



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 30 September 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 8 OCTOBER 2015**
AT 7.00 PM

MARK BOWEN
Director of Corporate Services

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

PART 1 AGENDA

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

STANDARD ITEMS

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC
ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 2nd October 2015.

- 4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING
HELD ON 3RD SEPTEMBER 2015 (EXCLUDING EXEMPT ITEMS)**
(Pages 5 - 14)

5 MATTERS ARISING FROM PREVIOUS MEETINGS

(Pages 15 - 18)

6 FORWARD PLAN OF PRIVATE AND KEY DECISIONS

(Pages 19 - 26)

HOLDING THE RESOURCES PORTFOLIO HOLDER TO ACCOUNT

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

In accordance with the Council's Constitution, questions to the Resources Portfolio Holder must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 2nd October 2015.

8 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

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

a THE PRIORY AND FORMER LIBRARY, CHURCH HILL, ORPINGTON

(Pages 27 - 32)

Orpington Ward

b LAND ADJACENT TO 41 BROW CRESCENT, ORPINGTON

(Pages 33 - 38)

Orpington Ward

c FORMAL CONSULTATION ON OUTLINE SERVICE PROPOSALS AND PROCUREMENT STRATEGY - INSURANCE RENEWALS 2016/17

(Pages 39 - 44)

d INSURANCE FUND - ANNUAL REPORT 2014/15

(Pages 45 - 50)

HOLDING THE EXECUTIVE TO ACCOUNT

9 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 51 - 54)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 14th October 2015.

POLICY DEVELOPMENT AND OTHER ITEMS

10 WORK PROGRAMME 2015/16

(Pages 55 - 60)

PART 2 AGENDA

11 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

12 EXEMPT MINUTES OF THE MEETING HELD ON 3RD SEPTEMBER 2015

(Pages 61 - 64)

13 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS

a CLEANING AND OUT OF HOURS SECURITY CONTRACT EXTENSIONS

(Pages 65 - 68)

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

b MECHANICAL MTC BUILDING MAINTENANCE CONTRACT

(Pages 69 - 72)

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

14 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 3 September 2015

Present:

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

Also Present:

Councillor Stephen Carr

189 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Nicky Dykes, and for lateness from Councillor David Livett. Apologies had also been received from Councillor Graham Arthur, Portfolio Holder for Resources.

190 DECLARATIONS OF INTEREST

The following declarations of interest were made –

Councillor Simon Fawthrop declared that as he worked for British Telecom he would stand down should there be any discussion of the IT contract mentioned in the Forward Plan and the Work Programme.

Councillor Keith Onslow declared that he used to work for Zurich Insurance.

Councillor Nicholas Bennett declared that he lived in the same road as Egerton Lodge (minute 205a) but at the other end and he was therefore unaffected by the property.

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

No questions had been received.

192 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 9 JULY 2015 (EXCLUDING EXEMPT ITEMS)

RESOLVED that the minutes of the meeting held on 9th July 2015 (excluding exempt information) be confirmed, subject to the addition of the further information about repeat callers circulated in response to minute 181.

193 MATTERS ARISING FROM PREVIOUS MEETINGS
Report CSD15095

The Committee considered a report summarising matters outstanding from previous meetings. The following matters were raised –

The Customer Services Monitoring Report considered at the meeting on 9th July 2015 had referred to a further report, on Health Checks, due to be submitted in September. The Committee was informed that this report was not yet ready.

Committee Members had previously raised concerns about the quality of committee reports and suggested that this could be considered by the Constitution Improvement Working Group. Cllr Nicholas Bennett, who chaired the Working Group, reported that it was not really a matter for them, but suggested that Members challenge any sub-standard reports at meetings and with directors. Following the report of a Working Group on Report Formats in 2007 training for officers on report writing had been put in place and this included input from Members.

194 FORWARD PLAN OF KEY AND PRIVATE DECISIONS

The Committee received the Forward Plan of Key and Private Executive decisions as published on 11th August 2015. It was noted that there would be a report on Future ICT Arrangements to the Executive's special meeting on 17th September 2015.

Councillor Nicholas Bennett commented with regard to the reports on Beacon House and the award of contracts for capital works at Primary Schools that reports affecting the Education Portfolio should be programmed to go through the Education PDS Committee before being considered by the Executive. Councillor Ian Payne made similar comments concerning the proposed report on the Civic Centre Development Strategy and the Renewal and Recreation PDS Committee.

195 CORPORATE CONTRACTS REGISTER

The Committee received a summary of the Corporate Contracts Register. The Register was set out in a new and interim format due to a change in the CRS e-system provider and a new CRS software implementation programme being underway. As such, the format was in line with the reporting format to the

Commissioning Board and included all contracts above £50k. There were four data sets:

- Data Set A for contracts with and end date of 2015/16;
- Data Set B for contracts with and end date of 2016/17;
- Data Set C for contracts with and end date of 2017/18; and
- Data Set D for contracts with and end date of 2018 onwards.

Contracts over £500k in value were highlighted in blue. Contracts approaching renewal where corporate scrutiny had highlighted concerns regarding officers' ability to conclude future arrangements prior to the renewal deadline were flagged as amber or red. A Member commented that the schedules should be amended to reflect risk more clearly.

It was confirmed by officers that a schedule of rates for reduced specifications was routinely sought in the tendering process, and contracts could be changed where necessary through a variation order.

Councillor Ian Payne requested a list of contracts for the Renewal and Recreation Portfolio. It was confirmed that each PDS Committee would continue to receive regular updates on contracts within its own portfolio, but officers agreed to circulate the data sets broken down by Portfolio to PDS Chairmen.

Councillor Keith Onslow commented that the three Insurance contracts due to end on 30th April 2016 should all be extended for a year and tendered together with the main liability insurance. Officers advised that this option had been explored but would not comply with EU Regulations and confirmed that it was the intention to bring all expiry dates into line so that they could all be tendered together in future.

The Committee decided to continue considering details of a particular contract in Part 2.

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

No questions had been received.

197 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

197.1 TREASURY MANAGEMENT - Q1 PERFORMANCE 2015/16 AND INVESTMENT STRATEGY REVIEW

Report FSD15049

The Committee received a report summarising treasury management activity during the first quarter of 2015/16 and recommending changes to the Council's Treasury Management Investment Strategy. The report also included an update on the Council's investment with Heritable Bank.

The Committee noted that the Council's two investments in diversified growth funds had performed very well in the quarter to 31st March 2015, but had since lost value. Councillor David Livett questioned whether a wider range of investments could be used such as lowering the minimum credit rating to include BBB rated investments. Officers confirmed that this could be reviewed as part of the annual investment strategy.

RESOLVED that the Resources Portfolio Holder be recommended to note the actual Treasury Management performance in the quarter ended 30th June 2015 and recommend to Council an increase in the total investment limit for pooled investment vehicles from £25m to £40m.

(Councillor David Livett recorded his contrary vote against investing in diversified growth funds.)

**197.2 CAPITAL PROGRAMME MONITORING - 1ST QUARTER
2015/16
Report FSD15050**

At its meeting on 15th July 2015 the Executive had received the first quarterly monitoring report for 2015/16 and agreed a revised capital programme for the four year period from 2015/16 to 2018/19, including changes to programme for the Resources Portfolio.

The Committee noted that an extra £43k had been required for the Windows 7 rollout due to unforeseen costs which had been vired from the scheme for the financial systems upgrade.

RESOLVED that Resources Portfolio Holder be recommended to note and confirm the changes to the Resources Capital Programme agreed by the Executive on 15th July 2015.

198 SCRUTINY OF THE LEADER OF THE COUNCIL

The Leader gave an update on the following key issues facing the Council –

Integration of health and social care: Positive discussions had taken place with the CCG and Kings and there was a general willingness to work together towards an integrated system based on the needs of the borough.

Generating income and producing jobs: Improving town centres, creating jobs, investing and producing business rate growth all remained priorities.

Encouraging residents to take on more responsibility: Bromley had been successful in developing Friends Groups and nurturing a relationship with residents, and the Council would continue to work with the voluntary sector, churches and youth groups. The Studio in Beckenham had now reopened after many years, offering fantastic facilities for the community.

Civic Centre site: The Leader apologised to Cllr Payne that he and the Renewal and Recreation PDS Committee had not had an opportunity to comment on the report on the Civic Centre site. The timetable for consultation on the Local Plan meant that the Civic Centre proposals needed to be considered at a special meeting of the Executive on 17th September.

Community Infrastructure Levy: The Council was almost ready to announce its strategy for the Community Infrastructure Levy.

Building a Better Bromley: The Council's aim was to be excellent in the eyes of residents, and it was important that residents understood why changes were being made to services.

Budget: The message from central government on grant funding was mixed, with hints of an end to austerity followed by further reductions in grants. Budget options should be available by mid to late autumn - the Council would need to continue to find savings. Pressures were increasing – particularly homelessness with many families in temporary accommodation. The Leader had written to Greg Clark MP, the Secretary of State for Communities and Local Government, and was lobbying with local MPs.

The Chairman invited members to question the Leader, and the following issues were covered –

- The Leader reiterated the Council's strategy to use investments to generate income to support services – recent property investments were already producing over £3m income per annum. Property investment was supporting the local economy, but he was seeking a more diverse portfolio of secured investments with a reasonable and balanced level of risk.
- The number of migrants amongst the homeless in Bromley was relatively low. The Leader stated that he met regularly with representatives from Affinity Sutton, and there was little interest as yet from tenants in the recent right to buy proposals.
- Questioned about the budget gap in the next few years, and the need for transparency and detail on the strategy for addressing this, the Leader commented that all budgets needed to be examined and accepted the point that work was needed to see that options were clearer and presented earlier; he also wanted to see budgets planned for three years ahead.
- The Leader accepted that the West Wickham Leisure Centre building needed investment, and the options were being considered. He hoped that more information would be available in the coming months.

- Although the structure of the Council's departments had changed, the Leader did not accept that the portfolio structure necessarily needed to change to match this.
- Questioned about train services on the Bromley North to Grove Park line, the Leader stated that he wanted to see consideration of through services to London and this was an issue that London Leaders were sympathetic to.
- Asked to comment on a University of Cambridge study which showed that levels of dementia were stabilising, the Leader stated that this was potentially encouraging, but he had requested a further briefing on this.
- Asked about the pressure of labour costs on developers, and what the Council could do to improve the supply of qualified tradesmen, the Leader agreed that the demand for skilled workers was increasing and the Council ought to be encouraging training.
- Maintaining Bromley's clean and green environment remained a priority, including continuing to work with Street Friends and Snow Friends groups and making waste collection more efficient.
- Asked for an update on the proposals for Biggin Hill Airport, the Leader confirmed that negotiations with the airport had been concluded and a report was being drawn up. The public would be given plenty of opportunity to examine the detail of the report before the matter was debated by full Council in October or November.
- On the problems with the Waste4Fuel site, the Leader stated that the Council was committed to playing a role in resolving issues with the site. The new Ministers were talking to the Treasury and pressure was being applied to the landowners; although the situation was dragging on the Leader hoped that there would be positive news soon.
- The Leader was challenged about the need to monitor the quality of outsourced services. He agreed that it was important to monitor contractors, but also it would sometimes be necessary to reduce the levels of service.
- Asked about the possibility of reducing the numbers of councillors as Council services and staffing reduced, the Leader commented that it was right that this was looked at by the Constitution Improvement Working Group, but there was a view that Bromley should not do this in

isolation and that there was an even greater need for democratic oversight and scrutiny.

- Asked about investment policy and the need to consider levels risk with banks and property, the Leader commented that with interest rates so low the market could not be described as normal, and that there was a level of risk in banking that was not reflected in the low rates of interest on offer.

During this item Councillor Nicholas Bennett declared an interest as the Council's representative on the Board of Mytime Active.

199 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report CSD15096

The Committee considered the following reports on the Part 1 agenda for the Executive's meeting on 9th September 2015.

(5) Lead Local Flood Authority Update and Grant Draw-Down
Report Es15041

The Committee considered a report on the Council's role as the Lead Local Flood Authority, sought approval from the Executive for the Local Flood Risk Strategy and Action Plan and also sought agreement from the Executive to draw down a sum of £213k from the Central Contingency budget to implement the future works programme.

The report had been deferred from the previous Executive meeting to enable comments from Councillor Nicholas Bennett to be included in full. Councillor Bennett highlighted two issues that he was particularly concerned about – that the Register of Flood Risk Features should be published on the Council's website and that the Council should be more proactive in making riparian landowners aware of their responsibilities. One Member expressed concern that there might be budgetary implications in taking this approach.

A member asked whether flood risk showed up on local land searches – the Director of Corporate Services offered to find out.

RESOLVED that the recommendations be supported subject to the addition of the following further recommendations –

(a) that the Register of Flood Risk Features should be published on the Council's website; and

(b) that a positive programme is undertaken to make riparian landowners aware of their responsibilities and to publicise the Environment Agency document "Living on the Edge."

(6) Schools Programme, Volunteer Manager and Resettlement Officer – Drawdown
Report ES15067

The report sought the release of funds secured from the Department for Communities and Local Government (DCLG) Preventing Homelessness Grant for 2014/15 and 2015/16 to enable Bromley Women's Aid to continue and expand their Schools Programme to develop awareness of healthy relationships and domestic violence.

Some Members raised concerns about whether it was necessary for the State to be addressing children as young as seven years old about domestic violence, and suggested that raising the awareness of teachers might be more appropriate, but others accepted that this was an issue that had to be examined. There was also concern at how outcomes were measured – the Committee was informed that as the funding was provided by the DCLG they had targets in place.

The Committee decided to ask the Executive to note its views about the programme, and it was also suggested that Executive members could be sent summaries of the content of the actual sessions and more details of the DCLG methodology and performance standards.

RESOLVED that the recommendation be supported subject to the Executive being asked to note the comments of this Committee and reaffirm that they are content with the methodology behind this programme.

200 EXPENDITURE ON CONSULTANTS 2014/15 AND 2015/16
Report CEO15010

The Committee had requested a report on expenditure on consultants across the Council. The report presented full figures for 2014/15, covering both revenue and capital expenditure, and expenditure to date in 2015/16. The report also set out the circumstances when it was beneficial to use a consultant and the strict procedure to be used in appointing consultants. It was intended that there would be annual reports at the end of each financial year, with mid-year updates.

RESOLVED that the report be referred to all other PDS Committees.

201 ACQUISITION OF INVESTMENT PROPERTIES
Report DRR15/082

The Committee received a report updating them on progress to date on the acquisition of investment properties to meet the income target of £3m in 2015/16 increasing to £4m in 2016/17.

202 WORK PROGRAMME 2015/16
Report CSD15097

The Committee noted its work programme for 2015/16.

**203 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**

204 EXEMPT MINUTES OF THE MEETING HELD ON 9 JULY 2015

The Committee confirmed the exempt minutes of the meeting held on 9th July 2015.

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

The Committee scrutinised the following proposed decision by the Resources Portfolio Holder.

205.1 EGERTON LODGE, 1 & 2 PARK ROAD, BROMLEY

The Committee supported a proposal for the sale of Egerton Lodge, 1 and 2 Park Road, Bromley.

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

The Committee scrutinised reports on the Executive's agenda for the meeting on 9th September 2015 concerning the award of contracts for Substance Misuse services and the award of a contract for capital works at Beacon House.

207 CORPORATE CONTRACTS REGISTER

The Committee received an update on the ICT Support contact with Capita.

The Meeting ended at 10.01 pm

Chairman

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London Borough of Bromley

Report No.
CSD15105

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th October 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." Three matters are listed concerning, special guardianship orders, information about consultants and the establishment of the 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 –
- Public Protection & Safety PDS Committee – 15th September 2015
 - Care Services PDs Committee – 23rd September 2015
 - Education PDS Committee – 29th September 2015
 - Environment PDS Committee – 30th September 2015
-

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
-

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: Monitoring the Committee's matters arising takes a few hours between each meeting.
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of members of the Committee.
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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
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 was covered in the Annual Adoption report at Care Services PDS Committee on 23 rd June	Democratic Services Manager	23 rd June 2015
174 Matters Arising – Consultants 9 th July 2015	Committee requested that the information on use of consultants be referred to PDS Committees	Reports have been prepared for all other PDS Committees in the September/October cycle. PP&S PDS Committee raised concerns about the numbers of contracts where only one quote had been received.	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 was held on 16 th September 2015 at which working methods and terms of reference were discussed. Meetings were scheduled for 13 th October, 10 th November and 15 th December 2015.	Democratic Services manager	September 2015

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LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 15th September 2015

PERIOD COVERED: 15th September 2015 – 31st January 2016

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 3rd November 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						
CIVIC CENTRE DEVELOPMENT STRATEGY	Executive	17 September 2015 Non-Executive Members, including Members of the Executive and Resources PDS Committee, have been invited to attend the Executive meeting to offer any comment.	Non-Executive Members, including Members of the Executive and Resources PDS Committee, have been invited to attend the Executive meeting to offer any comment.	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@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?
FUTURE ICT ARRANGEMENTS	Executive	17 September 2015 Non-Executive Members, including Members of the Executive and Resources PDS Committee, have been invited to attend the Executive meeting to offer any comment.	Non-Executive Members, including Members of the Executive and Resources PDS Committee, have been invited to attend the Executive meeting to offer any comment.	Contact Officer: 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 COMMISSIONING INTENTIONS 2016-17	Executive	14 October 2015 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Dr Nada Lemic Tel: 020 8313 4220 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?
POST DIAGNOSIS DEMENTIA SUPPORT	Executive	14 October 2015 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Andy Crawford Tel: 020 8461 7446 Andy.Crawford@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 MEMORIAL MUSEUM	Executive	14 October 2015 Executive and Resources PDS Committee	Meeting	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
GATEWAY REPORT: PROPOSALS FOR A COMMISSIONED LIBRARY SERVICE	Executive	Not before 27 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>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?
TEMPORARY ACCOMMODATION GATEWAY REVIEW	Executive	02 December 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
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
EDUCATION MARKET TESTING OUTCOME	Executive	Not before 02 December 2015 Education PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Laurence Downes Tel: 0208 313 4805 Laurence.Downes@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?
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						

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.
DRR15/092

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Resources Portfolio Holder

Date: For Pre-Decision Scrutiny by the Executive and Resources Policy Development and Scrutiny Committee on Thursday 8 October 2015

Decision Type: Non-Urgent Executive Key

Title: **THE PRIORY AND FORMER LIBRARY, CHURCH HILL, ORPINGTON**

Contact Officer: Heather Hosking, Head of Strategic Property
Tel: 020 8313 4421 E-mail: heather.hosking@bromley.gov.uk

Chief Officer: Director of Regeneration & Transformation

Ward: Orpington;

1. Reason for report

This report provides information on work undertaken to establish whether the Council could relocate services to the Priory and Former Orpington Library and retain its ownership.

2. **RECOMMENDATION(S)**

2.1 The Executive and Resources Policy Development and Scrutiny Committee is requested to consider the proposed decision of the Portfolio Holder and

2.2 The Resources Portfolio Holder is requested to note the outcome of the feasibility study undertaken to establish whether the Priory and Former Library, Orpington, is suitable for Council use and to reaffirm the Executive's decision to offer the property for sale on the open market

2.3 The Portfolio Holder is recommended to agree that the property be offered for sale on a long lease

Corporate Policy

1. Policy Status: Existing Policy: maximising the Council's assets
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: Estimated Cost: Cost of advertising – say £2,500
 2. Ongoing costs: Recurring Cost Non-Recurring Cost Not Applicable: Further Details
 3. Budget head/performance centre:
 4. Total current budget for this head: £
 5. Source of funding:
-

Staff

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

Legal

1. Legal Requirement: Statutory Requirement: S123 Local Government Act 1972
 2. Call-in: Applicable:
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Any comments received will be reported at the meeting.

3. COMMENTARY

3.1 The Executive resolved at its meeting on 10th June to cease the use of the Priory for the museum service and to declare it surplus to requirements subject to further work being undertaken by the Strategic Property Service to establish whether the building could be used by other Council services.

3.2 Following this decision, Strategic Property has undertaken a feasibility study to establish whether the building could be used to house other Council services. The June report made specific reference to the possibility of relocating the Registrars' Service and Electoral Services from the Civic Centre to the Priory. In addition, all Council services were requested to advise whether they had a property requirement which could be met at the Priory, but none was identified. A feasibility study was therefore undertaken to establish whether The Priory and former library building was suitable for use by the two identified services.

Backlog Maintenance and Operating Costs

3.3 As Members are aware, considerable work has been undertaken in the preparation of a bid to the Heritage Lottery Fund (HLF) to identify the costs associated with putting the Priory and the Library into good repair and in running the building in the future. This work was reviewed by consultants appointed by Heritage England (formerly English Heritage) who confirmed that investment of approximately £1.7million is required to address the backlog maintenance issues and to refurbish and upgrade the building to provide acceptable public access and to meet the requirements of its Grade 2* listing. It has also been estimated that the annual operating costs of the building will be in the region of £120,000. This includes utilities, business rates, repairs and maintenance, insurance etc.

Registrars' Service

3.4 The Registrars' Service is currently located at the Civic Centre and employs seven administrative staff and seven registration staff. The team occupies 365m² (approximately 3,900 sq ft) of accommodation. It also uses other accommodation within the Civic Centre, such as the Wedding Rooms, Committee Rooms, Council Chamber and function suite in the Bishop's Palace for weddings and ceremonies. The Civic Centre facilities management team provides staff to assist in the setting up of accommodation for ceremonies as part of its wider rôle in the management of the Civic Centre. It is estimated that 25,000 people visit the Registrars' office every year, excluding guests attending wedding and citizenship ceremonies. The income generated from the activities assists in off-setting the cost of the service.

3.5 The Registrars' Service requires good public accessibility, both in terms of public transport and parking facilities. There is also a statutory requirement to provide secure storage facilities for the retention of original birth, death and marriage registers.

3.6 The accommodation at the Priory and former library has been reviewed to consider whether the requirements of the service could be met.

3.7 The facilities available at the Civic Centre are capable of accommodating a range of weddings, from small scale ceremonies to large celebrations of up to 130 people. There is also ample room for wedding parties to wait prior to ceremonies and congregate after the ceremony. The rooms at the Priory are generally smaller and do not offer such flexible options or as much circulation space. It is understood that only wedding parties of less than 50 people could be accommodated. This will restrict the number and size of weddings that can be held and, therefore, reduce revenue.

3.8 As mentioned above, the Registrars' Service receives a very large number of visitors and it is considered important, therefore, to locate it in an accessible area of the Borough. The Priory

does not offer the high levels of accessibility for residents across the Borough when compared with the Civic Centre because of its location on the eastern side of the borough. Locating the Registrars' Service here could result in the need to provide outreach centres in other parts of the Borough to provide an accessible service, and so increase costs.

3.9 There are also issues about accessibility within the building, which has seven changes of level across the interior. In order to meet the requirements of the 2010 Equalities Act it would be necessary to carry out wide ranging internal adaptations and to build an extension.

3.10 The Registrar relies on a good level of public car parking within a reasonable proximity, both for wedding parties and for those registering births and deaths. There are 13 parking bays in the pay and display car park at the front of the Priory, and the access to this area is narrow and not suited to constant movements of cars in and out as one wedding ends and another begins. The nearest alternative car parks are at The Walnuts Shopping Centre.

3.11 As a result of these issues the facilities that could be provided following investment at the Priory are not considered to be as good as those offered at the Civic Centre.

Electoral Services

3.12 There are seven members of staff in this department and they currently occupy an area at the Civic Centre of 116m². (approx. 1,250 sq ft). However, staff numbers increase to around 80 in the run up to and immediately following an election. At this time space within the Civic Centre is made available for the management, storage, collection and administration of electoral votes and counts. At this time approximately 825m² (8,900 sq ft) is used by the Service.

3.13 The Priory could provide the space required by the permanent staff complement. During election periods the former lending library and children's library could be used, but this totals 382m² (4,110 sq ft) and therefore is unlikely to offer sufficient accommodation, requiring the provision of additional facilities, such as marquees.

Conclusion

3.14 In order to accommodate Council services, the Priory and former Library would require considerable internal modifications and the provision of an extension to ensure compliance with relevant legislation. As stated above, the feasibility work already undertaken on the building as part of the Council's bid to the HLF and the subsequent review by Heritage England's consultant has identified the need for expenditure of approximately £1.7million and annual running costs of £120,000. The feasibility work undertaken has identified that the facilities that could be created at the Priory would not meet the current needs of either service and relocation would add to the costs of service provision and almost certainly reduce the revenue earned by the Registrars' Service. It is not, therefore, considered financially worthwhile for the Council to commit to the expenditure required on the building or to incur the estimated annual running costs in order to house these services at the Priory.

Marketing of the Priory

3.15 The Executive resolved in June to give authority to offer the property for sale, either on the basis of the disposal of the freehold or a long leasehold interest, subject to consideration of alternative Council uses. In the light of the feasibility work undertaken, it is, therefore, recommended that the marketing of the property be progressed.

3.16 Heritage England have provided advice on the marketing of the property and have suggested a targeted marketing exercise. It is suggested that this approach could be adopted in tandem with its advertisement on the open market. This should enable Members to make an informed decision on the future of the property. The Priory has been listed as an asset of

community value and the timescale for the marketing will, therefore, be guided by statutory requirements.

3.17 The property could be offered for sale freehold or on a long lease. As it sits within the park and will be sharing access routes it is recommended that it be offered on a long lease of 125 or 250 years to enable the Council to retain some elements of control.

Save the Orpington Priory Campaign Group

3.18 The Portfolio Holder will be aware of the interest in this historic building expressed by many people, particularly in the Orpington area. A campaign group, Save The Orpington Priory (STOP) has been formed and has started to prepare a business plan to demonstrate how a charitable trust could take over the operation of the building. They have indicated that their preference would be to be granted a lease of the building and adjoining land on a peppercorn rent on an internal repairing lease with the Council retaining responsibility for external and structural repairs. As an alternative, they have suggested that they could work jointly with the Council to raise the funds required for the external repairs.

3.19 If the Portfolio Holder agrees that the Priory and Library is no longer required for Council use, as it has been listed as an asset of community value local community groups will have a six week period in which to advise whether they wish to submit a bid. If notice is received of an intention to bid the balance of the six month moratorium period prescribed under the legislation will be given to enable a bid to be prepared. The marketing of the Priory could be run to coincide with this period so that bids are received from community groups and other bidders at the end of the moratorium period. This would allow community groups such as STOP to submit detailed proposal for consideration by members alongside the results of marketing exercise.

4. POLICY IMPLICATIONS

4.1 The Council's aims include being an authority which manages its assets well.

5. FINANCIAL IMPLICATIONS

5.1 As advised in paragraphs 3.4 to 3.14 above, the feasibility work that has been undertaken has shown that the facilities at The Priory are not suitable for the relocation of the Registrars' Service or the Electoral Service. As was reported to the Executive in June, the cost of carrying out the work required to the Priory to address the backlog maintenance issues and to refurbish and upgrade the building to provide acceptable public access and to meet the requirements of its Grade 2* listing has been estimated as being in the region of £1.7million. It has also been estimated that the annual operating costs of the building will be in the region of £120,000.

5.2 If it is agreed to market the property it is estimated that the cost of advertising will be approximately £2,500. This will be funded from the Strategic Property budget.

5.3 A sum of £44K has been retained in the museum budget for 2016/17 to meet the costs of ownership. Any costs incurred after 31.3.2017 will have to be contained within the surplus property budget until the property is sold. Officers are investigating the options available for securing the property while it is marketed, but it should be noted that these could be significant, particularly as the building is Listed.

5.4 It is critical that all surplus property is sold as soon as possible to ensure that on-going costs are kept to a minimum given the small budget of £10K allocated.

6. LEGAL IMPLICATIONS

6.1 The Priory has been listed as an asset of community value and the timescale for any disposal exercise will reflect the statutory requirements.

6.2 Section 123 of the 1972 Local Government Act requires a local authority to secure the best consideration reasonably obtainable when it disposes of land (other than on a lease of seven years or less) unless it has the benefit of express or general consent from the Secretary of State. If the Priory is marketed it would be advertised for sale on the open market to ensure compliance with this requirement.

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	Report to Executive dated 10.6.2015. Draft business plan prepared by STOP. Feasibility Study for Civic Office Relocation to The Priory, Orpington. Priory Bromley: HLF bid review and information for prospective owners

Report No.
DRR15/080

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Thursday 8 October 2015

Decision Type: Non-Urgent Executive Non-Key

Title: LAND ADJACENT TO 41 BROW CRESCENT, ORPINGTON

Contact Officer: Paul Cahalan, Valuer
Tel: 020 8313 4308 E-mail: Paul.Cahalan@bromley.gov.uk

Chief Officer: Director of Regeneration & Transformation

Ward: Orpington;

1. Reason for report

The building on this site is in poor condition and not suitable for letting to a third party. Because of its age and construction, it is not worthy of refurbishment, and so a decision needs to be made on its future.

2. **RECOMMENDATION(S)**

The Executive and Resources PDS Committee is asked to scrutinise this report; and

The Resources Portfolio Holder is recommended to authorise the Head of Strategic Property to arrange the demolition of the building and the removal of the fence along the northern boundary so that the land is incorporated into Grassmeade Recreation Ground.

Corporate Policy

1. Policy Status: Existing Policy: Maximising the Council's assets
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: Estimated Cost: Demolition costs £11,500
 2. Ongoing costs: Recurring Cost: None
 3. Budget head/performance centre: Strategic Property Services
 4. Total current budget for this head: £635,490
 5. Source of funding: Existing revenue budget 2015/16
-

Staff

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

Legal

1. Legal Requirement: Statutory Requirement: S.123 of the Local Government Act 1972
 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? Yes
2. Summary of Ward Councillors comments: All comments received will be reported verbally at the meeting.

3. COMMENTARY

- 3.1 The triangle of land measuring 565m² (0.13 acre) to the side of 41 Brow Crescent was occupied for approximately 40 years by the 1st Ramsden Scout Group. They erected a small hall constructed of brick, breeze block and timber and used this for their regular meetings. A metal fence was also installed around the perimeter.
- 3.2 The Group closed in 2008 and returned the land to the Council. In August of that year, a 3 year lease was granted to Orpington Football Club, who used the hall for storage purposes, a toilet facility, and for making refreshments when they played matches on the adjacent Grassmeade Recreation Ground.
- 3.3 At the expiry of this lease, a Tenancy at Will was granted to regularise their continued occupation of the land whilst they submitted a bid to become the Delegated Managers of Goddington Park. This bid was successful, and so the Club moved its activities to that location.
- 3.4 The possibility of re-letting the hall has been considered, perhaps to a community based organisation such as another scout group, or the Delegated Manager for Grassmeade Recreation Ground, however in view of the following factors, this is not believed to be a viable option.
- 3.5 Firstly, the hall was constructed using some asbestos containing materials. An inspection by the Council's asbestos contractor has recommended that certain items, such as insulation boards and floor tiles, should be encapsulated and/or removed in order for the building to remain in use. The cost of this has been estimated at between £3,000 and £4,000.
- 3.6 Secondly, the building is in a poor condition and requires attention to such things as the roof, rainwater goods, electrics, lighting and external ply sheet cladding. An estimate for replacing the defective elements and refurbishing the property has been provided by the Head of Operational Property in the sum of £79,750.
- 3.7 Thirdly, if the aforementioned works are carried out, and the hall is rendered fit for occupation, it is thought that the potential rental income will not be significant. As an indication, Orpington FC was paying £380 pa.
- 3.8 Lastly, the football club and, to a lesser extent, the 1st Ramsden Scout Group stated that they had experienced incidents of vandalism and attempted or actual break-ins to the property. In their view, it was considered wise not to leave anything of value or importance within the hall.
- 3.9 A decision now needs to be made on the future of the land and it is considered that there are potentially three options.
 - i) The Council could demolish the hall and remove the fence along the northern boundary so that the land is incorporated into Grassmeade Recreation Ground.
 - ii) The land could be declared surplus to requirements and marketed for sale.
 - iii) The third option is to do nothing. However, given that the property is vulnerable to vandalism and children gaining access, and that the Council has an owner's liability, this is not recommended.
- 3.10 It should be noted that the land has no road frontage or vehicular access and could not be developed in isolation. The adjoining property is owned by Affinity Sutton and let to one of

its housing tenants, but it is not interested in purchasing the land. Otherwise, there are no obvious potential purchasers, other than perhaps someone who might want it for a private allotment or a leisure plot. If a disposal of the site could be achieved, and thus the Council would avoid the cost of demolition, there is a possibility that the land could become disused or be used for a purpose contrary to acceptable planning use. Given the limitations on development and the liabilities of the building, any potential capital receipt from a sale is likely to be nominal.

3.11 Furthermore, along with Brow Crescent and the surrounding streets, it is classified as an Area of Archaeological Significance. It is therefore subject to policy BE16 of the Unitary Development Plan. If a planning application is made for redevelopment, Heritage England would be consulted and, depending upon their response, a survey may have to be conducted prior to building work getting underway.

3.12 The Council's Assistant Director for Street Scene and Greenspace has been consulted, and is in agreement with the land being incorporated into the Recreation Ground.

3.13 It is therefore recommended that the Resources Portfolio Holder agree that the building is demolished and the northern boundary fence is removed. These costs are estimated to be £11,500.

4. POLICY IMPLICATIONS

4.1 The Council's aims include being an authority which manages its assets well.

5. FINANCIAL IMPLICATIONS

5.1 The current cost of maintaining the land is about £500 per annum, which includes standing charges for utilities and cutting back of vegetation. Officer time is also spent checking the condition of the land and building from time to time, and to see that no unauthorised occupation has occurred.

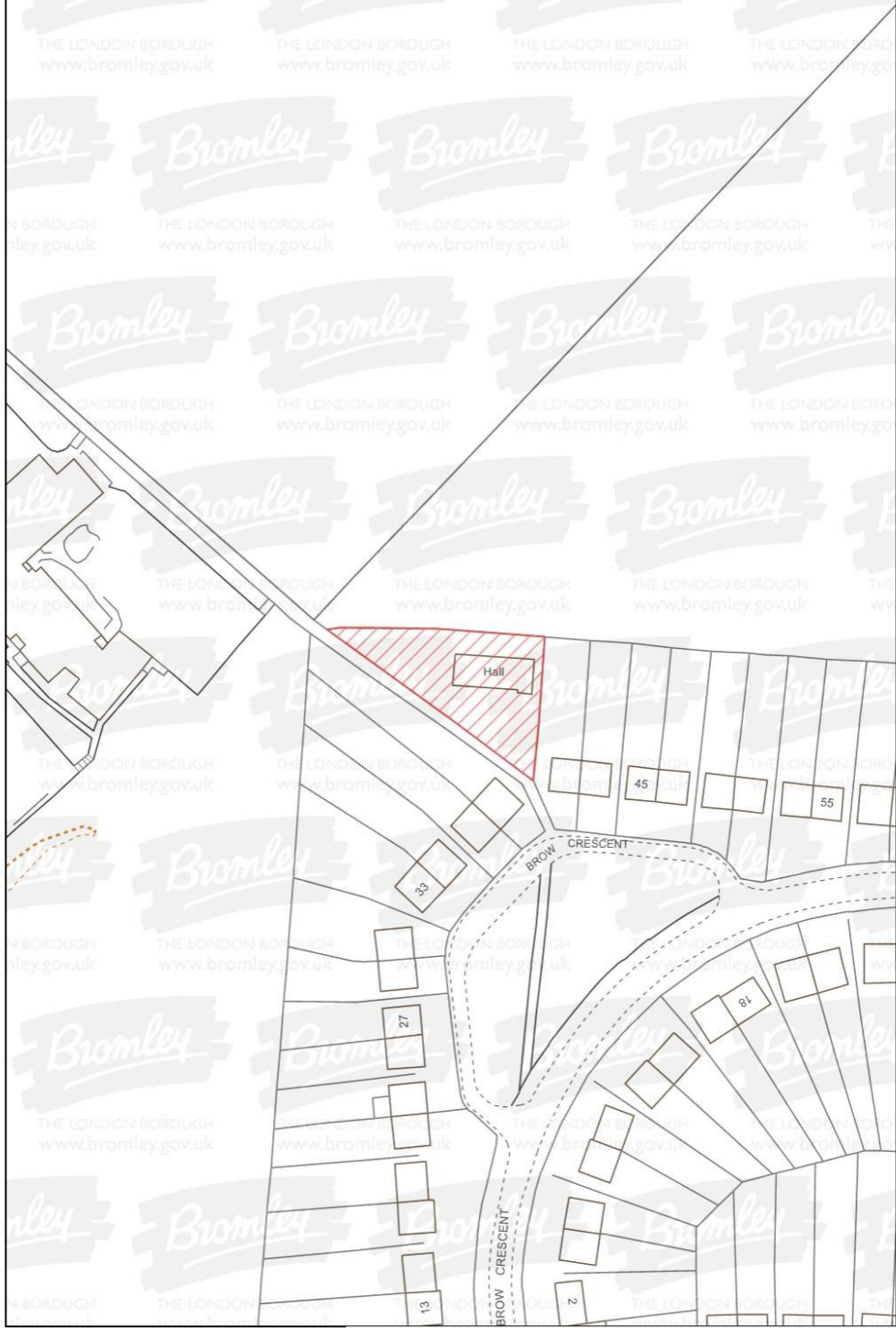
5.2 To demolish the building, remove the fencing on the northern boundary, and incorporate the land into the Grassmeade Recreation Ground is likely to cost in the order of £11,500. This would be met from the Strategic Property budget. The land would then be maintained along with the rest of the Recreation Ground at no additional cost.

6. LEGAL IMPLICATIONS

6.1 Section 123 of the 1972 Local Government Act requires a local authority to secure the best consideration reasonably obtainable when disposing of land (other than on a lease of 7 years or less) unless it has the benefit of an express or general consent of the Secretary of State.

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	

Grassmeade Recreation Ground



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Report No.
FSD15060

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

<Please select>

Decision Maker: Resources Portfolio Holder

Date: For pre-decision scrutiny by Executive and Resources PDS Committee on 8th October 2015

Decision Type: Urgent Non-Executive Non-Key

Title: **FORMAL CONSULTATION ON OUTLINE SERVICE PROPOSALS AND PROCUREMENT STRATEGY - INSURANCE RENEWALS 2016/17**

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

Chief Officer: Director of Finance

Ward: All

1. Reason for report

The Council's casualty insurance (comprising public liability, employers' liability, officials' indemnity and professional indemnity) was tendered in 2014 and a contract was awarded to Zurich Municipal (ZM) from 17th June 2014 on a three year long-term agreement (LTA) with an option to extend for a further two years (delegated to the Director of Finance in consultation with the Resources Portfolio Holder). All other Council insurance policies (property, motor, fidelity guarantee, personal accident, school journey, minibuses, engineering, shops blanket and mortgaged properties are due to expire on 30th April 2016 and it is proposed to tender for all these through the Crown Commercial Services Framework with a start date of 1st May 2016. It is also proposed that Members agree the two year extension on the casualty insurance contract (see paragraph 3.3).

2. RECOMMENDATION(S)

Following consideration by the PDS Committee, the Resources Portfolio Holder is asked to agree:

- 2.1 the proposed tender action through the Crown Commercial Services Framework for all Council insurances with the exception of casualty; and
- 2.2 an extension of two years (from 1st May 2017 to 30th April 2019) to the long-term agreement in place with ZM for casualty insurance (see paragraph 3.3).

Corporate Policy

1. Policy Status: Existing policy. To maintain appropriate levels of insurance cover to ensure adequate cover for Council properties, assets and services.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: N/A Not known until tender process is completed
 2. Ongoing costs: N/A. Current annual premium for services to be tendered £290,000 (including increase in Insurance Premium Tax (IPT) from 1st November 2015)
 3. Budget head/performance centre: Insurance Fund
 4. Total current budget for this head: £290,000 (including increase in Insurance Premium Tax (IPT) from 1st November 2015)
 5. Source of funding: Insurance Fund
-

Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: Insurance claims are handled under a shared services arrangement with the Royal Borough of Greenwich
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Between 400 and 450 claims are received each year across all insurance covers.
-

Ward Councillor Views

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

3. COMMENTARY

Estimated Contract Value – Insurance Premium Renewals

- 3.1 The current annual cost of the insurance premiums for which approval to tender is sought is £290,000 (including an increase of 3.5% in Insurance Premium Tax (IPT) from 1st November 2015) and they are due to expire on 30th April 2016.

INSURANCES - RENEWAL OPTIONS 2016/17						
NB. Current annual premiums include Insurance Premium Tax @ 9.5% to reflect the increase of 3.5% (from 6% to 9.5%) included in the Chancellor's Summer budget from 1st November 2015.						
Policy / cover	Current insurer	Renewal date	Current annual premium £	Last Tendered	Contract Period	Extensions approved by waiver / Portfolio Holder
Current expiry date 30/04/16 - to be tendered						
Material damage (property)	Zurich Municipal	01/05/2016	112,000	2012	01/04/12 - 31/03/14	01/04/14 - 30/04/16
Fidelity guarantee	AIG	01/05/2016	30,500	2012	01/04/12 - 31/03/14	01/04/14 - 30/04/16
Personal accident	Chubb	01/05/2016	7,300	2012	01/04/12 - 31/03/14	01/04/14 - 30/04/16
School journey	Chubb	01/05/2016	9,600	2012	01/04/12 - 31/03/14	01/04/14 - 30/04/16
Minibuses	Zurich Municipal	01/05/2016	17,500	n/a	14/04/15 - 30/04/16	N/A
Engineering	Zurich Municipal	01/05/2016	14,200	n/a	01/04/15 - 30/04/16	N/A
Shops blanket	Zurich Municipal	01/05/2016	49,400	n/a	01/04/15 - 30/04/16	N/A
Mortgaged properties	Zurich Municipal	01/05/2016	700	n/a	01/04/15 - 30/04/16	N/A
Motor (leased cars & fleet)	Zurich Municipal	01/05/2016	48,800	2009	01/05/09 - 30/04/14	01/05/14 - 30/04/16
Total subject to tender			290,000			
Other long-term agreements						
Casualty / liability	Zurich Municipal	01/05/2016	253,600	2014	17/06/14 - 30/04/17 @	N/A
			253,600			
TOTAL			543,600			
@ Contract end date amended from 16/06/17 in agreement with ZM						

Proposed Contract Period (including extension options)

- 3.2 It is proposed to seek tenders for a period of two years from 1st May 2016 to 30th April 2018 with an option to extend for a further year, which would take the cover up to 30th April 2019, whilst retaining a break clause should the Council not wish to extend. The proposed tender would include property, motor, fidelity guarantee, personal accident, school journey, minibuses, engineering, shops blanket and mortgaged properties insurances.
- 3.3 The other Council insurance policy (not to be included in the tender process) is casualty insurance (comprising public liability, employers' liability, officials' indemnity and professional indemnity), which was awarded to ZM from 17th June 2014 after a separate tender process. That contract is for three years with an option to extend for an additional two years. In order to bring all the Council's insurance policies in line with a uniform expiry date, we have agreed a revised contract end date of 30th April 2017 and Members are asked to approve the two year extension. This would mean all our insurances would end on 30th April 2019, which would enable the entire package to be tendered from 1st May 2019.
- 3.4 Apart from casualty, which is covered above, the two main policies are property and motor and these were tendered in 2012 and 2009 respectively. Following the approval of extensions by the

Portfolio Holder under delegated authority, both of them will now expire on 30th April 2016. Waivers and single tender actions have also been approved to extend other insurances to standardise that expiry date. We have now made full use of the ability to extend these policies and, following consultation with the Head of Procurement, it is clear that we would be in contravention of EU regulations if we did not go to tender. It was hoped that we could tender the whole insurance package (i.e. all insurances) from 1st May 2016, but the current casualty insurance provider, ZM, refused to permit us to break the long term agreement a year early, so the earliest date we can now tender all of our insurances is 1st May 2019. The proposed tender process will enable us to achieve this.

- 3.5 It will be important to ensure the tender process enables flexibility within long-term agreements to take account of the Council's commissioning agenda and potential further outsourcing of services. This would normally be reflected as part of the annual renewal process, but officers will ensure this is made clear to potential tenderers.

4. POLICY IMPLICATIONS

- 4.1 To maintain appropriate levels of insurance cover to ensure adequate cover for Council properties, assets and services.

5. FINANCIAL IMPLICATIONS

- 5.1 The current budget for the insurances to be tendered is £290,000 (including an increase of 3.5% in IPT from 1st November 2015). An increase is likely and this would reflect the trend being experienced by other local authorities and would relate to insurance costs for all departments/portfolios across the Council. At current prices, the total cost of contracts for two years plus one would be around £870,000. Depending on the quotes received and the total whole life value of the proposed contract, a report will be brought to the appropriate committee in due course.

6. PERSONNEL IMPLICATIONS

- 6.1 None. An insurance claims handling service is provided by staff from the Royal Borough of Greenwich under a shared services arrangement.

7. PROCUREMENT IMPLICATIONS

- 7.1 The contracting strategy has been agreed with the authority's Head of Procurement and with its external insurance broker. The Council will use the Crown Commercial Services Framework for Insurance and the process will be handled by the Council's external insurance broker, JLT Specialty Ltd. The framework will enable us to reach an acceptable spread of suppliers whilst still giving us the flexibility to determine our own specification. The processes to be used are designed to ensure the completion of the tender process in a fair and transparent manner and to provide protection from potential claims which might arise from any unsuccessful bidders around the completion of the contracting process.

8. MARKET CONSIDERATIONS

- 8.1 The local authority insurance market is very limited and there are currently only three key "players" in the field: ZM (who currently provide most of the Council's insurance covers), Travelers and Risk Management Partners.

9. OUTLINE CONTRACTING PROPOSALS & PROCUREMENT STRATEGY

- 9.1 The tender process will be handled by the Council's external broker, JLT Specialty Ltd, under the Crown Commercial Services Framework for Insurance, which will give us access to all the

main players in the local authority insurance field, whilst still giving us the ability to write our own specification. This will be produced by Council officers in collaboration with officers from the Royal Borough of Greenwich. Greenwich are locked into long-term agreements for their main insurances until 2019 and the possibility of a joint tender with Greenwich will be fully explored then.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Current policies with various existing insurers (held by Martin Reeves, S209). Renewal of Casualty and Motor insurance cover - Resources Portfolio meeting 31 st March 2009. Renewal of Property insurance cover – E&R PDS Committee 25 th January 2012. Renewal of Casualty insurance cover – E&R PDS Committee 5 th June 2014. Extensions to Property and Motor insurance cover – Resources Portfolio holder decision 28 th April 2014.

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Report No.
RES15061

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Resources Portfolio Holder

Date: For pre-decision scrutiny by the Executive & Resources PDS Committee on 8th October 2015

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

Title: **INSURANCE FUND - ANNUAL REPORT 2014/15**

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

Chief Officer: Director of Finance

Ward: All

1. Reason for report

- 1.1 This report advises Members of the position of the Insurance Fund as at 31st March 2015 and presents statistics relating to insurance claims for the last two years. In 2014/15, the total Fund value reduced slightly from £2,981k to £2,888k. A mid-year review of the Fund has been carried out and, at this stage, it is estimated that the final Fund value as at 31st March 2016 is likely to remain at around £2.9m. The position will continue to be monitored throughout the year.
-

RECOMMENDATION(S)

- 2.1 The PDS Committee and the Resources Portfolio Holder are asked to note the contents of the report.

Corporate Policy

1. Policy Status: Existing policy. To maintain appropriate levels of insurance cover to ensure adequate cover for Council properties, assets and services.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Insurance Fund
 4. Total current budget for this head: £2,888k (Fund balance at 31/3/15)
 5. Source of funding: Insurance Fund - contributions from revenue, interest earned on balance
-

Staff

1. Number of staff (current and additional): Claims handling service provided by Royal Borough of Greenwich staff through a shared service agreement
 2. If from existing staff resources, number of staff hours: n/a
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Between 400 and 450 claims are received each year across all insurance covers.
-

Ward Councillor Views

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

3. COMMENTARY

General

- 3.1 In recent years, the Insurance Fund balance has been gradually reducing, as is illustrated in the table in paragraph 3.10, and the balance (to cover new claims intimated after 31st March 2015) as at 31st March 2015 stood at £2.9m. Very little guidance is given on a prudent level of reserves for insurance claims, but the Financial Conduct Authority generally supports the principal that it should be based on a realistic assessment of the value of known unsettled claims. Accordingly, in addition to the Fund balance, the Council carries a provision on its Balance Sheet for the estimated value of claims received but not settled as at 31st March 2015 (£1.7m).
- 3.2 In the Insurance Annual Report for 2013/14 to the E&R PDS Committee in November 2014, Members were informed that, at that stage, it was estimated that the Fund balance could reduce during 2014/15 from £3.0m to £2.5m. However, as a result of a review of the estimated liability in respect of all unsettled claims, the call on the Fund balance in 2014/15 was lower than estimated and it only fell by £0.1m to £2.9m.
- 3.3 The table in paragraph 3.15 shows the final position of the Insurance Fund as at 31st March 2015 and Members will note that the Fund balance reduced by £93k during the year from £2,981k to £2,888k. Claims settled during the year were slightly higher than the total of interest accrued to the fund, the annual contribution from the revenue budget and the movement in the estimated value of unsettled claims. The position of the Fund has been reviewed as at 24th September 2015 and, based on the estimated value of claims received to that date, it is anticipated that the Fund balance will remain at around £2.9m at the end of 2015/16. The position will continue to be monitored throughout the rest of the year.

Insurance Claims

- 3.4 Until January 2014, the Council's insurance function was undertaken by an in-house insurance team. On 27th March 2014, however, the Executive and Resources PDS Committee considered and supported proposals for a shared service arrangement with the Royal Borough of Greenwich for the provision of insurance services. This was subsequently approved by the Resources Portfolio Holder. This followed an interim arrangement effective from 1st January 2014 and would last until 31st March 2015 during which time consideration would be given to the future delivery of the service. On 4th February 2015, following a review of the shared service arrangement after its first year, the E&R PDS Committee considered and supported an extension to the arrangement for a period of 5 years, from 1st April 2015 to 31st March 2020, and this was subsequently approved by the Resources Portfolio Holder. This would be subject to an annual review by officers from both authorities with a 3 month notice period being required from either party should they wish to terminate the agreement.
- 3.5 The client function at Bromley is undertaken by the Principal Accountant, Technical and Control, who is responsible for the management of the overall service including the authorisation of higher value claims, annual reviews of insurance cover and performance monitoring in line with the terms of the service specification that has been drawn up and agreed by both parties. This post also retains responsibility for the quarterly reconciliation of the insurance fund and all accounting requirements.
- 3.6 Regular client monitoring meetings are held between the Chief Accountant, the Principal Accountant and Greenwich's Insurance Manager. These have demonstrated that, while the arrangement is working well in terms of day-to-day claims handling, the service needs to be developed going forward, in particular the wider insurance function including improved management reporting (now in place), shared advice on areas such as risk management and

procurement and ensuring the service remains fit for purpose as the Council moves forward with its transformation agenda.

- 3.7 The initial focus of the Greenwich team was to clear the outstanding backlog of claims, review the position of existing open claims and undertake a data cleansing exercise on the LACHS (insurance database) system as cases were reviewed whilst, at the same time, dealing with new claims as they arose. The data cleansing exercise was completed during 2014. Since the start of the shared service arrangement (1st January 2014), 742 new claims have been made, 493 (66.4%) of which have been closed (settled or repudiated), leaving 249 (33.6%) currently open. The overall repudiation rate for claims intimated since 1st January 2014 is 54%, with a further 18% remaining to be resolved.
- 3.8 Our main insurers audit the claims position and the way in which claims are handled each year and, in April 2015, Travelers (our casualty/liability insurance provider until June 2014) carried out an audit. Their report stated “I am pleased to report an improvement in performance..... reflecting “good” standards. I think the insurance shared service team has made great strides since last year’s audit and should be congratulated.” An audit by the current main insurance provider (casualty/liability, all risks and motor), Zurich Municipal, started on September 28th 2015.
- 3.9 The estimated claims statistics for the main categories of insurance cover for 2013/14 and 2014/15 are detailed in the following table. These show claims submitted up to 24th September 2015 in respect of incidents/accidents taking place, but not necessarily reaching settlement, in the two financial years.

	2013/14		2014/15	
	No	£000	No	£000
Policies subject to excess / stoploss				
Commercial all risks - Fire and perils	15	56	7	9
- Theft	1	2	1	8
- All risks	1	51	11	21
Public Liability	340	746	286	769
Employers Liability	5	20	3	10
Officials Indemnity	-	-	-	-
	<u>362</u>	<u>875</u>	<u>308</u>	<u>817</u>
Less: Recoveries from insurers		-		-
Charged to Insurance Fund		<u>875</u>		<u>817</u>
Vehicle policies				
Motor Fleet	22	9	17	19
Leased Cars	40	49	49	48
Total for vehicles	<u>62</u>	<u>58</u>	<u>66</u>	<u>67</u>

NB. The 2013/14 figures above have increased significantly compared with the estimates included in last year’s annual report. This reflects the fact that claims are often intimated some time after the occurrence of an accident. The 2014/15 figures above reflect claims intimated up to 24th September 2015 and will probably increase as further claims are made.

- 3.10 The table below shows movements in and out of the Insurance Fund in recent years and gives an indication of the volatility and unpredictability of the value of claims settled and outstanding each year. It is also noticeable that the value of interest earned on the Fund balance has generally reduced in recent years as a result of falling interest rates. This has contributed towards the reducing trend in the Fund balance.

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£000	£000	£000	£000	£000	£000
Fund balance b/f	3,500	3,498	3,159	2,965	3,022	2,981
Revenue contribution to Fund	500	500	1,000	605	1,300	800
Interest	148	77	72	57	35	65
Claims (actual and estimated)	-650	-916	-1,266	-605	-1,376	-958
Fund balance c/f	3,498	3,159	2,965	3,022	2,981	2,888

3.11 In 2007/08, a number of large claims reached settlement, as a result of which the Fund balance suffered its largest in-year reduction for many years (claims valued at £1.6m and a total net reduction of £0.8m). The 2007/08 claims figure included a large public liability claim (£155k), lead theft claims (£168k) and tree root damage claims (£313k). As a result, a further contribution to the Fund of £500,000 was made from the revenue budget in 2008/09 to restore the Fund balance to a prudent level (£3.5m). The Fund balance remained at around £3.5m during 2009/10, before a review of the estimated liability in respect of all unsettled claims was carried out during 2010/11, which resulted in a reduction to £3.2m as at 31st March 2011.

3.12 The total value of claims in 2011/12 (actual settlements and outstanding) was significantly higher than normal (£1.3m in total) and, even with a further top-up of £0.5m, the Fund balance still reduced overall from £3.2m to below £3.0m during 2011/12. This was generally due to a high volume of claims, particularly in the last few months of the year, and included one very large tree root claim (£145k). During 2012/13, the Fund balance remained at around £3.0m, but, in 2013/14, following a detailed data cleansing exercise and a complete review of all outstanding claims, the estimated value of outstanding claims increased significantly again (to £1.4m), which resulted in a request for a further top-up of £0.5m at the end of 2013/14 (approved by the Executive in June 2014). In 2014/15, the Fund balance remained broadly stable at £2.9m and, at the time of writing this report, it is estimated that it will still be at that level at the end of 2015/16.

3.13 Under the policies subject to excess/stop-loss arrangements, claims are only chargeable to the insurers if the cost of an individual claim is greater than the excess and/or if the aggregate of all claims in a particular class exceeds the relevant stop-loss. The excess and stop-loss figures for 2014/15 were as follows:-

Policy	Excess	Aggregate Stop-Loss
All Risks - General	£100,000)	
- Education	£250,000)	£500,000
- Storm or Flood	£50,000)	
Casualty – Public Liability, Employer’s Liability & Officials’ Indemnity	£125,000	£1,400,000

3.14 Since 1994/95, the deductible has only been exceeded once (in 2001/02), as a result of the fire at Magpie Youth Centre in December 2001, which was settled in 2004/05. Owing to a number of large estimate liability claims notified during 2004/05, the insurers applied a total stop loss limit of £1,800,000 for 2005/06. These claims were less severe than first thought and, as a result, the insurers reduced the total stop loss to £1,700,000 in 2006/07 and it then increased through index-linking to the overall 2013/14 level of £1,863,000 (£500k for all risks and £1,363k for casualty). In 2014/15, the all risks stop loss remained at £500k, but, as a result of the contract awarded for casualty in 2014, the casualty stop loss increased to £1,400k.

Insurance Fund

3.15 Internal recharges are made to the revenue budget for both the insurance premiums and the contribution to the Insurance Fund to cover the cost of claims met by the Council. The basis of recharge takes account of claims records in individual service areas. The cost of claims is met directly from the Fund until the stop-loss is reached. The current actual and future estimated position of the Insurance Fund is set out in the table below.

Insurance Fund	2014/15		2015/16
	Estimate £000	Actual £000	Estimate £000
Balance brought forward	2,981	2,981	2,888
Contribution from revenue budget	800	800	800
Interest	40	65	70
	<hr/>	<hr/>	<hr/>
	3,821	3,846	3,758
Claims for the year	-500	-545	-450
Adjustments/new claims re previous years	-818	-413	-408
Risk Management/Computer system	-3	-	-
Balance carried forward	<hr/>	<hr/>	<hr/>
	2,500	2,888	2,900
Maximum exposure (total stop-loss)	1,900	1,900	1,900

4. POLICY IMPLICATIONS

4.1 To maintain appropriate levels of insurance cover to ensure adequate cover for Council properties, assets and services.

5. PERSONNEL IMPLICATIONS

5.1 An insurance claims handling service is provided by staff from the Royal Borough of Greenwich under a shared services arrangement.

6. FINANCIAL IMPLICATIONS

6.1 These are contained in the body of the report. The Fund balance reduced from £2,981k to £2,888k in 2014/15. The position has been reviewed mid-way through 2015/16 and, at this stage, it is estimated that the Fund balance will remain at around £2.9m at the end of 2015/16. A report elsewhere on the agenda proposes a procurement strategy for insurance renewals (most of which expire on 30th April 2016) and current premium levels are shown in that report.

Non-Applicable Sections:	Legal Implications
Background Documents: (Access via Contact Officer)	Insurance Fund Annual Report 2013/14 – to E&R PDS Committee 19/11/14. Insurance claims statistics from Lachs database system. Insurance shared service report to E&R PDS 04/02/15.

Report No.
CSD15105

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th October 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 14th October 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 14th October 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 list may be changed before the agenda is published on Thursday 1st October 2015.

Part 1

Public Health Commissioning Intentions 2016/17 2 3
Post Diagnosis Dementia Support 2 3
Gateway report – Older Persons Respite Care 3
Procurement Strategy for Provision of Care Services In Extra Care Housing 2 3
Deprivation of Liberty Safeguards (DOLS) Update 3
Drawdown of Grant - SEND Reforms
Site G Update 1
Neighbourhood Planning
Impact of Deregulation Act on Parking CCTV 2 4

Part 2

Anerley Town Hall 1 2
Graffiti Removal Contract Extension 2 4

Key –

- 1 *Reports recommended for pre-decision scrutiny by this PDS Committee;*
- 2 *Reports which are key or private decisions;*
- 3 *Reports scrutinised at Care Services PDS Committee on 23rd September 2015*
- 4 *Reports scrutinised at Environment PDS Committee on 30th September 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 15 th September 2015

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Report No.
CSD15104

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th October 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 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. The Committee currently has a working group looking at Contracts. 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 2015/165

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)

Use of Consultants

Acquisition of Investment Properties

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)

Customer Services – Healthcheck Outputs (following work with departments)

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 held on 16 th September 2015. Future meetings planned for 13 th October, 10 th November and 15 th December 2015.	Cllrs Stephen 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 Tunnicliffe and all co-opted Members.
Accommodation with Care Reference Group	Appointed at the PDS meeting on 23 rd June 2015. Met on 22 nd June 2015 and 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. Last meeting on 16 th September 2015, next meeting on 20 th October 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. Due to meet on 15 th October 2015.	Cllr Michael Tickner (Ch) and Beckenham ward councillors

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