



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton
graham.walton@bromley.gov.uk

DIRECT LINE: 020 8461 7743

FAX: 020 8290 0608

DATE: 4th May 2016

To: All Members of the Council

EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Subject to the Executive and Resources Policy Development and Scrutiny Committee being re-constituted and members of the Committee being re-appointed, there will be a meeting of the Executive and Resources Policy Development and Scrutiny Committee at Bromley Civic Centre on **THURSDAY 12TH MAY 2016 at 7pm.**

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 6th May 2016.

**4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING
HELD ON 16TH MARCH 2016 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 12)**

5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 13 - 16)

6 FORWARD PLAN OF KEY DECISIONS (Pages 17 - 22)

7 CORPORATE CONTRACTS REGISTER

Copies of the Contracts Register will be circulated under separate cover and published on the Council website.

HOLDING THE RESOURCES PORTFOLIO HOLDER TO ACCOUNT

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

In accordance with the Council's Constitution, questions to 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 6th May 2016.

HOLDING THE EXECUTIVE TO ACCOUNT

9 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 23 - 26)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 18th May 2016.

POLICY DEVELOPMENT AND OTHER ITEMS

10 BROMLEY YOUTH EMPLOYMENT PROJECT - PROGRESS UPDATE (Pages 27 - 52)

11 WORK PROGRAMME 2016/17 (Pages 53 - 58)

PART 2 AGENDA

12 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

13 EXEMPT MINUTES OF THE MEETING HELD ON 16TH MARCH 2016 (Pages 59 - 62)

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

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

EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 16 March 2016

Present:

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

Also Present:

Councillor Graham Arthur and Councillor Stephen Carr

276 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Cllr Ian Dunn, Cllr Ian Payne (Cllr Mary Cooke attended as his substitute) and Cllr Stephen Wells (Cllr Tim Stevens attended as his substitute.) Apologies for lateness were received from Cllr Nicholas Bennett.

277 DECLARATIONS OF INTEREST

Councillor Keith Onslow declared interests as a former employee and current pensioner of Zurich Municipal and as an employee of the Royal Borough of Greenwich.

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

No questions had been received.

279 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 3RD FEBRUARY 2016 (EXCLUDING EXEMPT ITEMS)

RESOLVED that the minutes of the meeting held on 3rd February 2016 (excluding exempt information) be confirmed.

280 MATTERS ARISING FROM PREVIOUS MEETINGS Report CSD16041

The Committee noted matters arising from previous meetings. An update from the Public Protection and Safety PDS Committee meeting on 2nd March 2016 was tabled.

281 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Forward Plan of Key Decisions as published on 23rd February 2016.

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

No questions had been received.

283 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

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

283.1 CAPITAL PROGRAMME MONITORING Q3 2015/16 & ANNUAL CAPITAL REVIEW 2016 TO 2020
Report FSD16028

At its meeting on 10th February 2016 the Executive had received a report summarising the current position on capital expenditure and receipts following the third quarter of 2015/16 and presenting for approval new capital schemes in the annual capital review process. The Executive had agreed a revised Capital programme for the five year period 2015/16 to 2019/20 including changes relating to the Resources Portfolio.

RESOLVED that the Portfolio Holder be recommended to note and confirm the changes agreed by the Executive.

283.2 INSURANCE RENEWALS 2016/17 - UPDATE ON AWARD OF CONTRACTS
Report FSD16025

In October 2015 the Resources Portfolio Holder had agreed that tenders be sought for all Council insurance policies with the exception of casualty/liability insurance (i.e. property, motor, fidelity guarantee personal accident, school journey, minibuses, shops blanket and engineering inspections) through the Crown Commercial Services (CCS) Framework. An external broker, JLT Specialty Ltd, had been engaged to assist in the management of the tender exercise. However, on 25th February 2016, with no warning, the CCS Framework had been withdrawn and the tender process had been discontinued. Officers recommended extending the existing contracts for three months and re-running the tender process using the new CCS Framework.

The Chairman suggested that a better deal could be achieved by extending the current contract for a further year so that the contract could be aligned with the Council's casualty/liability insurance in June 2017. Officers confirmed that Clause 75 (5) of the Public Contracts Regulations 2015 permitted

modifications to contracts during their term provided that the value of the modification was below 10% of the total contract value. This would allow the three month extension proposed, but the legal position was clear that a longer extension of around a year would not be permitted for this contract. None of the other grounds for varying or extending the contract in Regulation 72 were relevant and in the absence of any sort of supporting argument it would be foolhardy to extend for longer. There was a real risk of challenge given conditions in the insurance market. However, the Committee was advised that a contract awarded under the new CCS Framework could be for a duration that would align with the casualty/liability insurance.

A Member commented that School Journey cover should be unnecessary as more schools became academies and that JLT as experts in their field should have been aware that the CCS Framework would be withdrawn. He proposed that rather than continue to use them the Council should ask the Royal Borough of Greenwich to run the tender process. Officers confirmed that JLT would be working on the new tender process without any additional payment, and that their fee of £2,500 would be payable even if the Council dispensed with their services. The Council would also risk losing the benefit of their experience from the first tender process, which was nearing completion when the Framework had been withdrawn. Officers accepted that Greenwich were better resourced for Insurance than Bromley, and had consulted with their Insurance Manager, but at no point in the tender process had Greenwich indicated that they would be prepared to manage the process for Bromley. A Member questioned whether Bromley had lost too many staff in key areas.

Officers confirmed that the premium charged by the CCS Framework had been increased from 0.05 under the old framework to 0.075 under the new one.

RESOLVED that the recommendations to the Resources Portfolio Holder to agree that -

(i) the insurance tender process for property, motor, fidelity guarantee, personal accident, school journey, minibuses, shops blanket and engineering inspections be re-run; and

(ii) the existing insurance contracts currently due to expire on 30th April 2016 be extended for three months to 31st July 2016;

be supported subject to the addition of an additional recommendation that the Portfolio Holder should investigate the possibility of extending existing contracts for 12 months and requesting the Royal Borough of Greenwich to run the process instead of the external broker, JLT.

**283.3 SITE OF FORMER SMALL CIVIC HALLS, YORK RISE,
ORPINGTON**
Report DRR16/030

Work to demolish buildings on this site had been completed in September 2014. Since then, consideration had been given to possible Council uses for the site. There was considerable demand for public parking in this location, so three options had been drawn up for conversion of the site for parking, with differing levels of investment. Sale of the site would be likely to result in a substantial capital receipt, but Members considered that converting the site for parking using the existing surface (option 1 in the report) would allow the Council more time to consider the long term use of the site.

RESOLVED that the Resources Portfolio Holder be recommended to agree that the site be retained for a year and adapted for use as a public car park at minimal cost.

(As this was Mrs Heather Hosking's last meeting before leaving the Council Members put on record their appreciation for her thirty two years' service.)

284 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report CSD16042

The Committee considered the following reports on the part 1 agenda for the Executive's meeting on 23rd March 2016.

(5) Budget Monitoring 2015/16
Report FSD16024

The report set out the budget monitoring position to the end of December 2015 – a net underspend on services of £4,373k was forecast.

RESOLVED that the report be noted and the recommendations be supported.

(13) Basic Need Programme
Report ED16016

The report provided an update on capital schemes included in the Council's Basic Need Programme with a project value in excess of £1m. The Chairman asked Members to note that there was currently a shortfall of £56.1m. Cllr Nicholas Bennett commented that the report had not been submitted to the Education PDS Committee.

RESOLVED that the recommendations be supported.

(14) Gateway Report Commissioning – Proposed Total Facilities Management Contract
Report DRR16/018

The report updated Members on the Total Facilities Management work streams – firstly developing contract documentation for a bundle of services including Planning, Strategic Property, Operational Property, Facilities Management and Public Protection, and secondly working with the Tri-Borough (Westminster City Council and the Boroughs of Hammersmith and Fulham and Kensington and Chelsea) and Amey Community Limited on the Tri-Borough Framework Agreement for Total Facilities Management. It was recommended that the Council enter into contract with Amey as a call-off from the Tri-Borough Framework Agreement for a minimum of five years (with an option to extend for a further three years) for Strategic Property, Operational Property and Facilities Management and that officers explore the market testing of Planning Services and Public Protection Services.

Officers confirmed that there was no impact on the Council's Pension Fund, as the Council was still liable for deficit costs if the services were not outsourced. It was confirmed that the one-off costs of £339k included IT costs. The Chairman pointed out that the figures on the proposed incentive scheme in the table on page 7/165 of the report needed some minor amendment.

A Member asked whether sufficient consultation had been carried out with the Tri-Boroughs. It was confirmed that although there had been teething problems, the three boroughs considered that performance was satisfactory, and officers confirmed that the Council did have the protection of being able to exit the contract quickly if it needed to.

A Member expressed concern at the proposals to market Public Protection services and Planning, commenting that it would be difficult to make further savings from Public Protection when the service was already running at minimum levels, while vital local knowledge and democratic accountability could be lost in Planning. Officers indicated that the market considered that further savings could be made through IT, and that it would be difficult for the Council to match the level of IT investment that large private companies could achieve by maximising economies of scale. If it was proposed that outsourcing went ahead there would be a further report to Members.

RESOLVED that the recommendations be noted and supported.

285 SECTION 106 AGREEMENTS: UPDATE
Report DRR16/027

The Committee received its regular update on Section 106 agreements, including an appendix giving an update on progress with financial contributions received to date that were outstanding, together with target dates. Members were keen to ensure that moneys received were spent promptly and appropriately.

Cllr Wilkins asked whether there was any possibility of some of the Section 106 money from the Anerley School for Boys development being used to support community work at Anerley Town Hall - the Chief Planner offered to investigate this and report back to Cllr Wilkins

Cllr Ellis commented that a Section 106 contribution for health relating to The Partridge in Cray Valley West ward was being allocated to a health scheme in Penge. Officers confirmed that there was a grant agreement in place between the Council and the CCG to control health contributions and ensure that they were allocated to CCG priorities within appropriate timescales. Cllr Ellis considered that it would be useful for the Health Scrutiny Sub-Committee to be given details of Section 106 moneys allocated to health and other Members added that the principle should be followed for other types of contribution and other PDS Committees. The Chairman asked whether it was appropriate for health contributions to be channelled into private health facilities such as dental practices.

RESOLVED that the contents of the report be noted and that reports be sent in future to the relevant PDS Committees for scrutiny.

**286 ANNUAL POLICY DEVELOPMENT & SCRUTINY REPORT
2015/16**
Report CSD16045

The Committee received the draft Policy Development and Scrutiny report for 2015/16.

RESOLVED that the Annual Policy Development and Scrutiny Report for 2015/16 be approved for submission to Council on 11th April, subject to any final comments from PDS Chairmen.

287 WORK PROGRAMME 2015/16
Report CSD16043

The Committee received the latest version of its work programme. It was noted that a report on the Growth Fund was expected to the Executive in May, and that there was an update in the Executive's current Budget Monitoring report (section 3.11.)

RESOLVED that the work programme be noted.

**288 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**

**289 EXEMPT MINUTES OF THE MEETING HELD ON 3RD
FEBRUARY 2016**

The exempt minutes of the meeting held on 3rd February 2016 were confirmed.

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

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

**290.1 SITE OF FORMER SMALL CIVIC HALLS, YORK RISE,
ORPINGTON**

The Committee noted financial data relating to this site.

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

The Committee scrutinised the following reports on the Executive's part 2 agenda for the meeting on 23rd March 2016 –

- (5) Budget Monitoring 2015/16
- (23) Finalisation of Mears Proposal
- (24) Acquisition of Investment Property
- (25) Site G: Revised Development Boundary and Procurement
- (26) Extension to Agency Contract

292 SECTION 106 AGREEMENTS: UPDATE - APPENDIX 5

The Committee noted confidential financial information relating to Section 106 agreements.

The Meeting ended at 8.58 pm

Chairman

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London Borough of Bromley

Report No.
CSD16066

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 12th May 2016

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.

2. **RECOMMENDATIONS**

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

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: £335, 590
 5. Source of funding: 2016/17 Revenue Budget
-

Staff

1. Number of staff (current and additional): 8 posts (7.27fte)
 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.
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Customer Impact

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

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

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

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
255 Benefits Service Monitoring Report 6 th January 2016	Committee requested that, for the next report, information be provided on speed of processing for outer London authorities.	The information requested will be provided for the next report in July.	Head of Revenues and Benefits	July 2016
272 Work Programme 3 February 2016	Cllr Wilkins requested a report on the Growth Fund	A report is provisionally scheduled for the Executive's meeting on 18 th May 2016.	Head of Renewal	May 2016
285 Section 106 Agreements: Update 16 th March 2016	Cllr Wilkins requested information on whether some of the S.106 money from the Anerley School for Boys development could be used to support community work at Anerley Town Hall.	This issue has been investigated, but Cllr Wilkins has been informed that the legal agreement restricts the use of contributions to Education (secondary school places) and Health purposes.	Chief Planner	April 2016

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LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 19th April 2016

PERIOD COVERED: 19th April 2016 – 31st August 2016

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 17th May 2016

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						
AUTHORISATION TO ENTER INTO DYNAMIC PURCHASING AGREEMENT WITH THE SOUTH LONDON CONSORTIUM FOR THE PURCHASING OF INDEPENDENT SPECIALIST SEN PLACEMENTS	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Mary Cava Tel: 020 8461 7633 Mary.Cava@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?
GATEWAY REVIEW 1/2 APPROVAL OF 2016/2017 EDUCATION BUILDING MAINTENANCE BUDGETS, EDUCATION PLANNED MAINTENANCE PROGRAMME AND PREFERRED PROCUREMENT OPTIONS	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
AWARD OF CONTRACT FOR TEMPORARY ACCOMMODATION AT TRINITY PRIMARY SCHOOL AND CASTLECOMBE PRIMARY SCHOOL	Executive	Not before 18 May 2016 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
REVISION TO THE EXCHEQUER SERVICES SPECIFICATION - REAL TIME INFORMATION	Executive	Not before 18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: John Nightingale Tel: 020 8313 4858 john.nightingale@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
CIVIC CENTRE DEVELOPMENT STRATEGY STAGE 2 REPORT: BUSINESS CASE	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@bromley.gov.uk	<u>Item will be considered during the public part of the Executive and Executive and Resources PDS Committee meetings with confidential material to be considered during exempt proceedings.</u>	Report and relevant background documents
ENVIRONMENTAL SERVICES CONTRACT - GATE ZERO REPORT	Executive	15 June 2016 Environment PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: John Woodruff Tel: 0208 313 4910 John.Woodruff@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
PARKING CONTRACT	Executive	15 June 2016 Environment PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Ben Stephens Tel: 0208 313 4514 ben.stephens@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?
GLADES SHOPPING CENTRE - CAR PARK IMPROVEMENTS	Executive	15 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Neil Thompson Tel: 020 8313 4603 neil.thompson@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
INSURANCE RENEWALS 2016/17 - AWARD OF CONTRACT	Executive	15 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: James Mullender Tel: 020 8313 4292 James.Mullender@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
GATEWAY REVIEW OF DOMICILIARY CARE	Executive	13 July 2016 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

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
GATEWAY REPORT FOR LEARNING DISABILITY SUPPORTED LIVING SCHEMES	Executive	Not before 13 July 2016 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
TENANCY SUSTAINMENT SERVICES	Executive	13 July 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk	<u>Item will be considered during the public part of the Executive and Resources PDS Committee and Executive meetings with some commercially sensitive information to be considered during exempt proceedings at both meetings.</u>	Report and relevant background documents
TENANCY SUSTAINMENT SERVICES FOR YOUNG PEOPLE	Executive	13 July 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk	<u>Item will be considered during the public part of the Executive and Resources PDS Committee and Executive meetings with some commercially sensitive information to be considered during exempt proceedings at both meetings.</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?
DRAFT LOCAL PLAN	Executive	Not before 13 July 2016 Development Control Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Mary Manuel Tel: 020 8313 4303 mary.manuel@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
CARE SERVICES PORTFOLIO						
EDUCATION PORTFOLIO						
ENVIRONMENT PORTFOLIO						
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

Report No.
CSD16067

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 12th May 2016

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 18th May 2016. Members are requested to bring a copy of their Executive agenda to the PDS Committee's meeting.
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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:
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £335,590
 5. Source of funding: 2016/17 Revenue budget
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Staff

1. Number of staff (current and additional): 8 (7.27 fte)
 2. If from existing staff resources, number of staff hours: Preparing this report takes less than one hour of staff time.
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Legal

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

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

1. Have Ward Councillors been asked for comments? 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 18th May 2016 to enable the Committee to prioritise which reports should be scrutinised. At the time of writing, this is the draft list of expected reports but it is likely that the list may be changed before the agenda is published on Friday 6th May 2016.

Part 1

Appointment of Executive members and working groups
Better Care Fund LB Bromley Local Plan
Revised Foster Carer Payments
Dynamic Purchasing Agreement – Independent Specialist SEN Placements ²
Gateway Review – Education Building Maintenance ²
Civic Centre Development Strategy (Part 1) ^{1 2}
Petition – Petts Wood and Knoll ASRC

Part 2

Growth Fund Update ^{1 2}
Revision to Exchequer Services Specification – Real Time Information ^{1 2}
Civic Centre Development Strategy (Part 2) ^{1 2}

Key –

- ¹ Reports recommended for pre-decision scrutiny by this PDS Cttee;
- ² Reports which are key or private decisions;

3.2 Under the Council's arrangements for decision making by individual executive portfolio holders, any 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 19 th April 2016

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Report No.
Please obtain
a report
number

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Thursday 12 May 2016

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

Title: BROMLEY YOUTH EMPLOYMENT PROJECT - PROGRESS UPDATE

Contact Officer: Kay Weiss, Director: Children's Services
E-mail: kay.weiss@bromley.gov.uk

Chief Officer: Director: Children's Services (ECHS)

Ward: (All Wards);

1. Reason for report

On the 5th June 2014 the Education and Resources Policy Development and Scrutiny Committee (E & R PDS Committee) considered the Bromley Education Business Partnership (BEBP) proposed Delivery Model for the Bromley Youth Employment Project (Phase 2).

On 8th July 2014 the Committee received a second report outlining the proposed Bromley Youth Employment Project Performance Management Framework (ED 15075). This framework requires a project progress report to be made to the E & R PDS Committee on a three monthly basis.

On the 14th July 2014 the Resources Portfolio Holder gave approval for the BEBP to commence delivery of the Bromley Youth Employment project (Phase 2).

The E & R PDS Committee received project progress reports in November 2014, March 2015, July 2015 and November 2015 outlining the performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities up to end of October 2015.

This report provides a progress update on performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs for the period November 2015 to end of March 2016.

Since commencing the project the majority of the performance indicators have been met and in most cases have been exceeded. By end of March 2016 87 young people have been placed into contracted employment with, to date, only 4 young people dropping out within the first six months. Given the project is now well into the second year of delivery, the project is well on course to achieve the key project outcome of 100 placements into contracted employment.

2. RECOMMENDATION(S)

The E & R PDS Committee are asked to note and comment on:

- the progress made in delivery of the Bromley Youth Employment Scheme (Phase 2) for the period November 2015 to end March 2016
- the attached Impact Assessment Report requested by and submitted to the Project Board
- an exit strategy for the project (more details within Commentary).

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Children and Young People Vibrant, Thriving Town Centres Not Applicable:
-

Financial

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

Staff

1. Number of staff (current and additional): Bromley Education Business Partnership (existing staff) and 2 graduate interns (additional and employed on a fixed term basis).
 2. If from existing staff resources, number of staff hours: 6.9 FTE
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 3,000 employers, 900+ students, 100 unemployed young people in Bromley aged 17-24 placed into contracted employment.
-

Ward Councillor Views

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

3. COMMENTARY

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

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

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

a) to terminate the contract with the college for the delivery of the Bromley Youth Employment Project due to the College's inability to deliver the tendered number of outcomes

b) to reallocate the residual earmarked reserve to continue to support the objectives of the project and

c) to approve a Task and Finish Group, led by BEBP and overseen by a Member Working Group, to undertake an options appraisal, exploring alternative ways to deliver the project objectives.

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

On 8th July 2014 the Committee received a second report outlining the proposed Bromley Youth Employment Project Performance Management Framework (ED 15075). This framework requires a project progress report to be made to the E & R PDS Committee on a three monthly basis.

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

Project progress update reports were received by the E & R PDS Committee on 19 November 2014, 12 March 2015, 9 July 2015 and 26th November 2015, outlining the performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs.

This report provides a progress update on performance against the Bromley Youth Employment Project (Phase 2) Delivery Plan activities and outputs for the period November 2015 to end March 2016.

The final month profiled for an outcome of 5 young people to be confirmed into contracted employment is July 2016. This allows for monitoring of 6 months sustainment through to December when the project will finish.

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

The project continues to be promoted extensively. The BEBP website has had 1,572 hits since the end of November 2015 and the BEBP now has 353 twitter followers. During this period over 95 employers attended five Next Steps employability events providing support for the sixth form students attending as well as an opportunity to promote the project to the employers.

During this period the YES project was promoted at The Economic Partnership Meeting in January 2016, Job Centre Plus Disability Confident event in February 2016 and at a meeting with Biggin Hill Airport and JTL (electrical work based training provider) in March 2016.

Activity: Create a LBB graduate internship opportunity (over 2 years) to develop an LBB strategy to increase the offer of work experience placements, traineeships and apprenticeships across LBB departments and partners. Work experience opportunities to be targeted to Bromley children looked after (CLA) where appropriate.

The graduate intern took up post (a fixed term 1 year contract) on 3rd November 2014. To enable continuity of delivery, the role has been extended for a second year from November 2015. Progress against the two components of this strand of the project is as follows:

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

The developmental work undertaken with key LBB contractors during the early stages of the project is now paying off. Capita, AECOM, Conway, Affinity Sutton, INTU, the Landscape Group and MyTime Active had all notified the project of employment and/or work experience opportunities, resulting in successful placements for 19 young people since start of the project. In addition, most of the above employers have all been enthusiastic supporters of the project's Next Steps student employability events, valuing these as fertile recruitment opportunities.

Project managers will continue to drive this strand of the project forward with the LBB Chief Executive and the LBB Director of HR to ensure a cross council approach to encouraging LBB contractors to offer employment opportunities for local young people and to explore the scope for developing a broader LBB apprenticeship programme in line with the Governments Vision for 2020.

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

11 CLA were placed in two week work experience opportunities in the first year (2014/15) – mostly hosted by departments within LBB. A key to the success of a placement is the importance of matching the young person to an area of interest to their career management. Successful placements were also arranged with local employers including two engineering companies, a veterinary clinic, a nursery and a theatre.

A notable outcome was a young CLA placed at Hill Engineering on work experience originally for a week. The employer was so impressed he was offered a month-long trial and then a full time job where he continues to work. This has been great for him as prior to this he was going to leave school with no clear plans for the future.

For the second year a target to place 14 Bromley CLA was set. With over 25 referrals, the team is currently liaising with carers, schools and employers to find meaningful placements for those young people keen to take up this opportunity.

So far, 11 young people have been offered a placement. One young **man was placed with Cray Wanderers Community Scheme**, another has just finished a two-week placement with The Walnuts Leisure Centre in Orpington and a young lady has also just started a one-day-a-week extended placement there. Others will complete placements at Nuffield Health (Bromley), Andersons Vets (Orpington), Plumbase (Orpington), Capita Asset Services (Beckenham), One Garden Court Chambers (Temple), Hillyfields Nursery (Brockley), in the summer. We are optimistic we will reach the target of 14.

25 CLA young people have, or will have, benefitted from a work experience placement in their chosen career sector either within LBB or another workplace environment over two years.

Major steps have been taken to develop an LBB strategy and a final report will be produced. With the current Officer due to finish at end October 2016, consideration needs to be undertaken around the future of this valuable strand of the project.

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

Joanne Elgood, the second graduate intern with CLB, started in October 2015. For the current period a total of 6 outcomes have been achieved including internships and work experience with Age UK B & G, Healthwatch as well as placements within CLB.

Age UK B & G are interviewing at the moment for positions in the new South Street café.

Activity: Deliver Next Steps Employability Conferences to students in Year 12 on one year courses and Year 13 not going onto HE:

5 Next Steps employability conferences have now taken place during this period of the 2015/16 academic year. 874 young people from the following local Bromley secondary schools benefitted from meeting with local and national employers:

- Darrick Wood School, Hayes School, Coopers Technology College, Langley Park School for Boys, Bishop Justus, Charles Darwin, Chislehurst School for Girls, The Priory School and Bullers Wood School

Students were given information on apprenticeships, employers' expectations and opportunities and the feedback from the young people and the accompanying teachers has been very positive. We will contact all the students before they leave school to ascertain what their career intentions are and whether they need further support through the project.

In partnership with Affinity Sutton, we are planning to hold a Jobs Fair in July for this cohort involving employers who have 'live' vacancies.

Delivery of 11 employability conferences for young people in sixth form not intending to go onto HE has been a great success in inspiring and motivating young people. The local and national employers, students and Heads of Sixth have been engaged and extremely positive around outcomes. Current contact details of the young people also supports NEET tracking work. The last of these events will take place in April.

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

Throughout this reporting period the number of employability workshops held was 9. This is in addition to ad hoc sessions with young people to support the bespoke matching service.

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

By end March 2016 87 young people have been placed into contracted employment. With 5 months of recruitment still left, the project is well on course to achieve the key outcome of 100

placements into contracted employment lasting 6 months or longer over two years. The profiled target for performance to the end of March 2016 was 105 placements. However, this profile builds in a 'cushion' of 10 extra placements per year on the assumption that some young people would drop out within the first 6 months. One of the key features of this project is the tailored support offered to the young person and the employer in the period after the placement has started. As a result to date, only 4 young people have dropped out within the first six months of their employment.

The positive news is the number of young people (17-24) unemployed has reduced since March 2012 when the original funding was set aside through a Member Priority Initiative. The English Apprenticeship 2020 Vision aims to increase the number and quality of apprenticeships offered to young people. It will involve a levy on large employers with a particular focus on public sector bodies with a workforce of 250 and an expectation that 2.3% of the workforce will be for apprentices. The links made through the project with employers including LBB and the supply chain as well as schools and young people will help support this new government agenda.

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

All partners have agreed that this resource was to be directed to support increased placement activity. However, the working relationship with Job Centre Plus has strengthened and to date we have had 8 referrals from the JC+ NEET client group. BEBP continues to promote the offer of YES support at regular Job Centre Plus 18-24 client group workshops and has also provided the main LBB contact with regard to the organisation of their Disability Confident Conference. Representatives from JC+ have provided valuable input for students around employability at the Next Steps events.

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

During the period November 2015 to end March 2016 a total of 200 doors were knocked. Of those knocked, 49% were answered. Of those answered, 33% of young people were not in education, employment or training (NEET). Those identified as NEET will receive support from the Bromley Youth Support Programme and will be referred to the YES project where appropriate.

Current Activity: Work is currently underway with partners on designing an exit strategy for the project

Key successful outcomes of the project which will be lost together with timescale:

Final Next Steps employability event for sixth form students to take place	(Apr 2016)
Final young person placed into contracted employment	(July 2016)
Contract of Project Officer recruited to facilitate CLA work placement opportunities and support key areas of the project will end	(Oct 2016)
Loss of additional tracking resource to support LBB statutory NEET and NEET not Known within Project Officer role	(Oct 2016)
6 month monitoring of confirmed employment opportunity undertaken	(Dec 2016)

Appendix 1: Bromley Youth Employment Scheme (Phase 2) Delivery Model – Progress Against Activities Year 2 at end March 2016

Appendix 2: Impact Assessment Report on Period August 2014 to January 2016 (requested by the YES Project Board).

4. POLICY IMPLICATIONS

The project supports the Council's Building a Better Bromley priorities for 2014/16 linked to Regeneration, Supporting Children and Young People and Vibrant Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

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

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

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

On the 14th July the Resources Portfolio Holder gave approval for the BEBP to commence delivery of the Bromley Youth Employment Project (Phase 2). The BEBP Project cost for Phase 2 is £260K and funding to support the work will cease in December 2016.

6. LEGAL IMPLICATIONS

At their meeting on 5th February 2014, the Executive and Resources Policy Development and Scrutiny Committee supported proposals, approved on 21 February 2014 for the termination of the contract with Bromley College for delivery of the Bromley Youth Employment Project by providing three months' notice.

Following discussion between both parties a mutual agreement was reached to terminate the contract. Clause 21 of the contract Agreement permitted LBB to terminate the agreement by giving three months written notice. This notice was deemed served on 28th February 2014 and the Agreement was terminated on 31st May 2014. On the 14th July 2014 the Resources Portfolio Holder gave approval for the BEBP to commence delivery of the Bromley Youth Employment Project (Phase 2).

7. PERSONNEL IMPLICATIONS

The project is delivered a) through the existing staff resource within the BEBP and b) the recruitment of two graduate interns per year. The Graduate Intern salary is paid as a spot

salary of £17,049. The salary plus on-costs for the two Interns are included in the total project cost of £260K.

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none"> • Bromley Youth Employment Project – Progress Update, E & R PDS 26 November 2015 • Bromley Youth Employment Project – Progress Update. E & R PDS 9 July 2015 • Bromley Youth Employment Project – Progress Update. E & R PDS 12 March 2015 • Bromley Youth Employment Project – Executive and Resources PDS on 19 November 2014 • ED15075 Bromley Youth Employment Project – Executive and Resources PDS on 5th June 2014 • DFR 14/015 Bromley Youth Employment Project: Performance Update for Quarter 2 • DRR13/133 Bromley Youth Employment Project = Update (November 2013) • Bromley Youth Employment Project – Renewal & Recreation PDS on 10th July 2012, Executive & Resources PDS on 14th June 2012 • Full Council meeting held on 26th March 2012

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Activity	Measured By	Target vs Actual	Running Total for Year 1 & 2 to end of March 2016	Target for Project End Total	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Commentary
					Planned delivery (volume or activity indication)			Planned delivery (volume or activity indication)			Planned delivery (volume or activity indication)			Planned delivery (volume or activity indication)			
					Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	
1	Mass marketing to employers using social media	Number of employers contacted	Target	5000	5000	0	0	1000	1000	500	0	0	0	0	0	0	<ul style="list-style-type: none"> Twitter followers now increased to 353 1,572 BEBP web site hits since end of October 2015 Spring BEBP Newsletter distributed to employers (local and national)
			Actual	5292		0	252	658	260	291	190	290	541	200			
2	Employer awareness raising events	Events delivered	Target	6	6	0	0	0	1	0	0	1	0	0	1	0	<ul style="list-style-type: none"> Updated employers and community partners at Economic Partnership meeting on 2nd January 2016. Employers attending the Next Steps events are key to the success of the project and provide opportunities where relevant. 5 Next Steps events took place during this period with an average of 15/20 employers present at each. Support for the Job Centre Plus Disability Confident event in February 2016 provided an opportunity for promotion to key local employers.
			Actual	25		1	0	5	2	2	0	0	2	2			
3	Employers participating in events	Delegate registers	Target	415	500	0	0	0	85	0	0	85	0	0	85	0	Delegate registers from events are kept as evidence. Their commitment to support employability events over the year are kept on a schedule so that each Next Steps event can be planned to provide a range of sector employers.
			Actual	683		40	0	110	13	35	0	0	23	37			
4	Focused 1:1 employer support	Employer contact log	Target	128	210	10	3	10	10	10	2	10	10	10	10	10	Focussed employer meetings held with <ul style="list-style-type: none"> Travis Perkins BT Biggin Hill Airport JTL Currently working with local and national employers and we try to focus on specific work sectors that young people are interested.
			Actual	258		20	8	11	15	15	4	5	20	6			
5	Contracted employment opportunities created (apprenticeships/internships/jobs)	Vacancies notified to BEBP	Target	80	120	0	0	0	7	8	5	10	10	10	8	2	<ul style="list-style-type: none"> BEBP has on-going relationships with partner employers who often promote their employment opportunities with us Other opportunities are picked up through NAS and Bromley College lists and direct research on behalf of young people
			Actual	149		16	6	8	7	9	3	9	9	5			
6	Young people placed into contracted employment	Number of confirmed placement starts	Target	105	120	5	5	5	5	5	5	5	5	5	5	5	In the period November 2015 – end March 2016, 22 young people have been placed into contracted employment opportunities bringing the total to date to 87. Although the figure for February is disappointing, BEBP is planning work to contact current sixth form students who may need support at the end of June 2016. We anticipate around 30/40 young people to join the project for help.
			Actual	87		4	4	5	5	5	5	5	2	5			
7	Young people in contracted employment at six months follow up	Tracking confirmation at six month follow up point	Target	50	100	4	4	4	4	4	5	5	4	4	5	4	BEBP continues to monitor progress both with employer and young person to ensure sustainment. This is done at 1, 3 and 6 month intervals. Out of 50 young people who have now reached the crucial 6 month sustainment period, 46 still remain in employment.
			Actual	50		5	1	7	4	4	6	4	4	5	3	5	
8	Recruit LBB Graduate Intern	Intern recruited	Target	1	2	0	0	0	0	1	0	0	0	0	0	0	YES Project Officer role confirmed. Greg Smith started this one year role in November 2015 and has proved invaluable supporting when key project staff have left
			Actual	1		0	0	0									
9	LBB intern to create 25 Work Opportunities e.g. work experience	Work Opportunities notified to BEBP	Target	25	25	0	0	0	1	1	1	1	1	1	1	2	Over 20 LBB managers have offered work experience placements to students so far this year. These placements have gone to students who have applied for work experience under LBB's official scheme; no Children Looked After have been interested in work experience at the Council so far.
			Actual	37		0	0	0	1	1	1	1					
10	Work Opportunities offered to LAC	Number of LAC placed in Work Opportunities (including WEX)	Target	25	25	2	0	0	1	1	0	0	0	0	0	2	11 Children Looked After have been offered work experience opportunities. One student completed an extended placement in January, another completed a two week placement with The Walnuts Leisure Centre (MyTime) and another student is currently on an extended placement there. 8 students will complete one or two week placements in the summer
			Actual	22		3	0	0	1	1	1	1	1	2	2	5	
11	Recruit CVS Graduate Intern	Intern recruited	Target	1	2	0	0	0	1	0	0	0	0	0	0	0	Jo Elgood has been recruited through the LBB G.I. Programme and started at Community Links on 5.10.2015.
			Actual	1		0	0	0									
12	CVS Intern to create 25 Work Opportunities e.g. work experience	Work Opportunities notified to BEBP	Target	25	25	0	0	0	1	1	1	1	1	1	1	2	Age UK B & G have employed 3 interns through the project and are in the process of interviewing 2 candidates for the positions in the new South Street café. 8 week work placements started with Healthwatch Bromley and CLB.
			Actual	17		2	1	0	1	1	1	1	1				

Activity	Measured By	Target vs Actual	Running Total for Year 1 & 2 to end of March 2016	Target for Project End Total	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Commentary
					Planned delivery (volume or activity indication)			Planned delivery (volume or activity indication)			Planned delivery (volume or activity indication)			Planned delivery (volume or activity indication)			
					Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	
13 Next Steps Employability Student Conferences	Conferences delivered	Target	9	10	0	0	0	1	1	0	0	1	1	1	0	0	<ul style="list-style-type: none"> Events have proved popular with H06 at local schools with excellent feedback from last year. As a result, extra dates for sixth form events arranged through 2015/16 All events took Place in the Central Library with one left for 15.4.2016
		Actual/Planned	14		0	0	0	1	2			1					
14 School sixth form students supported with employability skills	Conference attendance registers	Target	810	900	0	0	0	90	90	0	90	90	90	0	0	0	<p>Schools/students and employers have engaged well with the Next Steps employability events held in Bromley central Library. To date 874 young people have benefitted from the support through these employer led conferences. We will contact students from this academic year's events after their exams to offer further support and are planning a Jobs Fair in partnership with Affinity Sutton on 8th July.</p>
		Actual/Planned	874		0	0	0	66	105	0	0	79	107				
15 Deliver monthly employability workshops	Workshops delivered	Target	22	24	1	1	1	1	1	1	1	1	1	1	1	1	<p>Employability workshops are planned through to end June 2016 on a weekly basis. Individual bespoke sessions can be arranged if a young person is keen and ready to go. They include a 'Getting to Know You' initial workshop where aims and objectives are discussed as well as CV recommendations. This is followed by a mock interview session to help individuals prepare. The responsibility is shared and clients are encouraged to continue their own job search.</p>
		Actual	35		9	4	3	4	2	1	2	2	2	2	2	2	
16 Short Intervention mentoring relationships for 18 - 24 yr old JSA Claimants	JSA Claimants supported	Target	20	40	2	2	2	2	2	2	2	3	3	2	2	2	<p>Links with JC+ are well established and the partnership is working well. The perceived need for Mentors to assist Work Coaches has not proved as essential as initially thought and resources for this aspect of the project have been reallocated.</p> <p>BEBP does promote the benefits of the YES project at the 18+ sessions held at JC+ on a monthly basis and takes referrals. We also offer help with employer engagement.</p>
		Actual	4		1	0	1										
17 Tracking young people whose participation is unknown	Evidence through CCIS	Target	1,000	1200	50	50	50	50	50	50	50	50	50	50	50	50	<p>November to end March 2016 - a total of 244 doors were knocked. Of these 49% were answered. Of those answered 33% were NEET.</p>
		Actual	971		52	53	51	44	49	39	41	36	35				

Youth **E**mployment **S**cheme

Project Impact Assessment

**August 2014 –
January 2016**

**Bromley Education Business
Partnership**

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Annexes

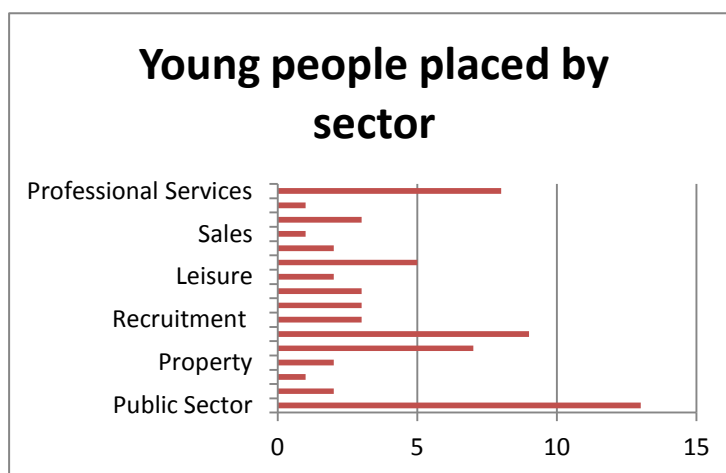
Next Steps Student Feedback

Employer Engagement

Increasing the supply of employment opportunities for young people in Bromley

The project implemented a borough-wide employer engagement programme to help support the generation of employment opportunities. This has been done by engaging with local employers through a range of activities including business breakfast information sessions, seminars, networking events and conferences. BEBP provided updated advice on changes to apprenticeships and worked closely to support them to overcome any perceived barriers to recruitment of young people and encouraged them to create opportunities where relevant.

The Youth Employment Scheme has seen 69 young people placed in a range of employment opportunities from August 2014 – January 2016. Local and national employers in a range of industries generated these opportunities. The graph below (Figure 1) shows the wide variety of industries into which the young people were placed. Of these employers 31 are local companies and the remaining 38 operate nationally.



(Figure 1)

Apprenticeships

A key focus of the project has been to raise awareness with employers on the benefits of considering offering an apprenticeship and supporting them through the process. The benefits for employers and young people of the apprenticeship route are well documented and new reforms aims to boost these even further (see *English Apprenticeships: Our 2020 Vision*). The table below (Figure 2) shows that 22 young people have found an apprenticeship through the YES. Some of these young people have now progressed into full time employees with the companies that offered them apprenticeships.

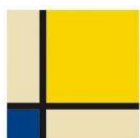
Young people placed into an apprenticeship – figure 2

Employer	Apprenticeship type	Young person's initials
Clarkes of London, Sydenham	Automotive	AP
LBB – Chief Exec's	Business Admin	SB
LBB – Bromley EBP	Business Admin	DM
Hawk Management, Twickenham	Business Admin	JD
PRU Hospital, Farnborough	Business Admin	JE
PRU Hospital, Farnborough	Business Admin	DB
LBB – Chief Exec's	Business Admin	JR
LBB – Bromley EBP	Business Admin	AM
GR Group, City of London	Catering	VH
The Hospital Day Nursery, Sidcup	Child Care	B-J G
Chatterbox Nursery, Sidcup	Child Care	EE
Avalon Pre-School, Orpington	Child Care	FB
FLR Spectron, Orpington	Customer Service	BM
FLR Spectron, Orpington	Engineering	MR
Kier Group, Erith	Engineering	JJ
MetroBank, Orpington	Finance	SA
Diamante, West Wickham	Hairdressing	JS
The ECA, Hammersmith	IT	MT
MyTime, Bromley	Leisure	KW
Noord-Group, City of London	Marketing	CA
Plumbwiser, Croydon	Plumbing	WF
HBEBS, City of London	Procurement	BC



Next Steps – Employers represented by sector

Employer	Sector
Adecco	Recruitment
AECOM	Engineering
Affinity Sutton	Housing
Brands Hatch Hotel	Hospitality
Bromley College	Education
Capita Asset Services	Finance
Challenge Network UK	Recruitment
Chicane School of Motoring	Driving Instructors
Construction Industry Training Board	Construction
Crown Prosecution Service	Legal
Eclipse Presentations	Events
European Springs	Manufacturers
FLR Spectron	Telecommunications
FM Conway	Engineering
Frankham Consultancy Group	Chartered Surveyors
Hayes Wood LTD	Professional Services
Hook Research	Media
International Leisure	Travel
Jane Cooper Coaching	Career Coaching
Jane Rogers PR	Public Relations
Job Centre Plus	Recruitment
Metro Bank	Finance
Morph	Professional Services
Royal Navy Careers	Armed Forces
Skanska	Construction
SOLOMAN	Manufacturing body
Thackray Williams	Legal
Travis Perkins	Construction



thackray williams LLP
solicitors



Employer feedback

Bromley EBP provided a bespoke matching service with individual support for young people and their transition to the workplace. We regularly monitored and kept in touch with employers to ensure ongoing engagement. Employers who engaged with the project and employed a young person were very positive about the project and below are a sample of their comments.

“Thank you very much for your assistance in our recruitment of a Junior Business Travel Consultant. I know the brief that we gave you was very specific but looking after the travel demands of the entertainment industry is not so straight forward. Your understanding of what it was we looking for and your recommendation of Lauren seems to be a perfect fit for both her and us. Lauren has settled in very well and her enthusiasm and attitude toward the job has been fantastic. Thanks again and we’ll certainly stay in touch, as we are always on the lookout for young people who have determination to do well professionally.”

- Stuart Robinson, Managing Director at Infinity Travel, London.

“For me, the Next Steps events have been a great opportunity for local students to explore the world of work as an alternative to university. It has been a delight to meet so many well behaved and attentive young people. The format of each event has allowed those attending to genuinely engage with a range of businesses/sectors. More importantly each event has allowed the students to engage with business people and test their communication skills and better understand that finding a job is as much about personality as qualifications. Metro Bank is delighted to have recruited Sophie Allum as an apprentice as this gives others a clear view of what can be achieved through applying yourself in the world of banking regardless of background or skills. We are very much looking forward to supporting Next Steps and Bromley YES again in 2016.”

- Duncan Simmons, Local Director at Metro Bank



“Working with the EBP on the YES project is a great example of partnership working and has strengthened the relationship between Job Centre Plus and LBB. A number of young people who were on JSA have now secured permanent employment through the project. By working through BEBP with the local schools, the project has had an impact on helping to prevent young people entering JC+ as well as contributing to the reduction in young unemployed people within the Borough. This is reflected in the latest figures which show a 39.8% reduction in this age group in the last 12 months.”

- Liz Waghorn, Partnership Manager at Job Centre Plus

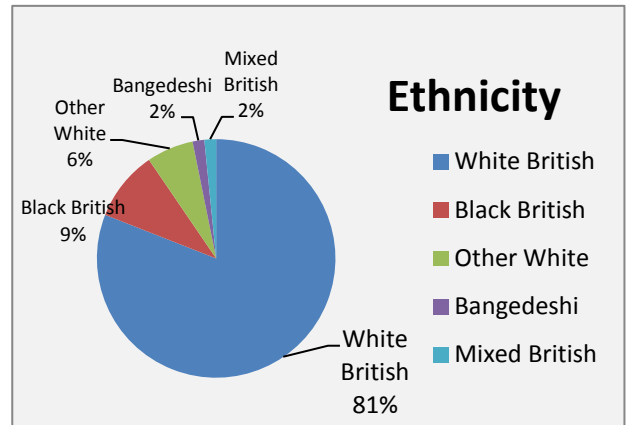
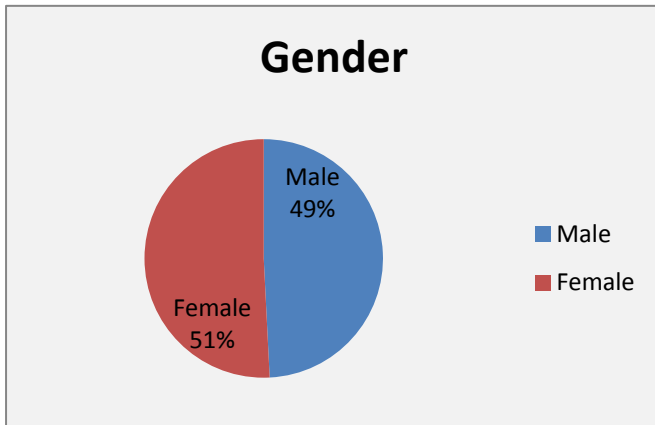
The logo for Job Centre Plus, consisting of the text 'jobcentreplus' in white lowercase letters on a green rectangular background.

jobcentreplus

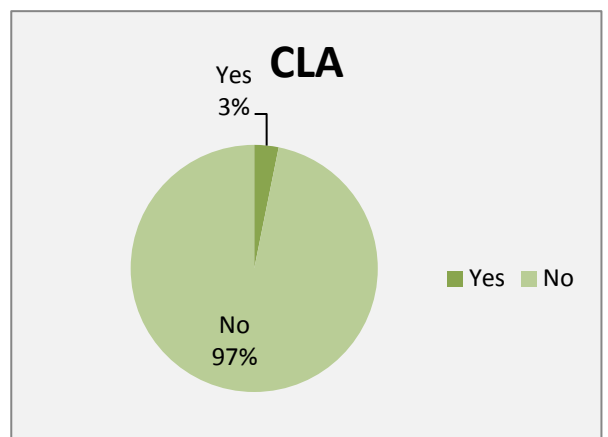
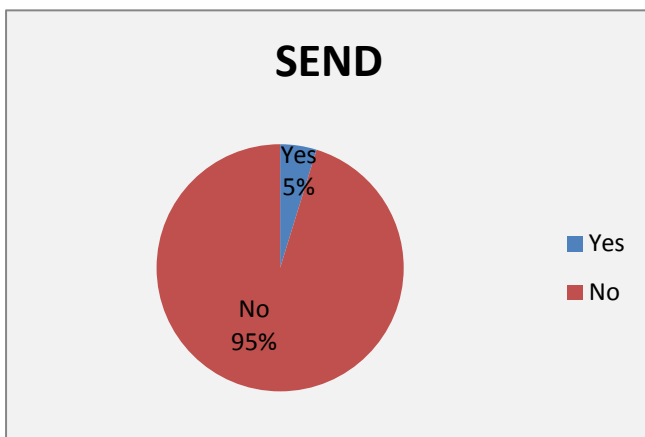
Part 2 - Young People

Equality and diversity

Young people placed into contracted employment by gender and ethnicity:



Young people placed into contracted employment by ethnicity and special educational needs & disability:



Narrative:

This information displays data on all young people placed into contracted employment through the Youth Employment Scheme (YES) from August 2014 – November 2015. The first pie chart shows a good correlation between the sexes – with 31 males and 32 females placed. The data on ethnicity is also broadly positive, with 19% of those placed not coming from a white British background. This compares fairly with the demographic data from Bromley.

The data for SEND and CLA candidates is perhaps disappointing on first glance; however this ignores two important points. Firstly, although BEBP have placed only 3 SEND candidates, a high number of the other candidates placed had significant problems entering the labour market due to poor exam results, mild behavioural and learning difficulties and a lack of work experience. We have also helped others with SEND who have dropped out of the programme for a variety of reasons.

This aspect of the YES has seen only 2 Care Leavers placed into contracted employment. However, this data ignores another key strand of the project, which aims to extend London Borough of Bromley work experience to Children Looked After (CLA) (formerly Looked After Children (LAC)). This aspect of the project placed 11 young people in work experience placements with LBB and its supply chain in 2015. The BEBP team are now working with a further cohort of young people who it hopes will be placed in meaningful work experience opportunities next year.

Improving the work readiness of young people in Bromley

A programme of monthly employability workshops were held in the Borough and included sessions on job research skills, career planning, the value of employability skills and how to develop these and support with CV and interview advice.

The 69 young people placed into contracted employment all benefitted immensely from the support they received at our employability workshops. These workshops comprise of a 'Getting to Know You (GTKY)' session and a Mock Interview.

The GTKY session is our chance to meet the young person to find out more about them – their interests, hobbies, academic qualifications and work experience. We also look over their CV and suggest any amendments that need to be made to help the young person market themselves better to employers. From this session, we are able to get a good idea of where the young person would be best placed to work and what are next actions need to be.

Following the GTKY, we invite the young people to attend a Mock Interview. This is treated as if it were for a real job opportunity therefore we ask the young person to dress smartly and research what we do. We then provide

constructive feedback that will help the young person by the time they go for a real job interview.

We have held 35 employability workshops with over 150 young people benefitting from the service. There are a whole range of reasons as to why young people that we have helped have not got on to gain employment through our programme. For instance, some young people got a job before we could help them, some were not eligible for the scheme, some were referred to our working partners (i.e. Affinity Sutton's Ready 2 Go programme) and some were referred to other LBB agencies who could help them in a different way (for example, those with SEN).

Next Steps Conferences and young people

Next Steps conferences supported by local and national employers were held and included sessions on researching current work opportunities, psychometric testing/skills analysis, speed networking group work with business representatives and CV/interview support. These conferences aim to provide young people with an insight into employers' expectations in the workplace, and the sort of job opportunities available to them when they complete their A-levels.

A range of local and national employers attend these events and present to the students on why they should work in their respective industries. They also participate in 'speed networking' sessions with the students, which allow students to find out in more detail what various careers have to offer. Students also receive mock interviews and tailored CV advice.

We set a target of holding 10 Next Steps conferences over the two years of the project and by the end of the two years we will have held 11. To date, 453 students have attended these events and many have since been supported through the YES into contracted employment after attending our Employability Workshops. Every young person who attended the events were contacted over the summer 2015 via mailshot to ask them about their career plans and to invite them to YES workshops.

What the young people placed into work said:

"The Youth Employment Scheme is brilliant; it led me to a new career path to what I was previously interested in. If you're a young person who has just come out of education looking for something new the YES project is the best place to look. I'm now with Kings College hospital, this has given me a brilliant opportunity to meet new people and learn new skills."

- Dani Brookes, young person that was NEET at time of placement.

“The scheme was great for me; it helped me get an apprenticeship with a great firm, which has helped me develop in my career path. I’ve been with the company for nearly two and a half years now, and am very happy. The scheme was most helpful with the CV training and the mock interview, as I had never had a professional interview before this.”

- Robert Davis, Accounts Assistant at Seymour Valentine

“The YES programme has really helped me in taking my first steps towards building a successful career. I struggled before with what to write on my CV however with your guidance I was able to produce the CV which got me hired! I now have the knowledge to be able to adapt my CV for the future. The support I have received from you since the beginning of my employment at Kenton Homes has been brilliant. Thank you for providing me with the skills and knowledge to progress my career. “

- Kelly Watling, Junior Negotiator at Kenton Homes

“The youth employment scheme has helped me to look for the right sort of apprenticeship for me - I am now a chef in London at a Gordon Ramsey restaurant and I absolutely love it!”

- Vicki Hesketh, YP who was NEET when YES helped her

“I received no careers advice at school or college and found myself in a position working in H&C but looking for a job with more career prospects. Luckily I came into contact with the Bromley Education Business Partnership team and from my first meeting I felt totally different about the future as they identified the type of jobs they thought I would be good at. I really began to feel excited about the future and the possibilities that lay ahead for me. After fine-tuning my CV and providing me with a mock interview. I was recommended for a job at Acorn Property Management. I was offered a job as a receptionist at Acorn’s Head Office located in Bromley and after my six months with Acorn, although I had learnt a great deal, I didn’t feel I was challenged enough in my current role and wasn’t sure whether I wanted to progress to other areas within the company. The team were there to give me advice and support. At the end of November I left Acorn to take up a promotion as a Trainee Consultant in London. In conclusion without the mentoring and encouragement of Lesley and Alex from BEBP I may still be drifting along and not in the position to fulfil my potential”.

- Lauren Graham, YP helped into employment

Part 3 - CLA

A key strand of the Youth Employment Scheme was to provide the 'corporate parent' role in supporting and assisting Children Looked After to access the workplace and future employment opportunities.

Overall, 11 CLA were placed in work experience opportunities in the first year of YES. As we have set a target of placing 25 over two years, the target is to place 14 this year. So far, 2 CLA have already been placed and we are working with several more young people and we are hoping to get them a placement soon.

Placements (2015):

London Borough of Bromley:

- Strategic and Business Support Services, ECHS (Michael Watts, Senior Planning and Development Officer)
- Democratic Services (Graham Walton, Manager)
- Accountancy (Martin Reeves, Principle Accountant)
- Commercial Team, Legal Services (Lynda Matthews, Lawyer)
- Education Office Services (Sandra Barnard, Manager)

External:

- Hill Engineering (Orpington)
- The Laurels Vets (Bromley)
- Community Links (Bromley)
- Honeys Nursery (Biggin Hill)
- Jets (Biggin Hill Airport)
- The Churchill Theatre (Bromley)

A notable success for this side of the project was Arnie, a young CLA placed at Hill Engineering originally for a week. The employer was so impressed with him the he was offered a month-long trial, and upon successful completion of this he was offered a full time job. He has now been with the company since July and this has been a great outcome for him, as before the placement he was going to leave school and had no plans for the future.

CLA & Employer Feedback:

Employers:

“He has done a lot to instil my faith in the younger generation”

- Manny Cross, Works Manager, Hill Engineering, referring to Arnie, who now walks full time at the company following his one-week work experience

“She has great communication skills and has displayed a genuine interest in all legal work”

- Lynda Matthews, Lawyer, Legal Services, referring to Sophie

“He has a great attitude to work and communicates very well with others”

- Ellie Short, Creative Learning Officer at Churchill Theatre, referring to Jordan

“The student has attended public health meetings and came across very well when making contributions”

- Michael Watts, Senior Planning & Development Officer, ECHS, referring to Elisha, a student who undertook a one-week placement in June

“She was great – she naturally works well with children”

- Elaine Harding, Manager, Honey’s Nursery, referring to Alice, a student who undertook a one-week placement in July

CLA:

“My placement has given me more of a feel of what it is like to work in a legal environment”

- Sophie, placed in LBB Legal Services, August 2015

“Theatre work can be exhausting – but it is fun”

- Jordan, placed with the Churchill Theatre, June 2015

“It was great to get a feel of working in the Community and Voluntary sector”

- Bebert, placed with CLB, July 2015

“I have enjoyed my work experience and found it hugely beneficial. I have realised that aircraft maintenance requires a great deal of initiative!”

- Adam, placed with Jets at Biggin Hill Airport, August 2015

Annex

Student Feedback: Next Steps for Darrick Wood & Hayes Schools – 6th November 2015 & Kemnal Technology College & Coopers School - 20th November 2015

“The day was very useful and gave me more ideas as to where I may lead to in the future”

“The ambassadors were very nice & helpful with CVs and gave really good advice”

“I enjoyed the day as whole and the conversations on the tables were great! I have lots of new information on jobs and opportunities”

“Enjoyed the day and the local businesses/ people”

“It was good to get different types of views on career options”

“Great help for my future and what I want to do”

“It helped me understand the diversity of industries that I didn't know before which was very helpful”

“Everyone was helpful and answered all of my questions. The staff/ ambassadors were easy to talk to and the interview process was very helpful. I got lots of tips on how to improve my CV”

“Opened my mind about what I want to do”

“Very interesting; it provided a variety of information of the working world”

“Today helped me to improve my interview skills and CV”

“Helpful and informative day, friendly people that are easy to talk to and get advice from”

“Was really good and gave me an idea of how to look for apprenticeships and an idea of where I want to go”

“Really good, enjoyed the experience and was useful to hear the range of jobs/ apprenticeships available”

“It was very useful in finding out more about different steps to take”

“It really helped me decide what I want to do”

“I now have a better understanding of different jobs that are available and how apprenticeships can be rewarding”

“Speaking to different types of people was good as it gave different viewpoints and information. Everyone was friendly”

“The event today was very helpful. I have got a better idea what I would like to do in future”

“They gave me good tips on how to improve my CV and possible careers I could look into”

“Very useful and enjoyed listening to Duncan”

“The event has been useful, I have found it interesting to find out there are more opportunities within different companies than I thought”

“I now have a better understanding of what apprenticeships offer and will do some further research into what is available to me”

“I have gained a lot from today. I have gained confidence in asking questions and enjoyed the wide range of people here”

Example of a Next Steps Event Flyer

For Attention Of:

Head of Sixth Form

“Students gained a good amount of knowledge from having the opportunity to talk with professionals”.

*Will Fardham, Teacher,
Chislehurst School for Girls*



“It was a stimulating and useful morning with loads of ideas and points of action for the students to follow up”.

Paul Sikora, Director of Careers and Guidance, Coopers School



Bromley Youth Employment Scheme Next Steps Employability Student Conferences 2015/16

With increased tuition fees and potentially fewer HE places, many young people are looking for alternative ‘debt free’ opportunities to help them make the transition to the workplace. Bromley EBP very successfully delivered a series of employability events during 2014/15 as part of the **Bromley Youth Employment Scheme**.

The aim of the event, **for young people in Years 12/13 not intending to go into HE**, is to encourage students to start planning for their future and provide them with information on pathways to success. The events supported by key employers provide up to date information on career opportunities and how to access them. DfE evidence (March 2015) encourages schools to build strong links with employers and provide access to them to inspire young people.

Sessions include:

- what’s out there – Apprenticeships, sponsorship, internships, employment etc
- speed networking with employers
- value of employability skills & importance of a good CV
- support with CV writing
- value of work experience, part-time and voluntary work
- do’s and don’ts at interview

Venue: Bromley Central Library, High Street, BR1 1EX

Dates: Friday 6th November 2015 (9.00-1.30) FULL
Friday 20th November 2015 (9.00-1.30) FULL
Friday 12th February 2016 (9.00-1.30) FULL
Friday 4th March 2016 (9.00-1.30) FULL
Friday 18th March 2016 (9.00-1.30) FULL
Friday 15th April 2016 (9.00 – 1.30) FULL

Cost: No cost. These conferences are provided **fully funded** through the Bromley Youth Employment Scheme. However, if you book places and the student numbers on the day are significantly less, your school will be charged for loss of funding.

Booking: Maximum of 45 students per booking (min of 35)

Report No.
CSD16068

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 12th May 2016

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

Title: WORK PROGRAMME 2016/17

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 2016/17, including scheduled meetings and PDS working groups. The Committee has nine meetings scheduled during 2016/17 – 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: £335,590
 5. Source of funding: 201617 revenue budget
-

Staff

1. Number of staff (current and additional): 8 posts (7.27fte)
 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 2016/17 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 will be arranged and added to the programme once the 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. 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 In 2015/16 the Committee established a Contracts Working Group which met seven times under the chairmanship of Councillor Stephen Wells. Following the Constitution Improvement Working Group’s fifth report, Council has approved the establishment of a Contracts Sub-Committee, as a Sub-Committee of this Committee, and it is anticipated that members will be appointed to the new Sub-committee on 11th May.
- 3.6 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) to this report. This will be updated for future meetings as other PDS Committees meet and confirm which Working Groups to appoint.

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

COMMITTEE MEETING SCHEDULE 2016/17

Meeting 1: Thursday 12th May 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)
Corporate Contracts Register
Bromley Youth Employment Project - Monitoring

Meeting 2: Wednesday 8th June 2016

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

Meeting 3: Thursday 7th July 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Monitoring Report: Customer Services

Meeting 4: Wednesday 31st August 2016

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

Meeting 5: Wednesday 5th October 2016

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

Meeting 6: Wednesday 23rd November 2016

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

Meeting 7: Wednesday 4th January 2017

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Monitoring Report: Customer Services

Meeting 8: Wednesday 1st February 2017

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

Meeting 9: Wednesday 15th March 2017

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Annual PDS Report for 2016/17

PDS SUB-COMMITTEES AND WORKING GROUPS 2016/17

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE AND RESOURCES PDS		
Contracts Sub-Committee	Approved by Council on 11 th April 2016	To be appointed on 11 th May 2016
CARE SERVICES PDS		
Health Scrutiny Sub-Committee		To be appointed on 11 th May 2016
Our Healthier South East London Joint Health Overview and Scrutiny Committee (with Bexley, Greenwich, Lambeth, Lewisham & Southwark)	Met on 1 st February 2016 and 26 th April 2016 and next due to meet on 17 th May 2016.	Cllrs Judi Ellis and Hannah Gray
EDUCATION SELECT CTTEE		
Education Budget Sub-Committee		To be appointed on 11 th May 2016
ENVIRONMENT PDS		
PUBLIC PROTECTION AND SAFETY PDS		
RENEWAL AND RECREATION PDS		

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

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