Civic Centre for the Future	50	0	50	0	0	0	Cathy Pimm	Approved by Executive 24/03/15 - met from Investment Fund
Carbon Management Programme (Invest to Save funding)	803	664	139	0	0	0	Alastair Ballie	Revenue savings (schemes to be worked up); £250k funded by Salix
Property Investment Fund	68,512	32,485	21,027	15,000	0	0	Marc Hume	Various property acquisitions - met from Investment Fund (£15m from Capital receipts in 2016/17)
TOTAL - Transformation & Regeneration Division	70,547	34,182	21,275	15,030	30	30		
Corporate Services Division								
Server Virtualisation	300	286	14	0	0	0	Stuart Eley	
Upgrade of Core Network Hardware	1,050	421	629	0	0	0	Stuart Eley	
Joint Web platform	240	235	5	0	0	0	Duncan Bridgewater	Invest to Save scheme - £142k agreed by Executive 01/09/10
Performance Management/Children's Services - information technology	500	368	132	0	0	0	Kay Weiss	Approved by Executive 16/06/10
Replacement of Storage Area Networks	1,780	115	1,665	0	0	0	Stuart Eley	Business continuity - need to keep data secure and accessible
Rollout of Windows 7 and Office 2000	763	373	390	0	0	0	Stuart Eley	Upgrade of all desktops and laptops
Replacement of MD110 telephone switch	760	507	253	0	0	0	Stuart Eley	Essential replacement of switch that was installed in 1999 and will not be maintained after 2015
SharePoint Productivity Platform upgrade/replacement	1,500	19	1,011	470	0	0	Stuart Eley	
Windows Server 2003 replacement program	900	0	900	0	0	0	Stuart Eley	Approved by Executive 11/02/15
TOTAL - Corporate Services Division	7,793	2,324	4,999	470	0	0		
Financial Services Division								
Financial systems upgrade/replacement of unsupported software	982	981	1	0	0	0	Neil Graham	Essential replacement to enable continued financial management
Digital Print Strategy	125	75	50	0	0	0	Dave Starling	Invest to Save - Multi-Functional Devices
TOTAL - Financial Services Division	1,107	1,056	51	0	0	0		
TOTAL RESOURCES PORTFOLIO	79,447	37,562	26,325	15,500	30	30		

RESOURCES PORTFOLIO - CAPITAL PROGRAMME OUTTURN 2014/15		2014/15 OUTTURN			
Capital Scheme/Project	Actual to 31.03.14	Approved Estimate Feb 2015	Final Outturn	Variation (under-spend '-')	Comments / action taken
	£'000's	£'000's	£'000's	£'000's	
CHIEF EXECUTIVE'S DEPARTMENT					
Transformation & Regeneration Division					
Office accommodation strategy	2414	-89	-89	0	
Emergency Works on Surplus Sites	118	74	56	-18	Block provision - £18k carry-forward approved by Executive 10/06/15
Carbon Management Programme (Invest to Save funding)	667	136	-3	-139	2014/15 underspend rephased into 2015/1£
Property Investment Fund	9834	22743	22651	-92	2014/15 underspend rephased into 2015/1£
TOTAL TRANSFORMATION & REGENERATION DIVISION	13033	22864	22615	-249	
Corporate Services Division					
Civic Centre cabling renewal	369	31	31	0	Scheme Completed
Upgrade of Core Network Hardware	359	2	62	60	Scheme progressed further than anticipated. 2014/15 overspend rephased into 2015/1£
Joint Web platform	210	30	25	-5	2014/15 underspend rephased into 2015/1£
Performance Management/Children's Services - information technology	345	50	23	-27	2014/15 underspend rephased into 2015/1£
Replacement of Storage Area Networks	17	75	98	23	Scheme progressed further than anticipated. 2014/15 overspend rephased into 2015/1£
Rollout of Windows 7 and Office 2000	168	111	205	94	Scheme progressed further than anticipated. 2014/15 overspend rephased into 2015/1£
Replacement of MD110 telephone switch	29	80	478	398	Scheme progressed further than anticipated. 2014/15 overspend rephased into 2015/1£
SharePoint Productivity Platform upgrade/replacement	0	0	19	19	Scheme progressed further than anticipated. 2014/15 overspend rephased into 2015/1£
TOTAL CORPORATE SERVICES DIVISION	1497	379	941	562	
Financial Services Division					
Financial systems upgrade/replacement of unsupported software	979	16	2	-14	2014/15 underspend rephased into 2015/1£
Digital Print Strategy	75	25	0	-25	2014/15 underspend rephased into 2015/1£
TOTAL FINANCIAL SERVICES DIVISION	1054	41	2	-39	
TOTAL RESOURCES PORTFOLIO	15584	23284	23558	274	#

£292k of total overspend rephased into 2015/16 and £18k block provision carry forward

APPENDIX C

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 2015/16 - 1ST QUARTER MONITORING					
Capital Scheme/Project	1st QUARTER 2015/16				Responsible Officer Comments
	Actual to 31.03.15	Approved Estimate Feb 2015	Actual to 22.07.15	Revised Estimate July 2015	
	£'000's	£'000's	£'000's	£'000's	
CHIEF EXECUTIVE'S DEPARTMENT					
Transformation & Regeneration Division (Strategic Property)					
Former Chartwell Business Centre, Central Depot - improvement works	859	11	0	11	The construction work is completed and the final account to the main contractor has been agreed. Provision of £11k is required in relation to costs to investigate / remedy a latent defect
Emergency Works on Surplus Sites	174	30	0	48	(Block Capital) Essential to maximise capital receipts. £18k was c/fwd from 14/15 to 15/16 as agreed by Executive 10/06/15 to prepare surplus sites for disposal.
Civic Centre for the Future	0	0	0	50	Consultant has been appointed to produce a Development Strategy for the Civic Centre site (Approved by Executive 24/03/15)
Carbon Management Programme (Invest to Save funding)	664	0	3	139	Beckenham Library draught-proofing and destratification fan projects complete. Multi-storey car park LED lighting project should be commissioned by Q2 15/16
Property Investment Fund	32,485	0	8,672	21,027	Purchase to date cost £41.2m which includes the purchase of Morrisons Supermarket, Shefford (completed in April 2015).
TOTAL TRANSFORMATION & REGENERATION DIVISION	34,182	41	8,675	21,275	
Corporate Services Division					
Server Virtualisation	286	14	0	14	The POC (Proof of Concept) with Microsoft proved to be extremely useful and we are now looking to build a new virtualization platform based on Hyper-V. We anticipate that the remaining balance £14k will be spent shortly.
Upgrade of Core Network Hardware	421	689	-53	629	#####
Joint Web platform	235	0	0	5	The project is expected to complete by September 15 and final invoices are pending.
Performance Management/Children's Services - information technology	368	105	-16	132	Work is currently in progress to quantify costs for a platform upgrade of the Children's Care First with OLM System Group, associated training for staff and refresh of LBB materials on the system.
Replacement of Storage Area Networks	115	1,688	0	1,665	#####
Rollout of Windows 7 and Office 2000	373	441	18	390	#####
Replacement of MD110 telephone switch	507	651	-59	253	Certain telephone lines will remain with Damovo until the gateway review of telephony circuits & minutes has been finalised. Works on the Lync voice recorder system are completed. Further works on Anerley Business Centre and Yeoman House are progressing well. The scheme should be completed in this financial year.
SharePoint Productivity Platform upgrade/replacement	19	1,030	0	1,011	#####
Windows Server 2003 replacement program	0	900	0	900	Approved by Executive 11/02/15. This scheme is linked with various other schemes including Replacement of Storage Area Networks and Upgrade of Core Network Hardware.
TOTAL CORPORATE SERVICES DIVISION	2,324	5,518	-110	4,999	
Financial Services Division					
Financial systems upgrade/replacement of unsupported software	981	30	0	1	Executive 15/07/15 approved £43k virement between Financial system upgrade and Window & rollout.
Digital Print Strategy	75	25	0	50	This scheme relates to the implementation of Multi-Functional Devices. It was originally assumed that the machines would be funded from the Capital scheme, however it was subsequently decided that they could be funded from Revenue and the cost of rolling out these machines was funded by the One-Way programme. Following the implementation of these machines, a further review was undertaken of the revised business need and service requirements. In order to make best use of the print facilities, control and scanning software was purchased (uni-flow and ecopy) and a need for additional hardware was identified. £200k had originally been allocated for this scheme, however following the review, a budget of £125K in total was retained to fund the lease purchase of software and additional hardware from 11/12 to 15/16. The scheme was rephased to reflect this. The project has generated Revenue budget savings of £147K, and the Capital scheme budget was reduced by £75K.
TOTAL FINANCIAL SERVICES DIVISION	1,056	55	0	51	
TOTAL RESOURCES PORTFOLIO	37,562	5,614	8,565	26,325	

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Report No.
CSD15096

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 3rd September 2015

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

Title: PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 This report draws the Committee's attention to reports on the draft agenda for the next meeting of the Executive on 9th September 2015. Members are requested to bring a copy of their Executive agenda to the PDS Committee's meeting.
-

2. RECOMMENDATION

The Committee is recommended to select priority issues from the Executive agenda for pre-decision scrutiny.

Corporate Policy

1. Policy Status: Existing Policy: One of the major roles of PDS Committees is to scrutinise proposals coming before executive bodies for decision. This supports the “Excellent Council” BBB priority.
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £326,980
 5. Source of funding: 2015/16 Revenue budget
-

Staff

1. Number of staff (current and additional): 8 (7.39 fte)
 2. If from existing staff resources, number of staff hours: Preparing this report takes less than one hour of staff time.
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of Members of the Committee.
-

Ward Councillor Views

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

3. COMMENTARY

3.1 At each meeting, Members of this Committee have the opportunity to carry out pre-decision scrutiny of items for decision at forthcoming Executive meetings. This report identifies the reports expected for the next meeting of the Executive on 9th September 2015 to enable the Committee to prioritise which reports should be scrutinised. At the time of writing, this is the draft list of expected reports but it is likely that the list may be changed before the Executive agenda is published on Thursday 27th August 2015.

Part 1

Lead Local Flood Authority Update and Grant Draw-down 3

Schools Programme, Volunteer Manager and Resettlement Officer – Drawdown 1

Part 2

Substance Misuse Tenders 2

Award of Contract for Capital Works at Beacon House 2

Key –

1 *Reports recommended for pre-decision scrutiny by this PDS Committee;*

2 *Reports which are key or private decisions;*

3 *Report scrutinised at Environment PDS Committee on 7th July 2015;*

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

Non-Applicable Sections:	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Forward Plan as published on 11 th August 2015 (and updated on 25 th August 2015)

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Report No.
CEO15010

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 3RD 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"

Non-Applicable Sections:	
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>
Up to £30,000	One oral <i>Quotation to be confirmed in writing</i> where the <i>Estimated Cost(or Value)</i> exceeds £1,000	<i>Officer and Line Manager</i>
£30,000 – up to £100,000	Three written <i>Quotations</i>	<i>Officer, SPCM and relevant Head of Finance</i>
£100,000 – up to EU Threshold	<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>
Above EU Threshold	<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 and Director of Resources</i> – see Rule 8.1.4
<i>Note – Where the estimated value of the intended arrangement is £100,000 or more the relevant <i>Portfolio Holder</i> 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
One-off specialist advice, no one with relevant specialist skills							
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 ctee 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	
One-off specialist work total		44,897	14,475				
Insufficient in-house skills / resources							
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	
Insufficient in-house skills total		17,190					
Training							
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	
Training total		8,985	1,250				
GRAND TOTAL		71,073	15,725				

Category / Supplier Name	Division/Serv. Area	14-15 £	15-16 £	DSG/R SG/OTHER	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
One-off specialist advice, no one with relevant specialist skills								
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	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
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	

Category / Supplier Name	Division/Serv. Area	14-15 £	15-16 £	DSG/R SG/OTHER	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
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 agreement	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	
One-off specialist work total		241,527	35,336					
Insufficient in-house skills / resources								
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 created with the help of Mr. Sandhu who was 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	
Insufficient in-house skills total		70,194	30,505					
Training								
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	
H.M EDUCATION CONSULTANCY LTD	Educ	1,450		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/R SG/OTHER	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
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. M	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	
Training total		24,109	9,640					
GRAND TOTAL		335,830	75,481					

Category / Supplier Name	Division/ Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
One-off specialist advice, no one with relevant specialist skills							
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 Procedure Rules. 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	
TSE 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
One-off specialist work total		309,356					

Category / Supplier Name	Division/ Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
Insufficient in-house skills / resources							
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.
Insufficient in-house skills total		7,975					
Training							
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	
Training total		7,094					
GRAND TOTAL		324,425	0				

Category / Supplier Name	Division/Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
One-off specialist advice, no one with relevant specialist skills							
KGMS 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 Processing Review for Shared Service. Health check and efficiency of parking appeals service	2 quotes sought	2	
One-off specialist work total		13,649					
Insufficient in-house skills / resources							
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	
Insufficient in-house skills total		136,392	13,403				
Planning							
WATERMAN INFRASTRUCTURE	Transport & Highways	7,400		Provide an Expert Highway Witness for Public Inquiry	Single quote under CPR 8.5.1	1	
Planning total		7,400					
GRAND TOTAL		157,441	13,403				

Category / Supplier Name	Division/Serv. Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
One-off specialist advice, no one with relevant specialist skills							
OSBORNE THOMAS LTD	Public Protection	10,710		Consultant employed to undertake staff investigation re disciplinary	Single quote under CPR 8.5.1	1	
One-off specialist work total		10,710					
Insufficient in-house skills / resources							
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	
Insufficient in-house skills total		36,106	1,440				
GRAND TOTAL		46,816	1,440				

Category / Supplier Name	Division/Service Area	14-15 £	15-16 £	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
One-off specialist advice, no one with relevant specialist skills							
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	
One-off specialist work total		73,668	2,345				
Insufficient in-house skills / resources							
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	
Insufficient in-house skills total		94,991	17,319				
Planning							
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 Nottingham	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	
Planning total		61,912	31,540				
GRAND TOTAL		230,571	51,204				

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 & WELFARE £	RESOURCES £					
Architects										
		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
CAROE ARCHITECTURE LTD				6,000		6,000	Bromley Museum at The Priory	1	Under £30,000 within CPR's 8.5.1	No
DONALD INSALL ASSOCIATES LTD				45,500		45,500	Crystal Palace Park Subway	2	Waiver for insufficient tender response	No
EAST ARCHITECTURE LANDSCAPE URBAN DESIGN KINNEAR LANDSCAPE ARCHITECTS			33,960			33,960	Beckenham Town Centre Improvements	6	GLA Framework	No
				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	Glbe 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	No
Total - Architects	0	220,072	33,960	213,216	0	467,247				
Engineers										
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
Total - Engineers	0	9,400	0	15,290	0	24,690				
Surveyor										
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	Glbe 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 & WIL £	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 RYLANCE 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
	108	2,763				2,763	Beacon House Refurbishment	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
Total - Surveyors	108	184,019	46,290	0	2,550	232,967				

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 £	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					2,250	2,250	Acquisition - Properties Acquisition	1	Under £30,000 within CPR's 8.5.1	No
FRANKHAM CONSULTANCY GROUP LTD					3,650	3,650	Bromley North Village Public Realm Improvements	1	GLA Framework Supplier (under £30,000 within CPR's 8.5.1)	No
		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
G.C (Agency)					16,309	16,309	Central Library & Churchill Theatre - chillers & controls	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
INGLETON WOOD LLP		15,944				15,944	Transforming Social Care	1	Under £30,000 within CPR's 8.5.1	No
							Basic Needs	5 written	Competitive tender in accordance with CPR's	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 & WELFARE £	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 £	RECREATION & RESOURCES £	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	1	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
Total - Multi Disciplinary / Other Consultants	5,073	1,479,157	109,519	108,104	112,009	1,813,861				
Total Consultants	5,181	1,892,647	189,769	336,610	114,559	2,538,766				

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					
	£	£	£	£	£					
Architects										
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
Total - Architects	0	31,009	0	0	0	31,009				
Engineers										
TRUEFORM ENGINEERING LTD				1,746		1,746	Bromley North Village Public Realm Improvements	1	TfL Call -off contract (TfL Framework)	No
Total - Engineers	0	0	0	1,746	0	1,746				
Surveyors										
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
Total - Surveyors	0	6,420	0	0	1,175	7,595				
Multi disciplinary / Other Consultant										
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	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
		19,713				19,713	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
KEEGANS LTD		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
			630			630	LIP Formula Funding	3 requested	Mini competition	No
M&S TRAFFIC LTD				200		200	Bromley North Village Public Realm Improvements	3 requested	Mini competition	No
		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
PELLINGS LLP	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
		70,755				70,755	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
PINNACLE ESP LTD		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
Total - Multi disciplinary / Other consultant	1,237	421,722	44,279	5,745	52,147	525,131				
Total Consultants	1,237	459,151	44,279	7,491	53,322	565,480				

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Report No.
CSD15097

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 3rd September 2015

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

Title: WORK PROGRAMME 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

1. Reason for report

- 1.1 This report offers the Committee an opportunity to consider its work programme for 2015/16, including scheduled meetings and PDS working groups. The Committee now has nine meetings scheduled during 2015/16 – the dates are set out in Appendix 1, with a draft list of the items to be considered.
-

2. **RECOMMENDATIONS**

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

Corporate Policy

1. Policy Status: Existing Policy: All PDS Committee receive a report on their work programmes.
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £326,980
 5. Source of funding: 2015/16 revenue budget
-

Staff

1. Number of staff (current and additional): 8 posts (7.39fte)
 2. If from existing staff resources, number of staff hours: Maintaining the work programme takes less than an hour between meetings.
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Meeting Schedule

- 3.1 Each PDS Committee determines its own work programme, balancing the roles of (i) holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. This Committee has the additional role of providing a lead on scrutiny issues and coordinating PDS work.
- 3.2 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a meeting focused on a single key issue or any other method.
- 3.3 A schedule of the Committee’s meetings in 2015/16 is attached at [Appendix 1](#), along with draft lists of reports. The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, question sessions with the Leader, Resources Portfolio Holder and Chief Executive have been included in the programme and dates have now been confirmed with them.

Sub-Committees and Working Groups

- 3.4 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee’s workload may include follow-up work on some of these reviews.
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) to this report, updated with details of PDS working groups appointed for 2015/16.

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

COMMITTEE MEETING SCHEDULE 2015/16

Meeting 1: Thursday 14th May 2015

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

Meeting 2: Wednesday 3rd June 2015

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

Monitoring Report: Section 106

Scrutiny of the Resources Portfolio Holder

Meeting 3: Thursday 9th July 2015

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

Bromley Youth Employment Project- Quarterly Monitoring

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Exchequer Services

Monitoring Report: Customer Services

Scrutiny of the Chief Executive

Meeting 4: Thursday 3rd September 2015

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

Contracts Register (Resources and Corporate)

Scrutiny of the Leader

Meeting 5: Thursday 8th October 2015

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

Meeting 6: Thursday 26th November 2015

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

Scrutiny of the Resources Portfolio Holder

Meeting 7: Wednesday 6th January 2016

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

Contracts Register (Resources and Corporate)

Monitoring Report: Revenues Service

Monitoring Report: Benefits Service

Monitoring Report: Exchequer Services

Monitoring Report: Customer Services

Monitoring Report: IT Contract

Scrutiny of the Chief Executive

Meeting 8: Wednesday 3rd February 2016

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

Scrutiny of the Leader

Meeting 9: Thursday 16th March 2016

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

Annual PDS Report 2015/16

Bromley Youth Employment Project – Monitoring?

PDS SUB-COMMITTEES AND WORKING GROUPS 2015/16

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE AND RESOURCES PDS		
Contracts Working Group	Appointed at the PDS meeting on 9 th July 2015 – first meeting being arranged for early September 2015.	Cllrs Stepen Wells (Ch), Simon Fawthrop, William Huntington-Thresher, Keith Onslow and Angela Wilkins
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Three meetings scheduled each year. Met on 11 th June 2015; next meeting on 4 th November 2015	Cllrs Judi Ellis (Ch), Ruth Bennett, Mary Cooke, Ian Dunn, Hannah Gray, David Jefferys, Terence Nathan, Charles Rideout, Melanie Stevens, Pauline Tunncliffe and all co-opted Members.
Accommodation with Care Reference Group	Appointed at the PDS meeting on 23 rd June 2015. First met on 22 nd June 2015; next meeting on 17 th August 2015.	Cllr Charles Rideout (Ch), Ruth Bennett, Diane Smith, Leslei Marks and Angela Clayton-Turner.
EDUCATION PDS		
Education Budget Sub-Committee	Five meetings scheduled each year. Met on 30 th June 2015; next meeting on 16 th September 2015.	Cllrs Neil Reddin (Ch), Teresa Ball, Kathy Bance, Nicholas Bennett, Alan Collins and Ellie Harmer.
School Places Working Group	Re-appointed at the PDS meeting on 8 th July 2015.	Cllrs Judi Ellis (Ch), Kathy Bance, Nicholas Bennett, Mary Cooke, Neil Reddin, Joan McConnell, Tony Wright Jones and Mylene Williams.
School Improvement Panel	Re-appointed at the PDS meeting on 8 th July 2015, and including the remit of the former Progress of Academy Status Panel	Cllrs Mary Cooke (Ch), Teresa Ball, Nicholas Bennett, Julian Benington, Alan Collins, Neil Reddin and Darren Jenkins.
ENVIRONMENT PDS		
Grounds Maintenance Performance Management Working Group	Appointed at the PDS meetings on 17 th March and 7 th July 2015.	Cllrs William Huntington-Thresher, Sarah Phillips, Catherine Rideout and Melanie Stevens.
Budget Pressures Working Group	Appointed at the PDS meeting on 7 th July 2015.	Cllrs Kevin Brooks, David Jefferys, Angela Page and Sarah Phillips.

PUBLIC PROTECTION AND SAFETY PDS		
RENEWAL AND RECREATION PDS		
Beckenham Town Centre Working Group	Last met on 2 nd July 2015.	Cllr Michael Tickner (Ch) and Beckenham ward councillors

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