



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 20 November 2015

To: Members of the
EXECUTIVE

Councillor Stephen Carr (Chairman)

Councillors Graham Arthur, Robert Evans, Peter Fortune, Kate Lymer, Peter Morgan and Colin Smith

A meeting of the Executive will be held at Bromley Civic Centre on **WEDNESDAY
2 DECEMBER 2015 AT 7.00 PM**

MARK BOWEN
Director of Corporate Services

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

A G E N D A

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
- 3 **TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 14TH OCTOBER 2015 AND 9TH NOVEMBER 2015** (Pages 5 - 22)
 - a) to confirm the minutes of the meetings held on 14th October 2015 and 9th November 2015
 - b) Matters Arising report (to follow)
- 4 **QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on 26th November 2015.
- 5 **BUDGET MONITORING 2015/16** (Pages 23 - 68)
- 6 **CAPITAL PROGRAMME MONITORING - 2ND QUARTER 2015/16** (Pages 69 - 82)
- 7 **COUNCIL TAX SUPPORT/REDUCTION 2016/17** (Pages 83 - 104)

- 8 **LD SUPPORTED LIVING GATEWAY REVIEW** (Pages 105 - 112)
- 9 **DRAW-DOWN ON THE HOMELESS CONTINGENCY NEEDS GRANT**
(Pages 113 - 122)
- 10 **UPDATE ON TACKLING TROUBLED FAMILIES PROJECT - UPDATE ON
OUTCOMES AND GRANT DRAW-DOWN** (Pages 123 - 140)
- 11 **EFFECT OF DE-REGULATION ACT ON CCTV PARKING AND BUS LANE
ENFORCEMENT** (Pages 141 - 148)
- 12 **BROMLEY TOWN CENTRE PUBLIC REALM IMPROVEMENTS DETAILED
DESIGN** (Pages 149 - 198)
- 13 **BECKENHAM PUBLIC REALM IMPROVEMENTS** (Pages 199 - 212)
- 14 **CROYDON ROAD RECREATION GROUND BANDSTAND RESTORATION**
(Pages 213 - 222)
- 15 **STREET ADVERTISING SITE CONTRACT GATE REPORT** (Pages 223 - 228)
- 16 **CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE
AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**
- 17 **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

- | | |
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| <p>18 EXEMPT MINUTES OF THE MEETING HELD ON
14TH OCTOBER 2015 AND 9TH NOVEMBER
2015 (Pages 229 - 236)</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>Information which reveals that the authority proposes - to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or to make an order or direction under any enactment,</p> |
|--|--|

19	RESIDENTIAL PROPERTY ACQUISITIONS (Pages 237 - 246)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
20	INVESTMENT PROPOSAL (Pages 247 - 262)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
21	INVESTMENT PROPERTY REVIEW - ESTATE SHOPS (To Follow)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
22	UPDATE ON EDUCATION MARKET TESTING (Pages 263 - 274)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
23	AWARD OF CONTRACT FOR CAPITAL WORKS AT EDGEBURY SCHOOL (Pages 275 - 280)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
24	BIGGIN HILL MEMORIAL MUSEUM (Pages 281 - 290)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
25	BROMLEY NORTH VILLAGE IMPROVEMENTS - CONTINGENCY OPTIONS (Pages 291 - 296)	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
26	CHISLEHURST LIBRARY, RED HILL, CHISLEHURST (Pages 297 - 314)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
27	HIGHWAY DRAINAGE CLEANSING CONTRACT EXTENSION 2017-19 (Pages 315 - 320)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
28	CAPITAL PROGRAMME MONITORING - APPENDIX D (Pages 321 - 322)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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EXECUTIVE

Minutes of the meeting held on 14 October 2015 starting at 7.00 pm

Present

Councillor Stephen Carr (Chairman)
Councillors Graham Arthur, Robert Evans, Peter Fortune,
Kate Lymer and Peter Morgan

Also Present

Councillor Simon Fawthrop, Councillor Will Harmer and
Councillor Angela Wilkins

272 APOLOGIES FOR ABSENCE

Apologies were submitted on behalf of Cllr Colin Smith.

273 DECLARATIONS OF INTEREST

Councillor Kate Lymer declared a personal interest by virtue of her mother working in Public Health.

As a visiting Member, Councillor Simon Fawthrop (Executive and Resources PDS Chairman) declared a Disclosable Pecuniary Interest at item 13 (Exempt minutes) and item 16 (Award of ICT Contract) of the agenda by virtue of his employment with British Telecom (BT). The Leader agreed to move item 13 to the end of the meeting and accordingly Cllr Fawthrop vacated the Council Chamber prior to consideration of item 16.

274 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 9TH SEPTEMBER 2015 AND 17TH SEPTEMBER 2015

The minutes were confirmed.

275 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

Four questions had been received for oral reply. Details of the questions and replies are at **Appendix A**.

276 PUBLIC HEALTH COMMISSIONING INTENTIONS 2016/17

Report CS15925

Report CS15925 outlined the Public Health commissioning intentions for 2016/17 subject to decisions on corporate savings. The Public Health contracts comprised:

- Contract Type A: Standard Contracts;
- Contract Type B: Bromley CCG Community Block Contract with Bromley Healthcare;
- Contract Type C: Sexual Health Clinical Contracts with acute hospital providers; and
- Contract Type D: Service Level Agreements with General Practitioners

The framework approach provided flexibility to commissioners particularly in responding to corporate saving decisions. There was no commitment to call off services from appointed providers, all initial framework contracts being awarded for a one year term. The Framework expired at the end of April 2016 with an option to extend for a further two years, this option being recommended.

For category A, substance misuse contracts at £1.6m accounted for much of the proposed 2016/17 contract spend; a further 21 contracts valued at £502k had been called off from the Council's Public Health Framework (annual value estimated at £800k) in 2015/16.

The category B Community block included the following services managed by the Director of Public Health through a Section 75 agreement with Bromley Clinical Commissioning Group (CCG):

- Contraception and Reproductive Health
- Health Improvement
- Smoking Cessation
- School Nursing
- The National Childhood Measurement Programme
- Child Healthy Weight Programmes
- Health Visiting (from October 2015)

The community block contract had been extended by the CCG with Bromley Healthcare to 31st March 2017 and, subject to corporate savings decisions, it was intended to continue the arrangement until then. A joint procurement exercise with the CCG could potentially be taken forward during 2016/17 for the relevant community services.

A recurrent value of the services would amount to £6.8m per annum reflecting the inclusion of Health Visiting under the Public Health remit from October 2015 (the annual value of Health Visiting being £3.8m).

For category C Sexual Health Clinical Contracts it was necessary by regulation to provide open access Genito-Urinary Medicine (GUM) sexual health services and a collaborative commissioning approach with other London Boroughs had resulted in a reduced 2015/16 GUM Tariff and more advantageous terms.

For category D Service Level Agreements with General Practitioners to support the delivery of Sexual Health Services, Substance Misuse Services and NHS Health Checks, all 45 registered GP Practices in the Borough had agreed to deliver one or more elements of the services during 2015/16. The total value of GP SLAs for 2016/17 was estimated at £539,350.

A proposed exemption from the Council's contract procedure rules would support a continuation of the programmes and enable a new round of SLAs to be established with GP Practices for 2016/17. The substance misuse SLA would however be ceased as the services had been incorporated into a wider substance misuse contract.

Extending the overall Public Health framework for a further two years would not commit L B Bromley to a particular level of expenditure - officers would retain manoeuvrability to adjust expenditure should the need occur.

Members supported the recommendations.

Subject to corporate savings decisions it was RESOLVED that:

- (1) extension of the Public Health Framework for two years until 31st March 2018 be approved;**
- (2) the intention to continue using the commissioning arrangements with Bromley Clinical Commissioning Group (CCG) through section 75 for provision of community services by Bromley Healthcare be noted;**
- (3) following agreement by the Executive in November 2014, the Public Health lead for sexual health had pursued a cross-London solution for the commissioning of Genito-Urinary Medicine (GUM) services;**
- (4) the exemption of acute GUM contracts from tendering in line with CPR 13 be approved; and**
- (5) the continued use of Service Level Agreements for services offered by General Practitioners for 2016/17 be approved by granting an exemption as per sections 3 and 13 of the contract procedure rules.**

277 POST DIAGNOSIS DEMENTIA SUPPORT

Report CS15926

In line with a national programme to increase diagnosis rates for dementia, diagnosis rates in the borough for the last 12 months had risen from 47% to 58% due to work by Oxleas and primary care GP Surgeries. Using funds set aside for dementia within the Better Care Fund, the Council and Bromley Clinical Commissioning Group (CCG) proposed commissioning to improve, and provide post diagnosis support where this was lacking.

Only a small number of dementia support services in the community (excluding care home beds) were delivered under contract to the Council; most services were provided on a need basis rather than as a response to dementia diagnosis. Although church and other groups provided some support and services, those with dementia lacked a clear pathway to receive advice, guidance, and practical support.

To help bridge gaps in provision, it was intended to establish a dementia support hub, providing a co-ordinated framework of community services. The hub would provide a central point of access to work directly with integrated care networks (ICNs), building on the work of dementia-specialist organisations in Bromley. The post-diagnosis services would include: (i) dementia advice during a first point of contact for those newly diagnosed; (ii) an expanded coping with caring project to improve the knowledge, skills and understanding of those caring for a person with dementia; (iii) dementia information co-ordination; and (iv) support group provision. Post-diagnosis support would also include current contracted services i.e. support to care homes, dementia skills training in Extra Care Homes and coping with caring.

The post diagnosis service and associated services would be established through competitive tender, an anticipated timescale being outlined in Report CS15926. It was recommended that existing service contracts due to expire within the timeframe be extended to 30th June 2016 to ensure service continuity and inclusion of those services in new contracts from 1st July 2016.

Support for dementia sufferers was a target of the borough's health and wellbeing strategy; in response to increased diagnosis there was a desire to be more organised in the borough. Tender specifications would also be shared with the Health and Wellbeing Board for scrutiny of the new support.

An estimate of diagnosed dementia in the borough was derived from a national estimate extrapolated to a local level, the diagnosis rate in the borough being expressed as a percentage of the local estimate. The level of residents with diagnosed dementia now stood at 67% of the local estimate.

Members supported the recommendations.

RESOLVED that:

- (1) the proposed service set out at 3.5 of Report CS15926 be approved;**
- (2) the procurement approach set out at 3.6 a) of Report CS15926 be approved; and**
- (3) the extension of contracts set out at 3.6 b) of Report CS15926 be approved.**

278 GATEWAY REPORT: OLDER PERSONS RESPITE CARE

Report CS15922

It was proposed to extend existing contracts for respite care so that a framework of providers could be established via open tender.

The framework providers could be approached directly for specific services or via a mini-tender for larger tranches of service. Flexibility could be provided in the level of individual respite and funding.

Members supported the recommendations.

RESOLVED that the commissioning intentions outlined in paragraph 3.4.1 be agreed along with the extension of the following contracts at a cost of £14k in 2015/16 and £166k in 2016/17:

(a) Bromley and Lewisham Mind contract for respite at home sitting service from 1st April 2016 to 30th September 2016;

(b) Carers Bromley contract for respite at home sitting service from 1st April 2016 to 30th September 2016;

(c) The Heathers contract for residential respite from 1st July 2016 to 30th September 2016; and

(d) BUPA contract for residential respite from 3rd January 2016 to 30th September 2016

279 PROCUREMENT STRATEGY FOR PROVISION OF CARE SERVICES IN EXTRA CARE HOUSING

Report CS15923

Report CS15923 set out options and recommendations for care and support services in extra care housing schemes when current contracts expire.

In line with an earlier decision to market test remaining Direct Care (in-house) Services - including extra care housing - it was proposed to retender care and support at Apsley Court, Durham House, and Norton Court.

For care and support services not provided in-house at Crown Meadow Court, Regency Court, and Sutherland House, initial contracts with Mears Care, Sanctuary Care, and Hanover Housing Association expired in 2016. Although the contracts could be extended, there would be benefits in retendering and reconfiguring the model of care and support. This would also rationalise provision across all the schemes.

It was intended to contract with a minimum of two providers and a maximum of three providers across the six schemes, delivering cost efficiencies on

Executive
14 October 2015

management overheads and potentially facilitating some staff movement between schemes. There was also scope to organise joint activities between schemes and co-ordinate activity management. The tender would require providers to bid for a mix of the existing in-house and externally managed schemes.

To facilitate the tendering of an integrated service, it was recommended that the current contract with Hanover Housing Association for Crown Meadow Court be extended by one year from 25th March 2016 until 24th March 2017. Similarly, to manage the procurement exercise, it was recommended that the contract with Mears Care for care services at Crown Meadow Court be extended to 24th March 2017 from 25th March 2016 (maximum period of one year).

Concerning Sutherland House, it was recommended that an early termination of the contract with Hanover Housing Association for housing related support be explored; a new combined care and housing related support service could then be started on 21st August 2016.

A procurement and implementation timetable was outlined and it was recommended that the new contracts be awarded for five years with optional extensions of two years plus a further two years.

Following a question from the Portfolio Holder for Resources it was clarified that access to extra care services in other boroughs such as L B Enfield was via housing needs; however, the route to extra care services at L B Bromley was through care needs.

As there were now voids in extra care housing, the Portfolio Holder enquired whether it was necessary to have a mixed cohort of service users i.e. those derived from care needs and those from housing needs. It was explained that voids would be filled by the end of November 2015 and the void level would be monitored (the level of supply of extra care housing is continually monitored compared to demand).

The Portfolio Holder for Care Services highlighted the second sentence at paragraph 3.6 of Report CS15923 which stated that: *“the recent closure of Lubbock House, which reduced the available units by 30, was designed to improve the void position”*. The Portfolio Holder indicated that this was not an accurate reflection of the position as the decision to close Lubbock House was primarily led by the landlord (the property having been identified by its owner Affinity Sutton as being unviable to maintain long term, the fabric of the building requiring significant investment).

Members supported the recommendations in Report CS15923 and
RESOLVED to agree that:

(1) the contracts for care and support in the L B Bromley’s six extra care housing schemes be tendered;

(2) the contract length comprise a period of five years with the potential to extend for a further two years plus a further two;

(3) to facilitate the tendering of care and support in one contract, the contract with Hanover Housing Association to deliver housing related support at Crown Meadow Court be extended for one year from 25th March 2016 until 24th March 2017; and

(4) to facilitate the bundling of a number of separate contracts, the contract with Mears Care to deliver care at Crown Meadow Court be extended for a maximum period of one year from 25th March 2016 until 24th March 2017.

280 DEPRIVATION OF LIBERTY SAFEGUARDS UPDATE

Report CS15921

Members were updated on service activity and actions following the Supreme Court judgement in March 2014 related to deprivation of liberty for individuals and associated safeguards (DOLS).

Last March the Government allocated a sum of £127k grant funding to L B Bromley to help meet some of the new cost pressures associated with DOLS. The 2015/16 budget for DOLS included this sum and a further sum of £628k approved by Members last February to meet additional cost pressures.

Report CS15921 sought approval to draw-down the £127k grant funding so that the Council could continue to meet its statutory obligations and fund additional costs of £130k as set out in the report.

In discussion it was predicted that the level of activity highlighted at paragraph 4.2 of the report could be expected to increase. A recommendation from the Law Commission to pro-actively identify individuals would further exacerbate pressure on the DOLS service. L B Bromley complies with current DOLS guidance in that requests for DOLS assessments are received from providers.

Concerning a 21 day target for meeting DOLS assessments, the position for L B Bromley would be clarified following the meeting. (*Democratic Services Note: subsequent advice indicated that L B Bromley met the target in most cases – however, there might be some cases e.g. when the court is involved or if the issues are particularly complex, where the process required additional time*).

RESOLVED that:

(1) the allocation of £126,982 additional grant funding by Government be noted; and

(2) the allocation be released from central contingency to the Care Services budget to fund the additional costs of £130k set out in Report CS15921.

281 DRAW-DOWN OF GOVERNMENT GRANT FUNDING TO SUPPORT THE LOCAL AUTHORITY IN IT'S ROLE AS A LONDON REGIONAL LEAD FOR THE IMPLEMENTATION OF THE SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND) REFORMS FROM APRIL 2015/16

Report ED15100

Approval was sought for the release of Government grant funding for the London Regional SEN and Disability (SEND) programme, L B Bromley with L B Enfield being the SEN and Disability (SEND) Regional Leads for London to build on the Pathfinder Champion work.

Release of the funding would enable L B Bromley's SEND role to continue; it would facilitate a peer SEND learning approach, sharing best practice to support statutory compliance and a London-wide implementation of the Special Educational Needs and Disability Reforms 2015/16.

RESOLVED that £61,924 non-ring fenced funding be released for L B Bromley's continued role in 2015/16 as SEN & Disability (SEND) Regional Lead for London in partnership with L B Enfield.

282 CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

There were no additional issues to be reported from the Executive and Resources PDS Committee.

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

284 EXEMPT MINUTES OF THE MEETINGS HELD ON 9TH SEPTEMBER 2015 AND 17TH SEPTEMBER 2015

The minutes were confirmed.

285 ANERLEY TOWN HALL

Report DRR 15/091

As requested at an earlier meeting, further details were provided in relation to Anerley Town Hall to enable a full appraisal of options in relation to the building's future.

286 GRAFFITI REMOVAL CONTRACT EXTENSION 2017-19

Report ES 15071

A decision was sought on whether to re-tender the graffiti removal contract or extend it beyond March 2017 for a two year period.

287 AWARD OF ICT CONTRACT

Report CSD15118

A report on matters related to the future provision of ICT services for the Council was previously considered by the Executive at their special meeting on 17th September 2015. Report CSD15118 included an update on outstanding matters in relation to cost comparisons.

Chairman

The Meeting ended at 7.56 pm

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QUESTIONS FROM MEMBERS OF THE PUBLIC FOR ORAL REPLY

From Mr Bruce Anderson to the Portfolio Holder for Renewal and Recreation

1. Has the Exec's assessment of the claim that additional hours would attract inward investment included:

a) Scrutiny of provisional commitments of additional business, given by companies, as a consequence of the expectation of extended hours

Reply

Both the Council and the GLA have recently been involved in assisting BHAL in pitching for inward investment by a multi-national, blue chip, aircraft maintenance provider to whom airport hours were the number one concern. The Airport's current operating hours ultimately led to a decision on the part of that company to invest elsewhere. The Council is aware of other potential opportunities and must take into account research shared with the Council which shows that airport operating hours are a key driver to attracting inward investment from the business aviation sector in the future. (This research has been shared with the Council on the basis that it is Private and Confidential and Commercially Sensitive).

b) Study of those companies that comprise BHAL's potential market, becoming accessible with the new hours, assessing the level of business that might be attracted?

Reply

The Council received a substantial piece of work commissioned by BHAL from independent market research consultants, Wing X of Switzerland (this research has been shared with the Council on the basis it is Private and Confidential and Commercially Sensitive). It clearly shows airport hours are important if BHAL is to succeed in attracting inward investment in the future. Furthermore, it is very unlikely that any airport owner would wish to be open longer than business demand required because the costs of opening longer must be offset by a business case. If the business case for longer opening hours proves to be invalid, it would follow that BHAL would choose to discontinue that policy and return to shorter hours for purely financial reasons.

Supplementary Question

Mr Anderson suggested that it would be true to say that there are many outsiders (with interest in investment) and he enquired whether the Portfolio Holder was content that those companies and the wider market was not available to Biggin Hill without extra operating hours at the airport.

Reply

The Portfolio Holder indicated that from discussions with companies it would appear they would not come without the extra operating hours and that it was difficult to plan without such hours.

2. Is the Executive able to share with us the Agenda it is pursuing with BHAL on extended hours given that it is unlikely to be a financial one as, by 2030, the rental income to LBB would seem to be equivalent to less than £5 pa, per Bromley household on Council Tax?

Reply

The direct revenues to the Council by way of rent and rates are only part of the Council's considerations and should not be viewed in isolation.

The potential benefits to the local economy and residents of the Borough do not stop at rental and rates income. Airport and Council consultants agree that Gross Value Added to the local economy – that is to say additional spend in the local economy as a result of additional economic activity at the airport - is predicted to amount to some £230 million per annum by 2030. It is estimated that up to 2,300 new jobs and apprenticeships will be created, offering valuable career opportunities to Bromley residents.

Notwithstanding any rent/rates and employment benefits, it should be borne in mind that the Council does not have a “free hand” in determining the application, as the relationship between the Council and BHAL is regulated by the lease. The lease enables the Airport to seek variations or amendments to the Operating Criteria which includes hours of operation, and the Council cannot unreasonably withhold agreement.

3. What happens to BHAL's business if you do not grant the hours (assuming arbitration/courts also turned them down)?

Reply

If the extended operating hours are not approved, it seems likely that BHAL would gradually lose market share in business and general aviation to other airports such as Farnborough, Southend and perhaps even Oxford and Cambridge who would instead benefit from inward investment and cluster effect, leaving Biggin Hill with a shrinking market share and potentially seeking other options in order to survive. Against a backdrop of increasingly congested runway capacity in London, that may ultimately lead to a challenge to re-introduce the types of flight that we have previously deemed unsuitable for the airport and which we continue to believe are unsuitable. Against this backdrop BHAL are seeking our support to enable them to gain a market

share to cement their position as a business aviation airport. It appears from market research reports submitted by the airport to the Council and indeed from the Council's own experience and interaction with potential overseas investors in facilities at Biggin Hill, that airport hours are important to the sustainability of Biggin Hill in the business aviation sector.

Supplementary Question

Mr Anderson referred to the record of entrepreneurial activity by owners of operations at Biggin Hill and he asked whether they had a "Plan B" with additional workplace development. Mr Anderson asked whether there was an understanding of what a "Plan B" might be and whether that had been measured against the feeling of some 100,000 flight path residents, most of whom were against an extension of airport operating hours.

Reply

The Portfolio Holder replied that he was not sure of the detail of any "Plan B" but it was necessary for businesses to thrive and survive. The Portfolio Holder had not had an assessment of a "Plan B" as details were not known. The Portfolio Holder felt that any type of "Plan B" envisaged would be much worse than now and worse for residents.

From David Clapham to the Portfolio Holder for Renewal and Recreation

4. As it seems likely that the application by BHAL for additional hours will be decided before the Draft Local Plan is finalised, can the Executive please confirm that the decision will be made with full obligation to the existing UDP objectives and in particular number 1 and note 12.1.

Reply

The Council is making a decision as landlord not as Planning authority. However, it should be noted that the proposal includes a reduction (50%) to the noise levels currently permitted by the existing Local Plan.

Supplementary Question

Mr Clapham asked when the Council intended to make the forthcoming report (to Council and the Executive) public?

Reply

The Leader indicated that the report (which would be subject to amendment) would be available within the next day or two – possibly on Friday 16th October 2015.

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EXECUTIVE

Minutes of the meeting held on 9 November 2015 starting at 6.30 pm

Present

Councillor Stephen Carr (Chairman)
Councillors Graham Arthur, Robert Evans, Peter Fortune,
Kate Lymer, Peter Morgan and Colin Smith

Also Present

Councillor Nicholas Bennett J.P., Councillor Simon
Fawthrop, Councillor Alexa Michael, Councillor Diane
Smith, Councillor Michael Tickner and Councillor Angela
Wilkins

288 APOLOGIES FOR ABSENCE

Apologies were presented on behalf of the Director of Finance.

289 DECLARATIONS OF INTEREST

There were no declarations of interest.

290 GATEWAY REPORT: PROPOSALS FOR A COMMISSIONED LIBRARY SERVICE

Report DRR15/089

Work to progress a new approach for delivering library services in difficult financial circumstances included an option to consider commissioning the library service. Report DRR15/089 provided:

- an overview of the soft market testing outcome;
- the outcome of public consultation and staff engagement (details in Part 2 report DRR15/090).

The report also:

- considered alternative options for the future of the library service;
- outlined a proposed joint procurement strategy with L B Bexley to market test the library service; and
- identified the implications of commissioning the library service on current arrangements, identifying indicative costs, and how risks would be managed (with commercially sensitive issues affecting procurement and contracting arrangements also identified - details in Part 2 report DRR15/090).

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9 November 2015

The report further provided an update on the separate procurement process to identify suitable community management options for the Council's six community libraries; the report suggesting an alternative option that could be considered should no such arrangements be agreed.

The new approach also sought to explore opportunities to renovate and improve the physical condition of all library buildings and upgrade the IT infrastructure. Property considerations related to leases, maintenance liabilities and rent were set out in Part 2 report DRR15/090.

Supplementary information had also been provided to Members setting out the outcome of a consultation meeting with Trade Unions and Departmental Representatives on 16th October 2015.

Concerning Community Libraries, it was anticipated that a recommendation could be available on a potential contract award in the New Year.

Since previous Library service reviews, a number of local authorities had now successfully commissioned their library service. A number of companies could also provide a range of library services to meet the Council's expectations. It was now an appropriate time to take the commissioning process forward and test the market.

Members sought clarification on a definition of active Library Service users and clarification that library usage included visits for reasons other than book borrowing. Confirmation was also sought on statutory requirements for library provision and background to the proposed community managed approach for community libraries.

The Deputy Leader commended colleagues, particularly the Portfolio Holder for Renewal and Recreation. The Library system needed to be retained and the Deputy Leader was pleased it was possible to retain every library in the borough through a difficult process and to provide improved library facilities at Biggin Hill, Penge and Orpington. The time had now come to consider outsourcing the service and the Deputy Leader congratulated officers on their work. He was excited about the opportunity and the borough's libraries would be saved with a greater community use in future.

Reference was also made to investment in combining libraries with other services, this being considered a way forward so that library locations could act as a community hub. When combined with other services, evidence suggested that community based libraries increased their opening hours for core library services.

Councillor Angela Wilkins (Crystal Palace) referred to library closures at L B Lewisham and it was understood that difficulties were being faced in finding volunteers. She suggested that the library model at L B Lewisham faced a problem and library usage had reduced. Cllr Wilkins felt that similar issues could arise for community libraries at L B Bromley under community management.

Members were advised that L B Lewisham was looking to to see larger and more community managed libraries. Community management arrangements such as an Industrial and Provident Society (IPS) or Charitable Trust were provided in other Councils. However, the model was more popular with County Councils who, due to the size of their library services and the number of libraries, could overcome some of the issues faced by London Boroughs.

Members supported the library service being market tested and a final decision on commissioning the service would not be taken until offers are known. Flexibility continued to be important in options for the community management of community libraries.

RESOLVED that:

- (1) the outcome of soft market testing, public consultation/staff engagement, and the alternative options presented be noted;**
- (2) officers be instructed to market test the library service, beginning a formal procurement process jointly with L B Bexley;**
- (3) the procurement strategy and contracting arrangements set out in Report DRR15/089 be agreed; and**
- (4) progress made in a separate tender exercise to identify community management arrangements for community libraries be noted.**

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

292 GATEWAY REPORT: PROPOSALS FOR A COMMISSIONED LIBRARY SERVICE

Report DRR15/090

Further to Report DRR15/089 considered in Part 1 proceedings, Report DRR15/090 provided additional information of a commercially sensitive nature.

Chairman

The Meeting ended at 7.21 pm

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Report No.
FSD15071

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

Date: 2nd December 2015

Decision Type: Non-Urgent Executive Non-Key

Title: BUDGET MONITORING 2015/16

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Chief Officer: Director of Finance

Ward: (All Wards);

1. Reason for report

- 1.1. This report provides the second budget monitoring position for 2015/16 based on general expenditure and activity levels up to the end of August 2015, with more up-to-date projections included for key or volatile budgets. The report also highlights any significant variations which will impact on future years, as well as any early warnings that could impact on the final year end position.
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2. RECOMMENDATIONS

2.1. Executive are requested to:

- (a) consider the latest financial position;
- (b) note that a projected net underspend on services of £1,711k is forecast;
- (c) consider the comments from the Education, Care and Health Services Department as detailed in section 3.2;
- (d) agree the release of £112k from Central Contingency for the additional costs of Concessionary Fares as detailed in para 3.3.2;
- (e) agree the drawdown of £1.9m grant funding in Central Contingency for the additional costs of commissioning Health visiting which has transferred to Public Health as detailed in para 3.3.3;

- (f) agree the drawdown of £97k grant funding in Central Contingency for Individual Electoral Registration as detailed in para 3.3.4;**
- (g) agree the drawdown of £526k grant funding in Central Contingency for Independent Living Fund as detailed in para 3.3.5;**
- (h) agree the drawdown of £112k grant funding in Central Contingency for Smartphone Counter Fraud App as detailed in para 3.3.6;**
- (i) note that reports elsewhere on the agenda request the drawdown of a total of £1,972k from Central Contingency as detailed in paras 3.3.7 - 3.3.11;**
- (j) agree the supplementary estimate of £382k for Adult Education as detailed in para 3.3.12, funded from underspends within Central Contingency;**
- (k) note the Prior Year Adjustments totalling £1,109k as detailed in section 3.5;**
- (l) note a projected increase to the General Fund balance of £382k as detailed in section 3.6;**
- (m) note the full year effect of £2.6m underspend as detailed in section 3.7;**
- (n) recommend to Council that £6.5m of the underspend on services and the Central Contingency be transferred to the Growth Fund as detailed in para 3.10.3;**
- (o) note that the additional £141k funding relating to the New Homes Bonus has been transferred to the Investment Fund earmarked reserve as detailed in para 3.11.1;**
- (p) identify any issues that should be referred to individual Portfolio Holders for further action.**

Corporate Policy

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

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Council Wide
 4. Total current budget for this head: £204.0m
 5. Source of funding: See Appendix 1 for overall funding of Council's budget
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Staff

1. Number of staff (current and additional): 3,218 (per 2015/16 Budget), which includes 1,356 for delegated budgets to schools.
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

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

1. Estimated number of users/beneficiaries (current and projected): The 2015/16 budget reflects the financial impact of the Council's strategies, service plans etc. which impact on all of the Council's customers (including council tax payers) and users of the services.
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Ward Councillor Views

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

3. COMMENTARY

3.1. Summary of variations

3.1.1. The current projected outturn for 2015/16 is a total net underspend £2,052k, comprising £1,711k underspend on portfolio budgets, and £341k underspend on central items and general grants.

3.1.2. A summary of the overall 2015/16 Budget and the Projected Outturn is shown in the table below:

Portfolio	2015/16 Original Budget £'000	2015/16 Latest Budget £'000	2015/16 Projected Outturn £'000	2015/16 Variation £'000
Care Services	102,794	103,457	101,834	Cr 1,623
Education	5,124	5,593	6,122	529
Environment	32,095	33,105	32,959	Cr 146
Public Protection & Safety	2,120	2,120	2,100	Cr 20
Renewal & Recreation	9,214	9,395	9,260	Cr 135
Resources	37,869	39,339	39,023	Cr 316
Total Controllable Budgets	189,216	193,009	191,298	Cr 1,711
Capital Charges and Insurance	20,980	20,980	20,980	0
Non General Fund Recharges	Cr 793	Cr 793	Cr 793	0
Total Portfolio Budgets	20,187	20,187	20,187	0
Contingency Provision	14,003	11,880	6,748	Cr 5,132
Interest on General Fund Balances	Cr 2,741	Cr 2,741	Cr 3,341	Cr 600
Other Central Items	Cr 16,835	Cr 16,835	Cr 10,194	6,641
Prior Year Adjustments	0	0	Cr 1,109	Cr 1,109
General Government Grants	Cr 72,629	Cr 72,629	Cr 72,770	Cr 141
Collection Fund Surplus	Cr 2,300	Cr 2,300	Cr 2,300	0
Total Central Items	Cr 80,502	Cr 82,625	Cr 82,966	Cr 341
Total Variation	128,901	130,571	128,519	Cr 2,052

3.1.3. A detailed breakdown of the Latest Approved Budgets and Projected Outturn for each Portfolio, together with an analysis of variations, is shown in Appendix 2.

3.2. Comments from the Education Care and Health Services Department

Care Services Portfolio

3.2.1. Overall the current outlook in the Care Services Portfolio is positive with a £1,623k controllable budget underspend predicted for the financial year. Additional costs of placements in older people and children's services are being offset by staffing vacancies and placements in learning disabilities and mental health services. Containing costs has proved a challenge, particularly in our older people's services.

3.2.2. Commissioning activity continues to secure value for money in placements and makes a significant contribution to ameliorating some of the pressures.

3.2.3. Housing continues to exert very considerable pressures on our budgets and although covered by contingencies following the very early recognition of these pressures, Members will note that we are not predicting any significant changes in pressures from those seeking

temporary accommodation and so it is important that Manorfields comes on stream at the earliest opportunity to help control these pressures.

- 3.2.4. Children's Social Care continues to see pressures from no recourse to public funds and increases in Special Guardianship Orders.
- 3.2.5. The Department will continue to closely monitor its activities in order to at least balance the budget in year and look to future years where the funding will become an even greater challenge.

Education Portfolio

- 3.2.6. The SEN and Inclusion team are looking at long term strategic opportunities to reduce the expenditure on SEN transport. The main focus is on ensuring that more children are placed in borough and so reducing significant journey costs. In addition travel training is having some impact and the use of muster points is currently being trialled.
- 3.2.7. The Youth Services full year savings of £506k for 2015/16 was not achievable due to the requirement to undertake a restructure of the service and consult with staff. The consultation is now complete and the new structure is in place, with a projected full year effect of £40k overspend in 2016/17. There is also a projected overspend in the Youth Offending Team; as a consequence of the outcome of the recent HMIP inspection, it has been necessary to delay the planned restructure of the service and employ additional staff. In addition there have been in year savings made to the Youth Justice Grant by the Ministry of Justice. The review of the existing service and interim measures required to address immediate operational delivery requirements will result in an overspend of £88k. Every effort will be made to reduce the overspends.

3.3. Central Contingency Sum

- 3.3.1. Details of the allocations from and variations in the 2015/16 Central Contingency are included in Appendix 3.
- 3.3.2. Concessionary Fares are administered by London Councils on behalf of the London Boroughs. A change in the apportionment of Concessionary Fares between Boroughs is being implemented over three years, commencing in 2014/15, as a result of updated data becoming available. The change in apportionment has a significant impact for LBB. Provision was made for this in the 2015/16 Central Contingency pending details being provided by London Councils. Provision of £10,540k was made in the Chief Executive's budget and £326k in the central contingency for the change in apportionment, which was approved for draw-down by Executive on 15th July 2015. The final cost is now known to be £10,996k, so Executive are requested to approve a further drawdown of £112k.
- 3.3.3. From October 2015, responsibility for commissioning of Health visiting passed from NHS Health England to Public Health in the Local Authority. The annual value for this service is £3.8m in 2016/17. £1.901m has been transferred for the part-year effect in 2015/16 and is held in contingency. The Health Visiting service specification has been developed nationally and is mandated in five key areas (antenatal health promoting reviews, new baby reviews, six to eight week assessments, one year assessments, and two to two and a half year reviews) by the Department of Health. The service is currently tied up in a block contract with Bromley Healthcare which has been novated over to the Local Authority. The funding is ring-fenced for Public Health services. It is requested that the £1.901m be released from Central Contingency to cover the £1.901m contract that has transferred.

- 3.3.4. For the third and final year, government has allocated grant funding for the additional costs/burdens of the transition to Individual Electoral Registration, with Bromley receiving £97k. Executive are requested to agree the drawdown of this funding to be used for the additional costs of printing, postage and despatch of the numerous forms and letters that are required to be sent.
- 3.3.5. The Independent Living Fund (ILF) was a central government fund established to provide services to disabled people with high care needs to enable them to remain living independently in the community. The fund was managed by the Department of Work and Pensions (DWP) but on the 30th June 2015 the fund closed and the responsibility was devolved to the Local Authority. Funding was transferred for each individual user of the fund. The funding is not ring-fenced but as the clients are transferred so are the costs. The total funding for Bromley amounted to £526k for 2015/16 and it is requested that this be released from Central Contingency in 2015/16 to reflect these changes in responsibility. Future allocations will be given on a case by case basis and will have to be bid for. It is assumed at this stage to be cost neutral.
- 3.3.6. Special funding was made available by DCLG for innovative bids to fight fraud, with Bromley putting in a bid (as lead borough) to develop and launch a mobile phone fraud app with 38 boroughs signing up. The bid was successful with total funding of £200k - £5k per borough plus an admin fee of £10k to oversee the process. It is requested that the £112k in the Central Contingency be released to fund the expenditure remaining in 2015/16.
- 3.3.7. The Tackling Troubled Families grant is to fund the development of an ongoing programme to support families who have multi-faceted problems including involvement in crime and anti-social behaviour with children not in education, training or employment. This support is delivered through a number of work streams cross cutting across council departments and agencies. £226k has already been previously approved and drawn down for 2015/16 and a further £661k is requested for draw down elsewhere on the agenda to continue the project and its commitments in the current financial year.
- 3.3.8. There continues to be a significant gap between the need for Housing that is affordable and the available supply of both social housing and affordable rented accommodation. Over the last five years the rent that we are effectively able to charge, in terms of what is considered reasonable, has been frozen and the housing allowance has been reduced. Rising costs of rents and the effect of the welfare reform have seen the number of homeless approaches to Bromley increase. There are now just under 1,100 households in temporary accommodation. Bromley has anticipated this and set aside £1.1m in 2015/16 to cover any cost pressures arising from homelessness. £649k is being requested elsewhere on the agenda to offset the pressures in the division.
- 3.3.9. A report elsewhere on this agenda is seeking to use £106k from the 2015/16 underspend in the Central Contingency to jointly fund the development work to RIBA Stage 4 of a capital scheme for a Biggin Hill Memorial Museum.
- 3.3.10. A sum of £1m is included within Central Contingency for Parking Enforcement. A report elsewhere on the agenda requests that a sum of £306k be released from this for the purchase and installation (through the ESPO Security and surveillance equipment & services Framework) of five automated cameras for enforcement at schools and ten automated cameras to undertake Bus Lane enforcement. The balance of £694k is not required, which has been reflected in current projections.
- 3.3.11. Other reports elsewhere on the agenda request that £200k be drawn down from underspends in Central Contingency for the costs of legal and actuarial advice relating to a Pensions

Investment Proposal, and £50k for the cost of legal advice relating to Residential Property Acquisitions.

3.3.12. As Members will be aware, the Adult Education service has been subject to significant reductions in the grant received from the Skills Funding Agency over the past few years (£724k since 2010/11). The service was restructured in 2012/13, and has since made several other changes to help contain the impact of this reduction, such as keeping back office posts vacant, reducing caretaking and cleaning staff hours, reducing the printing and distribution of the prospectus, and the closure of Poverest nursery. As a result the current projection is for a £382k overspend in 2015/16. Officers will soon be consulting on a further proposed restructure which would be implemented from September 2016 which would reduce the overspend to around £200k in a full year; however further grant reductions are expected for the 2016/17 and 2017/18 academic years. As all action has been taken to reduce this in-year, following the Education Budget Sub-Committee meeting on 20th October 2015, the Portfolio Holder for Education has requested that Executive approve a supplementary estimate of £382k funded from underspends within Central Contingency. In the event that any restructure or other measures are able to reduce the need for this full amount in future years, the surplus will be returned to the Central Contingency.

3.4. Carry forwards from 2014/15 to 2015/16

3.4.1. At its meeting on 10th June, Executive approved the carry forward to 2015/16 of £1,186k underspend in 2014/15, to be allocated to contingency and drawn-down on the approval of the relevant Portfolio Holder, with £786k approved for draw-down to date. Additionally £484k was approved under delegated authority, bringing the total carried forward to £1,670k.

3.5. Prior Year Adjustments resulting in a Credit Provision in the Accounts of £1,109k

3.5.1. At the end of 2014/15 provision was made for a potential loss of Housing Benefit subsidy for Local Authority errors and administrative delay overpayments. This element of subsidy is based on the value of errors above a set threshold and it is prudent to allow for a reduction in subsidy as a result of any errors that might be picked up and extrapolated as part of the audit of the final subsidy claim and result in lower subsidy levels. The claim has now been audited, and the provision of £459k can now be released.

3.5.2. A provision for termination costs relating to a transferred service has been held for some years now against the possibility of potential claims for redundancy, legal costs, compensation, etc at the ceasing of the contract. The likelihood is getting smaller that there will be any come back on this. It is proposed that £300k now be released as it will not be used.

3.5.3. Although there is some evidence of some additional unknown Learning Disabilities and Mental Health clients coming through it is not on the same levels as previously seen. It is therefore proposed to reduce the provisions by £200k and £150k respectively to reflect this.

3.6. General Fund Balances

3.6.1. The level of general reserves is currently projected to increase by £382k to £20.4m at 31st March 2016 as detailed below:

	2015/16 Projected Outturn £'000
General Fund Balance as at 1st April 2015	Cr 20,000
Total net variation on Services and Central Items (section 3.1)	Cr 2,052
Carry forwards (funded from 2014/15 underspends) (para 3.4.1)	1,670
General Fund Balance as at 31st March 2016	<u>Cr 20,382</u>

3.7. Impact on Future Years

3.7.1. The report identifies expenditure pressures which could have an impact on future years. The main areas to be considered at this stage are summarised in the following table:

	2015/16 Budget £'000		2016/17 Impact £'000
Care Services Portfolio			
Assessment & Care Management	19,545	Cr	192
Learning Disabilities Care Management	2,676		136
Learning Disabilities Placements	24,578		97
Children's Placements	27,887		128
Public Health	Cr 372	Cr	495
Savings achieved early			Cr 1,623
			<u>Cr 1,949</u>
Education Portfolio			
Bromley Youth Support Programme	1,549		40
Blenheim & Community Vision Nurseries	0	Cr	74
Education Services Grant	Cr 2,128		178
			<u>144</u>
Environment Portfolio			
Markets	Cr 2	Cr	40
Waste	18,282	Cr	260
Highways (incl London Permit Scheme)	7,169		80
Parking	Cr 6,708	Cr	30
			<u>Cr 250</u>
Resources Portfolio			
Operational Property - planned	375		175
Customer Services	937		36
Investment & Non-Operational Property	390	Cr	185
Investment Income	Cr 7,393	Cr	544
			<u>Cr 518</u>
TOTAL			<u>Cr 2,573</u>

3.7.2. Given the significant financial savings that the council will need to make over the next four years, it is important that all future cost pressures are contained and that savings are identified early to mitigate these pressures.

3.7.3. Further details including action to be taken to contain these pressures are included in Appendix 4.

3.8. Interest on Balances

3.8.1. There is still no real sign of interest rates improving and an average rate of 1% has again been prudently assumed for interest on new fixed term deposits (lending to banks and other local authorities) in the 2015/16 revenue budget, in line with the estimates provided by the Council's external treasury advisers, Capita, and with officers' views. The Bank of England

base rate is still expected to rise, but the expected start of the rise has been put back to mid-2016 and could be even later. There have been no improvements to counterparty credit ratings, as a result of which the restrictions to investment opportunities that followed ratings downgrades in recent years have still been in place. However, the Council has been able to benefit from the increases in the limits for the two part-nationalised banks (Lloyds and RBS) approved by the Council in October 2014, higher rates from longer-term deals placed with other local authorities, higher average balances than anticipated and the strong performance of the CCLA Property Fund and it is currently forecast that the 2015/16 outturn will be around £3.35m compared to the budget of £2.74m; i.e. a surplus of £0.6m.

3.9. The Schools Budget

- 3.9.1. Expenditure on Schools is funded through the Dedicated Schools Grant (DSG) provided for by the Department for Education (DfE). DSG is ring fenced and can only be applied to meet expenditure properly included in the schools budget. Any overspend or underspend must be carried forward to the following years Schools Budget.
- 3.9.2. There is a total projected underspend of £75k on DSG funded services, which will be added to the £9.9m carried forward from 2014/15. Details of the 2015/16 monitoring of the School's Budget will be reported to the Education Portfolio Holder.

3.10. Growth Fund

- 3.10.1. A key priority for the Council is economic development and inward investment which was reflected in the Local Plan report to Executive in February 2013. Supporting economic growth, new investment creates employment opportunities, potentially reduces the cost of council tax support and generates income through business rates, new homes bonus and other investment opportunities.
- 3.10.2. Members have previously approved the allocation of £10m to be ring-fenced for investments which support growth in Biggin Hill area (£3.5m), Cray Corridor (£3.5m) and Bromley Town Centre (£3m). There are further opportunities to support economic development and on 5th October the Chancellor set out plans to full devolve 100% of business rates to local government (includes GLA for London) by 2020. Although this change is expected to be cost neutral it will provide an opportunity to generate additional income through the uplift in business rate income arising from economic growth as the Council will retain a higher share of business rates. Generating additional income will be more critical as the Council will lose core government funding in the future.
- 3.10.3. It is therefore proposed to increase the one off funding available in the growth fund by a further £6.5m to be met from monies not required in the current year from the Council's 2015/16 Central Contingency Sum and underspends in other areas.
- 3.10.4. The setting aside of this additional funding will also require the approval of Council.
- 3.10.5. Any future release of these monies will be subject to a detailed report to Members for their approval.

3.11. Investment Fund

- 3.11.1. As it's meeting on 14th January 2015, Executive agreed that the New Homes Bonus be set aside to provide additional funding for the Council's Investment Fund. At the time this was estimated to be £4,400k. Since then this has been confirmed to be £4,541k, and Executive are asked to note that the additional £141k has also been added to the Investment Fund.

3.11.2. Full details of the current position on the Investment Fund are included in the Capital Programme Monitoring report elsewhere on the agenda.

3.12. Section 106

3.12.1. An update on Section 106 balances as at 31st August 2015 is included in Appendix 5. Further details on the arrangements for utilising Section 106 monies are provided in the “Capital Programme Monitoring – 2nd Quarter 2015/16” and “Update on Section 106 Contributions for Education” reports elsewhere on this agenda.

4. POLICY IMPLICATIONS

4.1. The “Building a Better Bromley” objective of being an Excellent Council refers to the Council’s intention to provide efficient services and to have a financial strategy that focuses on stewardship and sustainability. Delivering Value for Money is one of the Corporate Operating Principles supporting Building a Better Bromley.

4.2. The “2015/16 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2015/16 to minimise the risk of compounding financial pressures in future years.

4.3. Chief Officer’s comments are included in section 3.2.

5. FINANCIAL IMPLICATIONS

5.1. These are contained within the body of the report with additional information provided in the appendices.

Non-Applicable Sections:	Legal Implications Personnel Implications
Background Documents: (Access via Contact Officer)	Draw-down of the Homeless Contingency - Executive 2 nd December 2015; Update on Tackling Troubled Families Project - Executive 2 nd December 2015; Impact of Deregulation Act on Parking CCTV - Executive 2 nd December 2015; Update on Residential Property Acquisitions - Executive 2 nd December 2015; Biggin Hill Memorial - Executive 2 nd December 2015; Provisional Final Accounts - Executive 10 th June 2015; 2015/16 Council Tax - Executive 11 th February 2015; Draft 2015/16 Budget and Update on Council’s Financial strategy 2016/17 to 2018/19 - Executive 14 th January 2015; Financial Management Budget Monitoring files across all Portfolios.

GENERAL FUND - PROJECTED OUTTURN FOR 2015/16

Portfolio	2015/16 Original Budget £'000	Budget Variations allocated in year # £'000	2015/16 Latest Approved Budget £'000	2015/16 Projected Outturn £'000	Variation £'000	Variation previously reported to Exec 15/07/15 £'000
Care Services	102,794	663	103,457	101,834	Cr 1,623	Cr 434
Education (incl. Schools' Budget)	5,124	469	5,593	6,122	529	468
Environment	32,095	1,010	33,105	32,959	Cr 146	404
Public Protection & Safety	2,120	0	2,120	2,100	Cr 20	0
Renewal and Recreation	9,214	181	9,395	9,260	Cr 135	Cr 30
Resources	37,869	1,470	39,339	39,023	Cr 316	206
Total Controllable Budgets	189,216	3,793	193,009	191,298	Cr 1,711	614
Capital and Insurances (see note 2)	20,980	0	20,980	20,980	0	0
Non General Fund Recharges	Cr 793	0	Cr 793	Cr 793	0	0
Total Portfolios (see note 1)	209,403	3,793	213,196	211,485	Cr 1,711	614
Central Items:						
Interest on General Fund Balances	Cr 2,741	0	Cr 2,741	Cr 3,341	Cr 600	0
Contingency Provision (see Appendix 3)	14,003	Cr 2,123	11,880	6,748	Cr 5,132	Cr 3
Other central items						
Reversal of Net Capital Charges (see note 2)	Cr 19,698	0	Cr 19,698	Cr 19,698	0	0
Contribution to Investment Fund and other Reserves	1,436	0	1,436	1,577	141	0
Subject to Approval Executive 2nd December						
Contribution to Growth Fund	0	0	0	6,500	6,500	0
Levies	1,427	0	1,427	1,427	0	0
Total other central items	Cr 16,835	0	Cr 16,835	Cr 10,194	6,641	0
Prior Year Adjustments						
Housing Benefits	0	0	0	Cr 459	Cr 459	0
Provision for redundancies re transferred services	0	0	0	Cr 300	Cr 300	0
Learning Disabilities	0	0	0	Cr 200	Cr 200	0
Mental Health	0	0	0	Cr 150	Cr 150	0
Total Prior Year Adjustments	0	0	0	Cr 1,109	Cr 1,109	0
Total All Central Items	Cr 5,573	Cr 2,123	Cr 7,696	Cr 7,896	Cr 200	Cr 3
Bromley's Requirement before balances	203,830	1,670	205,500	203,589	Cr 1,911	611
Carry Forwards from 2014/15 (see note 3)	0	Cr 1,186	Cr 1,186	0	1,186	1,186
Carry Forward from 2014/15 Delegated Authority - R&M	0	Cr 484	Cr 484	0	484	484
Adjustment to Balances	0	0	0	382	382	Cr 2,281
Revenue Support Grant	Cr 32,971	0	Cr 32,971	Cr 32,971	0	0
Business Rates Retention Top Up	Cr 9,950	0	Cr 9,950	Cr 9,950	0	0
Business Rates Retention	Cr 23,955	0	Cr 23,955	Cr 23,955	0	0
Section 31 Grants	Cr 504	0	Cr 504	Cr 504	0	0
New Homes Bonus	Cr 4,400	0	Cr 4,400	Cr 4,541	Cr 141	0
New Homes Bonus Top Slice	Cr 760	0	Cr 760	Cr 760	0	0
Local Services Support Grant	Cr 89	0	Cr 89	Cr 89	0	0
Collection Fund Surplus	Cr 2,300	0	Cr 2,300	Cr 2,300	0	0
Bromley's Requirement	128,901	0	128,901	128,901	0	0
GLA Precept	36,913	0	36,913	36,913	0	0
Council Tax Requirement	165,814	0	165,814	165,814	0	0

# Budget Variations allocated to portfolios in year consists of:	£'000
1) Carry forwards from 2014/15 (see note 3)	1,670
2) Allocations from the central contingency provision (see Appendix 3)	2,123
	<u>3,793</u>

1) **NOTES**

Portfolio Latest Approved Budgets analysed over Departments as follows:

	2015/16 Original Budget £'000	Budget Variations allocated in year # £'000	2015/16 Latest Approved Budget £'000	2015/16 Projected Outturn £'000	Variation £'000	Variation previously reported to Executive £'000
Education Care & Health Services	130,780	1,159	131,939	130,861	Cr 1,078	49
Environmental & Community Services	54,013	1,256	55,269	54,926	Cr 343	359
Chief Executive's Department	24,610	1,378	25,988	25,698	Cr 290	206
	209,403	3,793	213,196	211,485	Cr 1,711	614

2) **Reversal of Net Capital Charges**

This is to reflect the technical accounting requirements contained in CIPFA's Code of Practice for Local Authority Accounting and has no impact on the Council's General Fund.

3) **Carry Forwards from 2014/15**

Carry forwards from 2014/15 into 2015/16 totalling £1,670k were approved by the Executive and under the delegated authority of the Director of Finance. Full details were reported to the June meeting of the Executive in the "Provisional Final Accounts 2014/15" report.

Care Services Portfolio Budget Monitoring Summary

2014/15 Actuals £'000	Division Service Areas	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
EDUCATION CARE & HEALTH SERVICES DEPARTMENT								
Adult Social Care								
25,785	Assessment and Care Management	23,630	24,118	24,124	6	1	80	Cr 192
3,389	Direct Services	3,200	3,200	3,229	29	2	0	
3,532	Learning Disabilities Care Management	3,879	3,703	3,744	41	3	Cr 79	136
1,949	Learning Disabilities Day and Short Breaks Service	1,953	1,953	1,953	0	4	0	
1,326	Learning Disabilities Housing & Support	1,250	1,320	1,320	0		0	
35,981		33,912	34,294	34,370	76		1	Cr 56
Operational Housing								
Cr 1	Enabling Activities	Cr 1	Cr 1	Cr 1	0		0	0
Cr 1,594	Housing Benefits	Cr 2,122	Cr 2,122	Cr 2,122	0		0	0
5,683	Housing Needs	5,638	6,312	6,312	0		0	470
	Housing funds held in contingency	0	0	0	0		0	Cr 470
4,088		3,515	4,189	4,189	0	5	0	0
Strategic and Business Support Service								
1,807	Strategic & Business Support	2,143	2,143	2,070	Cr 73	6	Cr 160	0
298	Learning & Development	305	305	265	Cr 40	6	0	0
2,105		2,448	2,448	2,335	Cr 113		Cr 160	0
Children's Social Care								
16,897	Care and Resources	17,855	17,828	18,010	182	7	55	248
1,783	Safeguarding and Quality Assurance	1,482	1,509	1,573	64		0	55
3,420	Safeguarding and Care Planning	5,520	5,526	5,510	Cr 16		0	Cr 38
3,583	Early Intervention and Family Support	652	652	667	15		77	0
2,101	Children's Disability Service	2,379	2,372	2,143	Cr 229		0	Cr 137
27,784		27,888	27,887	27,903	16		132	128
Commissioning								
3,101	Commissioning					8	78	0
	- Net Expenditure	4,283	4,288	4,181	Cr 107		0	0
1,199	Information & Early Intervention	Cr 1,535	Cr 1,535	Cr 1,505	30	9	Cr 77	0
	- Net Expenditure	1,265	1,265	1,215	Cr 50		77	0
	- Recharge to Better Care Fund	Cr 1,265	Cr 1,265	Cr 1,215	50	10	Cr 110	97
24,054	Learning Disabilities	24,694	24,578	24,274	Cr 304	11	Cr 259	0
5,765	Mental Health Services	6,514	6,233	6,137	Cr 96	12	Cr 40	0
1,779	Supporting People	1,413	1,413	1,413	0			
	Better Care Fund					13	0	0
	- Expenditure	18,331	18,331	18,331	0		0	0
	- Income	Cr 18,482	Cr 18,482	Cr 18,482	0		0	0
	- Variation on Protection of Social Care	0	0	80	Cr 80	13	Cr 77	
	NHS Support for Social Care							
11,078	- Expenditure	0	614	614	0		0	0
Cr 11,759	- Income	0	Cr 614	Cr 614	0		0	0
35,217		35,218	34,826	34,269	Cr 557		Cr 408	97
Public Health								
12,238	Public Health	12,582	14,483	13,839	Cr 644	14	Cr 50	Cr 1,118
	Management Action - Reduction in grant funding	0	0	Cr 277	Cr 277		0	Cr 298
Cr 12,601	Public Health - Grant Income	Cr 12,954	Cr 14,855	Cr 13,934	921		50	921
Cr 363		Cr 372	Cr 372	Cr 372	0		0	Cr 495
	Savings achieved early in 2015/16 for 2016/17	0	0	Cr 1,045	Cr 1,045	15	0	Cr 1,623
104,812	TOTAL CONTROLLABLE ECHS DEPT	102,609	103,272	101,649	Cr 1,623		Cr 435	Cr 1,949
1,401	TOTAL NON CONTROLLABLE	378	378	394	16		16	0
10,516	TOTAL EXCLUDED RECHARGES	9,404	9,431	9,431	0		0	0
116,729	TOTAL ECHS DEPARTMENT	112,391	113,081	111,474	Cr 1,607		Cr 419	Cr 1,949
Environmental Services Dept - Housing								
169	Housing Improvement	185	185	185	0		0	0
169	TOTAL CONTROLLABLE FOR ENV SVCES DEPT	185	185	185	0		0	0
104	TOTAL NON CONTROLLABLE	Cr 600	Cr 600	Cr 600	0		0	0

364	TOTAL EXCLUDED RECHARGES		329	329	329	0		0	0
637	TOTAL FOR ENVIRONMENTAL SVCES DEPT	Cr	86	Cr	86	Cr	86	0	0
117,366	TOTAL CARE SERVICES PORTFOLIO		112,305		112,995		111,388	Cr	1,607
								Cr	419
								Cr	1,949

Reconciliation of Latest Approved Budget

£'000

2015/16 Original Budget

112,305

Carry forwards:

Social Care funding via the CCG under s256 (Invest to Save)

Dementia:

- expenditure		122
- income	Cr	122

Physical Disabilities:

- expenditure		87
- income	Cr	87

Impact of Care Bill

- expenditure		105
- income	Cr	105

Integration Fund - Better Care Fund

- expenditure		300
- income	Cr	300

Welfare Reform Grant

- expenditure		66
- income	Cr	66

Helping People Home Grant

- expenditure		28
- income	Cr	28

Winter Resilience

- expenditure		15
- income	Cr	15

Adoption Reform Grant

- expenditure		284
- income	Cr	284

Tackling Troubled Families Grant

- expenditure		887
- income	Cr	887

Other:

Housing Regulations Grant

- expenditure		3
- income	Cr	3

Social Care Innovation Grant

- expenditure		100
- income	Cr	100

Youth on Remand (LASPO) Reduction in Grant

- expenditure	Cr	18
- income		18

Transfer of Housing Strategy from R&R

51

ASC Early Intervention Service restructure

Cr 10

Deprivation of Liberty Safeguards Grant

- expenditure		127
- income	Cr	127

Independent Living Fund Grant

- expenditure		526
- income	Cr	526

Public Health Grant - Transfer of 0 - 5 years (Health Visitors)

- expenditure		1,901
- income	Cr	1,901

Increase in Cost of Homelessness/Impact of Welfare Reforms

649

690

2015/16 Latest Approved Budget

112,995

REASONS FOR VARIATIONS

1. Assessment and Care Management - Dr £6k

The overspend in Assessment and Care Management can be analysed as follows:

	<u>Current</u> <u>Variation</u> £'000	<u>Previous</u> <u>Variation</u> £'000
<u>Physical Support / Sensory Support / Memory & Cognition</u>		
Services for 65 +		
- Placements	-431	-116
- Domiciliary Care / Direct Payments	50	208
- Management of demand	0	-250
Services for 18 - 64		
- Placements	249	126
- Domiciliary Care / Direct Payments	98	32
Extra Care Housing	80	80
Staffing	-40	0
	<u>6</u>	<u>80</u>

As part of the budget setting process for 2015/16, the full year effects of the overspends in Adult Social Care during 2014/15 as reported in the January 2015 budget monitoring were fully funded. Savings of £250k were also included in the budget for the management of demand at first point of contact, and current projections indicate that these will be achieved during the year.

Services for 65+ - Cr £381k

Since the last report for May, placements for the 65+ age group have reduced by 10. Domiciliary care and direct payments expenditure has also reduced during this period, reducing overall projected spend by £223k.

Services for 18 - 64 year olds - Dr £347k

Since the last report for May, placements for the 18 - 64 age group have increased by 3. Domiciliary care and direct payments expenditure has also increased during this period, increasing the overall projected spend by £189k.

Officers continue to work towards reducing costs in these area, whilst maintaining appropriate levels of care.

Extra Care Housing

The 3 external extra care housing schemes are showing a projected overspend of £80k. With the recent closure of the in-house scheme at Lubbock House and the need to move residents to alternative extra care accommodation, units in the external schemes were being kept vacant in preparation for these transfers. These however incur a weekly void cost equivalent to the rental price of the unit and the core costs of care staff, which Bromley has to pay for. These transfers have now taken place.

Staffing

At this point of the year, staffing costs are projected to underspend by £40k due to vacancies.

Contract Savings

As part of a savings exercise £110k savings have been estimated to be able to be taken across the division as part of contract savings made in year. This will follow through as a full year effect in 2016/17. This element has been removed as part of a savings exercise and is detailed separately in the narrative under paragraph 15.

2. Direct Services - Dr £29k

Extra Care Housing - Dr £317k

The projected overspend in the in-house ECH service is analysed as £543k overspend on staffing offset by £226k of additional income from service users. High levels of need amongst some service users has resulted in increased staffing requirements in the units and although these costs are chargeable to clients based on their individual assessments, the additional costs outweigh any additional income.

Reablement - Cr £82k

The in-house Reablement service is currently projecting an underspend of £82k . This is after allowing for the additional expenditure from the expected recruitment to 2 vacant facilitator posts this financial year. As this service generates savings for the council by reducing or preventing the need for domiciliary care packages, it is vital that vacant posts can be recruited to.

Carelink - Dr £45k

The overspend relates to the non-achievement of savings in the 2015/16 budget which was to reduce the overnight capacity. Officers are looking at how this can be resolved without impacting on the service provision.

Transport - Cr £251k

The transport service is expected to underspend by £251k this year. This is due to staff vacancies and a reduction in vehicle hire contract costs as the vehicles are in the extension period which is at a lower cost. The service is due to be provided externally shortly, and the estimated savings for the remainder of the year for this contract is £60k. This element has been removed as part of a savings exercise and is detailed separately in the narrative under paragraph 15.

3. Learning Disabilities Care Management - Dr £41k

An overspend of £24k relates to the provision of domiciliary care services and direct payments for adults aged 18 and over with a learning disability.

Staffing costs in the care management teams are projected to overspend by £52k. This is as a result of a delay in the implementation of £100k savings in the 2015/16 budget, which has now been resolved.

The budget for staffing in the team that is responsible for the Shared Lives scheme is projected to underspend by £35k as a result of a vacant post.

4. Learning Disabilities Day and Short Breaks Service - Cr £0k

The LD In-house services are to be provided externally shortly and this should release a saving in a full year of £200k in 2016/17. The part year saving for 2015/16 is estimated to be £30k. This element has been removed as part of a savings exercise and is detailed separately in the narrative under paragraph 15.

5. Operational Housing - Dr 0k

Temporary Accommodation budgets are currently forecast to overspend the latest approved budget by £649k. Increased client numbers (net increase of 15 per month during 2013/14 and 11 per month during 14/15, inclusive of welfare reform) and rising unit costs are evident, and the projections assume the trend continues during this financial year. Although the average increase in 14/15 was lower than 13/14, the average increase for the final quarter of 14/15, and first half of 15/16 has been 17 per month.

These increases have been noticeable across all London Boroughs and are the result of the pressures of rent and mortgage arrears coupled with a reduction in the numbers of properties available for temporary accommodation. There are high levels of competition and evidence of 'out bidding' between London boroughs to secure properties and this has contributed towards the high costs of nightly paid accommodation.

The full year effect of the projected overspend is currently anticipated to be a pressure of £1,119k in 2016/17. However, this only takes account of projected activity to the end of March 2016 and does not include any projected further growth in numbers beyond that point.

The use of Bellegrove for temporary accommodation compared to placing clients in alternative accommodation has potentially saved the authority £270k during 2015/16.

Although there is an overspend and a full year effect of this overspend, it is assumed that this will be dealt with through the draw down of funding held in Central Contingency.

6. Strategic and Business Support - Cr £113k

There is an anticipated underspend of £113k on ECHS Strategic and Business Support Division, of which £73k relates to salaries budgets and £40k to training in Learning and Development.

7. Children's Social Care - Dr £16k

The current projected overspend in Children's Social Care is £16k, with the main areas of under / overspending being:

Care and Resources - Dr £182k

Placements - Dr £339k

The budget for children's placements is projected to overspend in the region of £339k this year. This figure includes assumptions around future placements, although the level of volatility around this budget makes predictions difficult. This projection represents an increase of £141k on the figure last reported.

Leaving Care - Cr £235k

The budget for the cost of clients leaving care continues to underspend for 16 and 17 year olds. For the 18 plus client group there continues to be differences between the amount being paid in rent and the amount reclaimable as housing benefit, mainly due to the welfare reforms. The current overspend is projected at £141k, and it is assumed that funding will be drawn down from contingency to offset this expenditure.

Staffing - Dr £78k

Staffing budgets for the service are predicted to overspend by £78k, including additional costs relating to the Emergency Duty Team.

Safeguarding & Quality Assurance - Dr £64k

No Recourse to Public Funds - Cr £12k

The projected cost to Bromley for people with no recourse to public funding has reduced this quarter. Additional budget was moved into this area for 2015/16, and the latest figures show a projected underspend on the budget, moving from a previously reported overspend. This budget does however remain volatile.

Care Proceedings - Dr £76k

Cost's in relation to care proceedings are currently expected to be £76k above the budget provision of £539k. The main areas of overspend are in independent social worker assessments and parenting residential assessments which are largely outside the control of the council.

Safeguarding & Care Planning - Cr £16k

There is a small underspend on staffing budgets projected for the service.

Early Intervention and Family Support - Dr £15k

There is a small overspend on staffing budgets projected for the service.

Children's Disability Service - Cr £229k

The projected underspend is analysed as: (i) Staffing £46k, (ii) Short Breaks service £138k, (iii) direct payments £21k and (iv) floating outreach service £24k.

8. Commissioning - Cr £107k

The net underspend of £107k comprises:

	Variation
	£'000
Staffing and related budgets (net)	Cr 13
Taxicard	Cr 30
Contracts	Cr 64
Carers	Cr 130
Savings found early in 2015/16 relating to 2016/17	130
Net underspend	<u>Cr 107</u>

The net projected underspend on Commissioning staffing and related budgets arises from a combination of savings arising from vacant posts partly offset by a post no longer attracting CCG funding, the use of agency staff and the requirement to make management savings in relation to a 2015/16 budget saving.

The projected underspend of £30k on Taxicard has arisen from current TfL data indicating that Bromley's take up will be lower than budgeted in 2015/16, resulting in a reduced charge to LBB. However this is based on the assumption that trip numbers remain the same as 2014/15 so may vary as the year progresses.

Commissioning contracts budgets are projected to be underspent by £64k and this relates to several different contracts. The Healthwatch contract is less than expected at the time the 2015/16 budget was prepared, efficiency savings have been achieved across a range of contracts and there is also a small projected underspend on the direct payments payroll contract. This contract varies according to volume and numbers are increasing so this element is a non-recurrent underspend.

Budgets for support to carers are anticipated to be underspent this year, partly in relation to support to voluntary organisations and partly in relation to direct payments. The Carers budget is fully funded from the Better Care Fund in 2015/16. As the budget is currently predicted to underspend it will result in a reduced charge to the Better Care Fund. As the intention of this element of the Better Care Fund was to protect existing social care services it has been assumed that the amount of this underspend will be diverted to fund other costs within social care (see also ref 13 below).

As part of a savings exercise £130k savings have been estimated to be able to be taken across the division as part of contract savings made in year. This will follow through as a full year effect in 2016/17. This element has been removed and is detailed separately in the narrative under paragraph 15.

9. Information and Early Intervention - Cr & Dr £50k

This new service area was created in April 2014 under the new Adult Social Care SERCOP and it encompasses any adult social care-related service or support for which there is no test of eligibility and no requirement for review. It includes: information and advice; screening and signposting; prevention and low-level support; independent advocacy. The Local Reform and Community Voices Grant is accounted for here.

An underspend of £200k is currently anticipated which is largely a continuation of the pattern of spend in 2014/15 but also reflects savings on the mental health community wellbeing and independent complaints advocacy contracts. The underspend figure is net of minor overspends where a contract ceased as a result of a 2015/16 budget saving but where, because of contractual obligations, only a part year saving will be achieved in 2015/16.

Of this amount £150k has been identified as part of a savings exercise and is detailed separately in the narrative under paragraph 15.

The Information and Early Intervention budget is fully funded from the Better Care Fund in 2015/16. As the budget is currently predicted to underspend it will result in a reduced charge to the Better Care Fund. As the intention of this element of the Better Care Fund was to protect existing social care services it has been assumed that the amount of this underspend will be diverted to fund other costs within social care (see also ref 13 below).

10. Learning Disabilities - Cr £304k

The projected underspend has increased from the previous reported underspend of £110k and this is largely due to a combination of attrition, increased income from client contributions and the removal from the forecast of previous assumptions around ordinary residence. Also, start dates have been deferred for some previously assumed costs. Savings arising from contract efficiencies and associated inflation (£260k in relation to Learning Disabilities) have been shown separately at paragraph 15 and will be used to contribute to budget savings required in 2016/17.

The increased underspend masks pressures arising from transition clients, where some high cost placements have been made.

The projections still include a considerable level of assumption relating to uncertainties (e.g. remaining transition clients, increased needs, carer breakdowns, attrition, health funding, start dates etc). Based on the information currently available an underspend of £304k is anticipated but this could vary significantly as the year progresses.

11. Mental Health - Cr £96k

Based on current client PSR classifications, an underspend of £72k is anticipated on Mental Health care packages. Similarly to Learning Disabilities above, at this stage the projections include a number of assumptions on future uncertainties (client moves, new placements, cost changes, health funding etc) and therefore may vary considerably as the year progresses. Savings arising from contract efficiencies and associated inflation (£60k in relation to Mental Health) have been shown separately at paragraph 15 and will be used to contribute to budget savings required in 2016/17. A further £180k has been identified as part of an early savings exercise and is also shown separately in paragraph 15.

There is a £24k saving anticipated on other mental health budgets and this arises mainly from the new arrangements for the Community Wellbeing service.

12. Supporting People - Cr £0k

A projected underspend in regard to additional limiting of inflationary increases and the effect of re-tendering / extending contracts at a reduced cost have resulted in an underspend of £65k. This has been identified as an early saving for 2016/17 and is also shown separately in paragraph 15. There were savings of £304k built in to the 2015/16 Supporting People budget and the £65k underspend is in excess of this.

13. Better Care Fund - Variation on Amount Earmarked to Protect Social Care - Cr £80k

An amount of funding from the Better Care Fund has been earmarked to protect social care. This contributes to a range of services across Adult Social Care and Commissioning Divisions. The amount allocated to Commissioning budgets is currently forecast to underspend by £330k (£130k Carers, see paragraph 8 above, and £200k Information and Early Intervention, see paragraph 9 above) and it is assumed that this will contribute to other existing budgets within Commissioning. Of this £250k has been separately identified in paragraph 15.

14. Public Health - Cr £0k

On the 4th June the Chancellor announced in year budget reductions for 2015/16 of £200m nationally that are to be made by the Department of Health targeted at Public Health budgets that are devolved to Local Authorities. Current estimates suggest that the reduction for Bromley will be in the region of £921k. This reduction is ongoing for future years. This has been addressed by a combination of identified savings and further management action as follows:-

<u>Service Areas</u>	<u>Variation £'000</u>
General PH Staffing Teams	(33)
Sexual Health (incl Staff)	(137)
NHS Health Check Programme (incl Staff)	(130)
Health Protection	(7)
National Child Measurement Programme	0
Public Health Advice	0
Obesity	0
Physical Activity	0
Substance Misuse	(209)
Smoking and Tobacco	(42)
Children 5-19 Public Health Programme	2
Misc Public Health Programme	(52)
General PH costs	(36)
Sub-Total (net of PH Grant)	<u>(644)</u>
Public Health Grant	921
Management Action	(277)

Sub-Total (Controllable) 0

The savings in the service areas are in the main to do with staffing adjustments, contract variations, reductions in contract volumes across the services, and running expense reductions.

In order to balance the Public Health budget in year, further management actions will have to be taken, see below. If there are any change or these cannot be found then other management actions will have to be found to replace them

<u>Service Areas</u>	<u>Variation</u> <u>£'000</u>
NHS Health Checks, Sexual Health, Obesity, smoking and tobacco - contract reductions and reductions in volumes and prescribing.	(189)
Staffing	(59)
Other in year savings to be identified	(29)
Total	<u><u>(277)</u></u>

15. Savings achieved early in 2015/16 for 2016/17 - Cr £1,045k

As part of the budget monitoring process a major savings exercise was carried out in Adult Social Care/Commissioning to identify potential savings in future years. Areas have been identified where savings can be found and can be taken early. The list below shows the in year benefit of 2015/16 and the savings that will accrue in a full year in 2016/17.

<u>Service Areas</u>	2015/16 £'000	2016/17 FYE £'000
Adult Social Care/Commissioning - Contract negotiations resulting in lower contract costs than anticipated	(430)	(430)
Transport Contract coming into effect December 2015	(60)	(143)
Direct Care Services contract coming into effect October 2015	(30)	(200)
Contract savings across Commissioning division	(130)	(130)
Mental Health - efficiencies with placements, planned moves and CCG funding	(180)	(180)
Supporting People - contract efficiencies obtained	(65)	(120)
Early intervention and information- contract efficiencies obtained	(150)	(150)
Total	<u><u>(1,045)</u></u>	<u><u>(1,353)</u></u>

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub-Committee bi-annually.

Since the last report to the Executive, waivers were approved as follows:

- (a) There was 1 contract waiver agreed for a contract valued at £353k.
- (b) There were 10 waiver's agreed for care placement's in both adults and children's services over £50k but less than £100k and 7 waiver's agreed for over £100k.

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" are included in financial monitoring reports to the Portfolio Holder. Since the last report, one virement of £34k has been actioned for the transfer of funding from Learning and Development to Children's Social Care. This is to fund locum cover for Children's social workers whilst they undertake training to progress to senior practitioners.

2014/15 Actuals £'000	Service Areas	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
EDUCATION CARE & HEALTH SERVICES DEPARTMENT								
Education Division								
Cr 355	Adult Education Centres	Cr 602	Cr 220	Cr 220	0	1	382	0
202	Alternative Education and Welfare Service	264	264	264	0		0	0
296	Schools and Early Years Commissioning & QA	396	396	289	Cr 107	2	Cr 137	Cr 74
4,633	SEN and Inclusion	4,833	4,833	5,107	274	3	Cr 59	0
218	Strategic Place Planning	216	227	227	0		0	0
36	Workforce Development & Governor Services	4	4	4	0		0	0
Cr 2,419	Education Services Grant	Cr 2,128	Cr 2,128	Cr 2,128	0	4	0	178
Cr 1,493	Schools Budgets	Cr 1,509	Cr 1,509	Cr 1,509	0	5	0	0
139	Other Strategic Functions	133	133	159	26	6	0	0
1,257		1,607	2,000	2,193	193		186	104
Children's Social Care								
2,315	Bromley Youth Support Programme	1,473	1,549	1,885	336	7	282	40
2,303	Early Intervention Services	2,044	2,044	2,044	0		0	0
4,618		3,517	3,593	3,929	336		282	40
5,875	TOTAL CONTROLLABLE FOR EDUCATION - ECHS	5,124	5,593	6,122	529		468	144
11,852	Total Non-Controllable	9,278	9,278	9,278	0		0	0
3,493	Total Excluded Recharges	3,987	3,987	3,987	0		0	0
21,220	TOTAL EDUCATION PORTFOLIO - ECHS	18,389	18,858	19,387	529		468	144
Memorandum Item								
Sold Services								
	Education Psychology Service (RSG Funded)	Cr 21	Cr 21	Cr 11	10	} 8	10	0
	Education Welfare Service (RSG Funded)	Cr 39	Cr 39	Cr 39	0		0	0
	Workforce Development (DSG/RSG Funded)	Cr 14	Cr 14	Cr 14	0		0	0
	Governor Services (DSG/RSG Funded)	Cr 8	Cr 8	Cr 8	0		0	0
	Community Vision Nursery (RSG Funded)	0	0	Cr 34	Cr 34		Cr 70	Cr 34
	Blenheim Nursery (RSG Funded)	0	0	Cr 40	Cr 40		Cr 50	Cr 40
	Business Partnerships (RSG Funded)	0	0	0	0		0	0
	Total Sold Services	Cr 82	Cr 82	Cr 146	Cr 64		Cr 110	Cr 74

Reconciliation of Latest Approved Budget

£'000

Original Budget 2015/16

18,389

SEND Reform/Implementation Grants (Exec March 2015) - expenditure	456
SEND Reform/Implementation Grants (Exec March 2015) - income	Cr 456
YOT Service Strategic Review carry forward	76
Review of Place Planning carry forward	11
Early Years Grant carry forward - expenditure	19
Early Years Grant carry forward - income	Cr 19
SEN Preparation for Employment carry forward - expenditure	46
SEN Preparation for Employment carry forward - income	Cr 46
Regional Lead for the SEND Reforms - expenditure	62
Regional Lead for the SEND Reforms - income	Cr 62
Adult Education Supplementary Estimate	382

Latest Approved Budget for 2015/16

18,858

REASONS FOR VARIATIONS

1. Adult Education - Dr £0k

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

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

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

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

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

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

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

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

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

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

3. SEN and Inclusion - Dr £274k

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

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

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

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

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

4. Education Services Grant - Cr £0k

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

5. Schools Budgets (no impact on General Fund)

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

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

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

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

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

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

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

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

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

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

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

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

6. Other Strategic Functions - Dr £26k

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

7. Youth Services - Dr £336k

The Youth Service has a projected overspend in year on salaries and some running costs during a period of restructure required to reconfigure the service to achieve the 2015-16 saving target of £506k whilst continuing to provide both universal and targeted youth support. The appropriate consultation processes have recently been completed and the revised structure is now in place.

There is also a projected overspend in the Youth Offending Team; as a consequence of the outcome of the recent HMIP inspection, it has been necessary to delay the planned restructure of the service. The review of the existing service and interim measures required to address immediate operational delivery requirements will result in an overspend of £88k.

	Variations
	£'000
Youth Services	248
Youth Offending Team	88
	336

8. Sold Services (net budgets)

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

Waiver of Financial Regulations

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

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

Virements Approved to date under Director's Delegated Powers

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

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

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

2014/15 Actuals £'000	Service Areas	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
77	Public Protection Emergency Planning	75	75	75	0		0	0
77		75	75	75	0		0	0
4,115	Street Scene & Green Space Area Management/Street Cleansing	4,048	4,036	3,986	Cr 50	1	Cr 50	0
2,429	Highways	2,542	2,512	2,512	0		0	0
Cr 42	Markets	Cr 2	Cr 2	Cr 42	Cr 40	2	0	Cr 40
5,745	Parks and Green Space	5,676	5,830	5,830	0		0	0
467	Street Regulation	513	513	513	0		0	0
17,613	Waste Services	17,853	18,082	17,866	Cr 216	3	100	Cr 260
30,327		30,630	30,971	30,665	Cr 306		50	Cr 300
545	Support Services Support Services	518	518	518	0		0	0
545		518	518	518	0		0	0
252	Transport & Highways Depots	275	275	275	0		0	0
6,921	Highways incl London Permit Scheme	6,794	7,169	7,359	190	4	0	80
Cr 6,496	Parking	Cr 6,696	Cr 6,402	Cr 6,432	Cr 30	5 - 9	354	Cr 30
176	Traffic & Road Safety	157	157	157	0	10	0	0
327	Transport Support Services	342	342	342	0		0	0
1,180		872	1,541	1,701	160		354	50
32,129	TOTAL CONTROLLABLE	32,095	33,105	32,959	Cr 146		404	Cr 250
6,238	TOTAL NON-CONTROLLABLE	5,332	5,315	5,299	Cr 16	11	Cr 15	0
2,221	TOTAL EXCLUDED RECHARGES	2,290	2,290	2,290	0		0	0
40,588	PORTFOLIO TOTAL	39,717	40,710	40,548	Cr 162		389	Cr 250

Reconciliation of Latest Approved Budget

£'000

Original Budget 2015/16

39,717

Repairs and Maintenance - carry-forward from 2014/15	33
Keston Ponds Dam - carry-forward from 2014/15	20
Countryside & Woodland works - carry-forward from 2014/15	40
Waste - 3 split-bodied vehicles - carry-forward from 2014/15	558
Increase in contract costs re TLG pension contributions	23
Lead Local Flood Authorities Grant	213
Return to contingency - Waste 3 split-bodied vehicles underspend	Cr 200
Parking CCTV Equipment	306
Latest Approved Budget for 2015/16	40,710

REASONS FOR VARIATIONS

1. Area Management & Street Cleansing Cr £50k

Savings brought-forward as a result of the closure of public conveniences total £50k. There is a projected overspend of around £11k on fly-tipping offset by savings on non-routine street cleansing Cr £11k, resulting in a net underspend of £50k.

2. Markets Cr £40k

As a result of higher activity than budgeted, there is a projected over-achievement of income of £25k. Additionally, there is a projected net underspend of £15k across running expenses resulting in an overall underspend of £40k for the service.

3. Waste Services Cr £216k

Green garden waste disposal tonnages are projected to be 1,000 tonnes below budget mainly due to the weather, resulting in an underspend of £ to £45k. For information, the total projected tonnage of 14,820 tonnes is in line with the 2014/15 outturn.

Across the garden waste collection service, there is a projected underspend of £150k. This is a combination of projected underspend of £70k within staffing and running expenses, the continuing sale of green garden waste stickers Cr £15k, and projected surplus income for the garden waste subscription service of Cr £65k.

Disposal tonnages from increased trade waste delivered activity are projected to be 1,200 tonnes above budget resulting in an overspend of £172k. For information, there has been an additional 530 tonnes at the Weighbridges for the first five months of the year compared to the same period in 2014-15.

As a direct consequence of the extra tonnage described above, there is projected additional income within trade waste delivered of £200k. This more than offsets the disposal overspend from Weighbridge tonnage.

For other residual tonnages, there is a projected underspend of £80k. This is due to the diversion of 500 tonnes from residual waste to recycling, reducing the impact of landfill tax and also impacting positively on the payment mechanism.

Other overspends include Dr £35k relating to the purchase of bins / containers, largely for trade waste customers and depot refurbishment works.

Within paper recycling income, there is a projected deficit of £56k. This relates largely to an issue with 2015-16 paper tonnages that have been adversely affected by wet weather over recent months, and have not been able to be recycled in the usual way.

Within other income streams, there is a projected net surplus of £14k income from trade waste collected income and textile collections.

Savings of £250k were built into the 2015/16 waste services budget for the revision to the kerbside paper collection service. The report to the Environment Portfolio Holder on 18 February 2015 highlighted that after taking account of the one-off implementation costs, the savings expected to be delivered during 2015/16 would be below the target by £107k. The savings for future years would however be exceeded by £250k per annum.

The actual implementation of the changes began at the end of June, a month later than expected. However actual costs were far less than anticipated and the resulting level of savings is projected to be £240k in 2015/16, which is £10k below the target saving.

Prior to the implementation of the revised kerbside collection service, an amount of £558k was added into the waste budget to facilitate the purchase of 3 split bodied waste vehicles . As a result of successfully procuring vehicles cheaper than originally anticipated, there is an underspend of £200k which will now be returned to the central contingency.

Summary of overall variations within Waste Services

	£'000
Waste disposal tonnages - Green Garden Waste	Cr 45
Underspend from Green Garden Waste service	Cr 150
Waste disposal tonnages - Trade Waste Delivered	172

Trade waste delivered income	Cr	200
Waste disposal tonnages - other residual tonnage	Cr	80
Bins & weighbridge refurbishment		35
Paper recycling income		56
Trade waste collected and textile collection income	Cr	14
Delay in implementing revised kerbside collection arrangements		10
Underspend re 3 split bodied vehicles	Cr	200
Funds returned to central contingency re 3 split bodied vehicles		200
Total variation for Waste Services	Cr	216

4. Highways (Including London Permit Scheme) £190k

Within NRSWA income, there is a projected net deficit of £190k. This is partly the result of improving performance by utility companies in the area of defect notices, which has resulted in lower charges raised by the Council, and appears to be an ongoing trend.

5. Income from Bus Lane Contraventions Cr £426k

As a result of reinstating bus lane enforcement following completion of public realm works in Bromley North from March 2015, there is projected additional income of around £426k for 2015/16. This projection from Parking takes into account the likely drop off by the end of the financial year due to motorists' increased compliance and therefore the potential full year effect is only likely to be £40k.

6. Off Street Car Parking Cr £192k

Overall a surplus of £175k is projected for off street parking income. Cr £60k extra is expected from Village Way and the Civic Centre multi-storey car parks which is offset by a projected deficit of around £15k at the Hill MSCP. Additional income of £50k is projected from the Mitre Close surface car park. It should be noted that the average income at Mitre Close for April 2014 to February 2015 was £2k however in March 2015 this rose to £6k and has continued at this level from April to August 2015. This is because some spaces were being used by the Bromley North contractors during the period of works and therefore enforcement did not commence until March 2015. Other surface car parks show a projected net surplus of around £80k mainly in Beckenham and Chislehurst.

Additionally there is an underspend of £17k due to a one-off business rates rebate.

Summary of variations within Off Street Car Parking	£'000
Business Rate rebate	Cr 17
Off Street Car Parking income - multi-storey car parks	Cr 45
Off Street Car Parking income - other surface car parks	Cr 130
Total variations within Off Street Parking	Cr 192

7. On Street Car Parking Cr £20k.

There is currently an overall variation projected for on Street car parking for 2015/16 of around Cr 20k.

8. Car Parking Enforcement Dr £638k

Based on activity levels up to August 2015, there is a projected net surplus of £178k from PCNs issued by Vinci in the current year due to an increase in contraventions. There is also a projected surplus of Cr £40k for old year tickets issued by CEOs.

A net deficit of Dr £856k is projected for mobile and static cameras due to changes in legislation from April 2015.

Summary of variations within Car Parking Enforcement	£'000
PCNs issued by wardens	Cr 218
PCNs issued by mobile & static cameras	856
Total variations within Car Parking Enforcement	638

9. Permit and Disabled Parking Cr £30k

Based on income and expenditure to the end of August 2015, it is projected that there will be a net £30k additional income.

Summary of overall variations within Parking:

	£'000
Bus Routes Enforcement	Cr 426
Business rates rebate	Cr 17
Off Street Car Parking	Cr 175
On Street Car Parking	Cr 20
Car Parking Enforcement	638
Permit and Disabled Parking	Cr 30
Total variation for Parking	Cr 30

10. Traffic & Road Safety £0k

EARLY WARNING - Although no variation is projected for 2015/16, there is a potential loss of income of £100k from TfL for advertising on bus shelters should the current contract be terminated in July 2016. Officers are currently seeking legal advice on whether this can be challenged, the outcome of which will impact upon whether alternative savings will be required when setting the 2016/17 budget.

11. Non-controllable Cr £16k

Within property rental income budgets, there is projected surplus income of £16k. Property division are accountable for these variations.

Public Protection & Safety Budget Monitoring Summary

2014/15 Actuals £'000	Service Areas	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
311	Public Protection Community Safety	256	245	225	Cr 20	1	0	0
341	Mortuary & Coroners Service	353	353	353	0		0	0
1,607	Public Protection	1,511	1,522	1,522	0		0	0
2,259	TOTAL CONTROLLABLE	2,120	2,120	2,100	Cr 20		0	0
92	TOTAL NON CONTROLLABLE	6	6	6	0		0	0
9	TOTAL EXCLUDED RECHARGES	151	151	151	0		0	0
2,360	PORTFOLIO TOTAL	2,277	2,277	2,257	Cr 20		0	0

Reconciliation of Latest Approved Budget

£'000

Original Budget 2015/16

2,277

Domestic Abuse - Grant Related Expenditure

26

Domestic Abuse - Grant Related Income

Cr 26

Latest Approved Budget for 2015/16

2,277

REASONS FOR VARIATIONS

1. Community Safety Cr £20k

There is a projected underspend on salaries of £20k due to a combination of maternity leave and staff leaving earlier than budgeted as part of the savings options.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, no waivers have been actioned:

Virements Approved to date under Director's Delegated Powers

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

- 1) A virement of £50k has been actioned within PPS budgets to fund additional works to combat illegal fly-tipping.

Renewal and Recreation Budget Monitoring Summary

2014/15 Actuals £'000	Division Service Areas	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	R&R PORTFOLIO							
	Commissioning Fund							
13	Commissioning Fund - expenditure	86	86	86	0		0	0
Cr 13	Commissioning Fund - reserve income	Cr 86	Cr 86	Cr 86	0		0	0
0		0	0	0	0		0	0
	Planning							
Cr 27	Building Control	14	14	Cr 21	Cr 35	1	Cr 30	0
Cr 164	Land Charges	Cr 168	Cr 168	Cr 168	0		0	0
433	Planning	617	612	542	Cr 70	2	0	0
1,090	Renewal	1,825	1,830	1,800	Cr 30	3	0	0
1,332		2,288	2,288	2,153	Cr 135		Cr 30	0
	Recreation							
1,940	Culture	1,973	2,104	2,135	31	4	17	0
5,087	Libraries	4,734	4,709	4,678	Cr 31	5	Cr 17	0
255	Town Centre Management & Business Support	219	294	294	0		0	0
7,282		6,926	7,107	7,107	0		0	0
8,614	Total Controllable R&R Portfolio	9,214	9,395	9,260	Cr 135		Cr 30	0
11,630	TOTAL NON CONTROLLABLE	3,916	4,028	4,028	0		0	0
2,159	TOTAL EXCLUDED RECHARGES	2,469	2,395	2,395	0		0	0
22,403	PORTFOLIO TOTAL	15,599	15,818	15,683	Cr 135		Cr 30	0

Reconciliation of Latest Approved Budget

£'000

Original budget 2015/16

15,599

Repairs and Maintenance - carry-forward from 2014/15

112

Local Plan Implementation - carry-forward from 2014/15

60

Biggin Hill Air Noise Action Plan - carry-forward from 2014/15

40

Transfer of Housing budgets to Care Services Portfolio

Cr 44

Former Adventure Kingdom

Cr 55

Biggin Hill Memorial Museum

106

Latest Approved Budget for 2015/16

15,818

REASONS FOR VARIATIONS

1. Building Control Cr £35k

For the chargeable service, an income deficit of £145k is anticipated based on information to date. This is being offset by a projected underspend within salaries of £120k arising from reduced hours being worked and vacancies, as well as Cr £10k from within running expenses. In accordance with Building Account Regulations, the remaining net deficit of £15k will be met from the Building Control Charging account, thus reducing the cumulative surplus on that account from £130k to £115k.

Within the non-chargeable service there is a projected underspend of £35k, as a result of delays in not appointing to vacant posts, .

2. Planning Cr £70k

Income from non-major planning applications is £41k above budget for the first five months of the year, and a surplus of £80k is projected for the year. For information, actual income received for the period April to August is £29k higher than that received for the same period last year.

For major applications, £187k has been received for as at 31st August, which is almost £40k higher than for the same period in 2014/15. Planning officers within the majors team have provided a schedule of additional potential income that may be received in the coming months of around £250k. Therefore a surplus of £50k is projected from major applications at this stage of the year, allowing for delays in some of the income being received, as well as other items not being received at all.

Currently there is projected surplus income of £60k from pre-application meetings due to higher than budgeted activity levels. For information, £84k has been received for the first five months of the year, compared with £77k for the same period in 2014/15.

Within income from street naming & numbering, a surplus of £50k is currently projected. For information, actual income received for the period April to August is £9k higher than that received for the same period last year.

There is a projected overspend within employee-related costs of £50k. This is due to the recruitment of two additional temporary planner staff in order to assist with the current increase in volumes of planning applications.

As a direct result of losing planning appeals, there is a projected overspend of £30k. There is also a projected overspend of £90k relating to the use of consultants to provide specialist advice and to undertake planning application work, particularly in the period before the division was fully staffed. It is anticipated that both of these additional costs will be more than offset by surplus income.

Summary of variations within Planning:		£'000
Surplus income from major applications	Cr	50
Surplus income from non-major applications	Cr	80
Surplus pre-application income	Cr	60
Surplus street naming & numbering income	Cr	50
Overspend within employee related costs		50
Potential costs re lost appeals		30
Use of consultants to provide specialist advice & plan app work		90
Total variation for planning	Cr	<u>70</u>

6. Renewal Cr £30k

There is a projected net underspend across Renewal salaries of £30k due to part-year vacancies within the Planning Strategy & Projects team.

EARLY WARNING - Of the £60k carried-forward from 2014/15 for the Local Plan Implementation, it is likely that only £15k will be spent, and therefore a further carry-forward request will be made at year-end so that the costs of the Examination in Public can be met in 2016/17.

EARLY WARNING - Of the new homes bonus fund, there is a potential underspend of £100k, and therefore a carry-forward request will be made at year-end in order to enable outstanding works to be completed in 2016/17.

4. Culture Dr £31k

Although savings were built into the 2015/16 budget in anticipation of the closure of the Priory Museum, an overspend of £31k is projected, as the museum will now be closing on 1st October, as detailed in an earlier Executive report.

5. Libraries Cr £31k

Following a combination of strike action taken by a number of library staff in the period to August 2015, as well as staff vacancies, there is a projected underspend of £60k. Of this, £29k is being re-invested within the IT budget to replaced obsolete stock. The remaining balance of £31k is being used to offset the overspend within Culture, thus ensuring an overall balanced budget for the Recreation division.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, no waivers over £50k have been actioned:

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

Resources Portfolio Budget Monitoring Summary

2014/15 Actual £'000		2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	CHIEF EXECUTIVE'S DEPARTMENT							
	FINANCIAL SERVICES DIVISION							
	Financial Services & Procurement							
191	Director of Finance & Other	202	202	202	0		0	
6,507	Exchequer - Revenue & Benefits	6,389	6,340	6,339	Cr 1		Cr 53	
495	Financial Accounting	495	864	864	0		0	
1,179	Management Accounting	1,109	1,113	1,058	Cr 55	1	Cr 48	
8,372	Total Financial Services Division	8,195	8,519	8,463	Cr 56		Cr 101	0
	CORPORATE SERVICES DIVISION							
4,386	Information Systems & Telephony	4,394	4,516	4,506	Cr 10	2	0	
	Operational Property Services							
419	Operational Property	375	375	457	82	3	78	175
1,809	Repairs & Maintenance (All LBB)	1,920	2,354	2,354	0	4	0	
945	Customer Services (inc. Bromley Knowledge)	923	937	1,008	71	5	0	36
	Legal Services & Democracy							
685	Electoral	312	312	310	Cr 2	6	0	
1,450	Democratic Services	1,383	1,383	1,367	Cr 16	7	0	
Cr 106	Registration of Births, Deaths & Marriages	Cr 94	Cr 94	Cr 104	Cr 10	8	0	
1,447	Legal Services	1,548	1,578	1,578	0		0	
1,613	Admin. Buildings	1,613	1,613	1,607	Cr 6	9	Cr 24	
481	Facilities & Support	467	467	438	Cr 29	10	Cr 50	
166	Management and Other (Corporate Services)	148	148	168	20	11	0	
13,295	Total Corporate Services Division	12,989	13,589	13,689	100		4	211
	HR DIVISION							
1,481	Human Resources	1,543	1,545	1,545	0		0	
1,481	Total HR Division	1,543	1,545	1,545	0		0	0
	CHIEF EXECUTIVE'S DIVISION							
770	Audit	733	733	703	Cr 30	12	Cr 18	
379	Financial Systems	421	421	421	0		0	
427	Procurement	446	446	446	0		0	
1,726	Exchequer - Payments & Income	1,516	1,547	1,533	Cr 14	13	Cr 17	
201	Comms	213	213	182	Cr 31	14	Cr 31	
601	Management and Other (C. Exec)	786	836	811	Cr 25	15	Cr 22	
141	Mayoral	144	144	127	Cr 17	16	Cr 18	
4,245	Total Chief Executive's Division	4,259	4,340	4,223	Cr 117		Cr 106	0
	TRANSFORMATION & REGENERATION DIVISION							
	Strategic Property Services							
214	Investment & Non-Operational Property	390	390	233	Cr 157	17	Cr 157	Cr 185
550	Strategic Property Services	606	635	635	0		0	
Cr 5,630	Investment Income	Cr 7,393	Cr 7,393	Cr 7,479	Cr 86	18	566	Cr 544
Cr 833	Other Rental Income - Other Portfolios	Cr 824	Cr 824	Cr 824	0		0	
Cr 5,699	Total Transformation & Regeneration Division	Cr 7,221	Cr 7,192	Cr 7,435	Cr 243		409	Cr 729
21,694	Total Controllable Departmental Budgets	19,765	20,801	20,485	Cr 316		206	Cr 518
	CENTRAL ITEMS							
7,450	CDC & Non Distributed Costs (Past Deficit etc.)	7,542	7,542	7,542	0		0	
10,425	Concessionary Fares	10,562	10,996	10,996	0		0	
39,569	Total Controllable	37,869	39,339	39,023	Cr 316		206	Cr 518

2014/15 Actual £'000	Financial Summary	2015/16 Original Budget £'000	2015/16 Latest Approved £'000	2015/16 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
Cr 1,311	Total Non Controllable	3,367	3,367	3,367	0		0	
Cr 19,609	Total Excluded Recharges	Cr 19,424	Cr 19,376	Cr 19,376	0		0	
Cr 1,384	Less: R&M allocated across other Portfolios	Cr 1,522	Cr 1,617	Cr 1,617	0		0	
833	Less: Rent allocated across other Portfolios	824	824	824	0		0	
18,098	TOTAL CHIEF EXECUTIVE'S DEPARTMENT	21,114	22,537	22,221	Cr 316		206	Cr 518
18,098	TOTAL RESOURCES PORTFOLIO	21,114	22,537	22,221	Cr 316		206	Cr 518
	Memorandum Item					19		
	Sold Services							
31	Facilities (Caretaking) Schools Trading Account	12	12	46	34		33	
Cr 6	Reactive Maintenance Schools Trading Account	0	0	1	1		0	
25	Total Sold Services	12	12	47	35		33	0

Reconciliation of Final Budget	£'000
Original budget 2015/16	21,114
Repairs and Maintenance carry forward from 2014-15 (delegated authority)	484
Les R & M Cfdw allocated to ECS	Cr 145
Concessionary Fares	438
Liberata contract - Effect of updated Pension Contributions re HR, Finance, Fairer Charging / A & D	37
Adj. re Housing Strategy Service Excluded Recharges	Cr 7
Adj. re Adventure Kingdom Excluded Recharges	55
Adj. re Impower savings	10
Carry forwards from 2014-15	
- IER Grant - Related Expenditure	19
- IER Grant - Draw down from Grants Reserve	Cr 19
- Hardware for Disaster Recovery / Windows 7	122
- Legal Case Work system upgrade	30
- Transparency Agenda	29
Increase in credit/debit card charges (relating to £27m of transactions)	120
Individual Electoral Registration - Expenditure	97
Individual Electoral Registration - Grant Income	Cr 97
Smartphone Counter Fraud App - Expenditure	112
Smartphone Counter Fraud App - Grant Income	Cr 112
Fees re Pensions Investment Proposal	200
Legal fees re Residential Property Acquisitions	50
Latest Approved Budget for 2015/16	22,537

REASONS FOR VARIATIONS

FINANCIAL SERVICES DIVISION

1 Management Accounting - £55k Cr

An underspend of £55k Cr is projected for Management Accounting. This mainly relates to vacant posts.

CORPORATE SERVICES DIVISION

2 Information Systems & Telephony - £10k Cr

An underspend of £10k Cr is projected for Information Systems. This mainly relates to employee costs as a result of staff vacancies.

3 Operational Property Services - £82k Dr

An overspend of £82K is projected for Operational Property this year. This relates to the following :

An overspend of £67k Dr is forecast for the planned service in 15-16. In previous years, the 10% management fee recharged to Education capital schemes contributed towards the cost of the service's corporate work. Due to the number of academy conversions, the total recharge has reduced significantly over the past couple of years. Unlike other Council sold services, however, this was not matched by an increase in income, as the majority of academies opted not to buy in to this service.

The shortfall is likely to get worse as the remaining schools convert to academy status, and the service cannot reduce staffing levels further without causing operational issues. The budget is historic and assumes funding of approx. £200k from school related works (10% charges on works of approx. £2M). The capital programme suggests that most of this work will fall out in 16-17 and consequently the shortfall is expected to increase to £164K in 16-17.

A historic shortfall in caretaking income of £11k Dr is expected to continue. Other minor variations this year net out to £4k Dr.

4 Repairs & Maintenance (All LBB)

The current forecast for R & M is spend to budget, however there are some issues which could impact on this (see early warning below). The latest approved budget includes the carry forward from 14-15 of £484K.

General note - The Property & Finance Sub-Committee, in December 2001, agreed that a carry forward could be made at the end of each financial year of revenue underspends on landlord building maintenance on the basis that Property will continue to seek to contain total expenditure within approved annual budgets.

EARLY WARNING

A problem has been identified with the tile cladding for the Central Library / Churchill Theatre. Various options are being considered, however the preferred option is estimated to cost £180k. This was not included in the plan for this year and could therefore result in an overspend if it proceeds. There is, however, the Infrastructure Investment Reserve which could potentially cover this expenditure as a last resort.

5 Customer Services (inc. Bromley Knowledge) - £71k Dr

The projection for Customer Services is an overspend of £71k Dr. Savings of £113k Cr were built into the budget, of which £47k Cr related to 14-15. The new savings for 15-16 (£66k Cr) have been achieved, however the £47k Cr Channel Shift savings identified for 14-15 have not been achieved to date. There are annual maintenance costs of £36k Dr associated with the maintenance of the Customer Services portal. The first years maintenance cost was funded from the Invest to Save scheme, however the ongoing funding for this has not yet been identified. This is resulting in a projected overspend of £27k Dr this year (with a full year on-going cost of £36k Dr). Other minor variations total £3k Cr.

EARLY WARNING

An Invest to Save scheme costing £330k was approved to invest in new technology for the Customer Services Centre. This sum was to be repaid from savings achieved following the transfer of services to the Centre. The 15-16 budget assumes savings of £75k will be achieved this year. Liberata are undertaking health check work to identify further savings. This is subject to final review at service level and includes work to improve debt recovery and negotiations around channel shift initiatives. So far this year, savings of £10k have been identified, however at this stage it is not possible to quantify the value of any further savings that might be achieved this year.

6 Electoral - £2k Cr

An underspend of £2k is projected for Electoral which is mainly due to minor variations in staffing.

7 Democratic Services - £16k Cr

A underspend of £16k Cr is projected for Democratic Services overall. An underspend of £28k Cr on Members Allowances is expected, mainly due to a freeze in allowance rates. This is offset by additional costs of £5k Dr on other hired & contracted services mainly due to private company appeals work. Other minor variations total to £7k Dr.

8 Registration of Births, Deaths & Marriages - £10k Cr

An underspend of £10k is projected for Registrar's which mainly relates to staffing.

9 Admin. Buildings - £6k Cr

This variation mainly relates to staffing pending the outcome of a review of the service.

10 Facilities & Support - £29k Cr

This variation mainly relates to staffing pending the outcome of a review of the service.

11 Management and Other (Corporate Services) - £20k Dr

This variation relates to a saving built into the 15-16 budget that has still to be identified.

CHIEF EXECUTIVE'S DIVISION

12 Audit - £30k Cr

An underspend of £30k Cr is projected for Audit. £18k Cr relates to a vacant post and the remaining £12k underspend results from additional income from admin. penalty charges.

13 Exchequer Services - Payments & Income - £14k Cr

An underspend of £14k Cr is projected for Payments & Income. £7k Cr is due to staffing. A further £10k Cr relates to the contracts budget. Other variations net out to £3k Dr.

14 Comms - £31k Cr

An underspend of £31k Cr is projected for Comms, mainly relating to a vacant post.

15 Management & Other (Chief. Exec.) - £25k Cr

An underspend of £25k Cr is projected for Management & Other. This is mainly due to a reduction in employers pension fund contributions as a result of an employee no longer needing to contribute to the Pension Fund.

16 Mayoral - £17k Cr

An underspend of £17k Cr is projected for Mayoral Services. This variation mainly relates to staffing.

TRANSFORMATION & REGENERATION DIVISION

The 2015/16 projected outturn for Strategic Property Services is an underspend of £243k Cr which consists of £157k Cr on Investment & Non-Operational Property and £86k Cr on Investment Income.

17 Investment and Non-Operational Property (expenditure) - £157k Cr

The forecast for expenditure on Investment and Non Operational Property is an underspend of £157k Cr. This includes the following items:

		£k	Note
Anerley Business Centre - Business Rates		-9	(a)
Surplus Properties			
- Business Rates	27		
- Utilities	6		
- Other minor variations	4	37	
Exchequer House (Bromley Old Town Hall)			
- Business Rates	-102		
- Other Hired Services	-30		
- Security Costs	-22		
- Premises	-26		
- Pest Control	-5	-185	(b)
Total		-157	

a) It is assumed in this projection that the current management arrangements for Anerley Business Centre will continue, however the future of this site is under review and a further report to Members is due to be submitted in the near future which may change the position.

b) Exchequer House (Bromley Old Town Hall) is vacant and listed. The sale of this building is expected to be completed this financial year.

18 Investment Income - £86k Cr

A net surplus of £86k Cr is projected for Investment Income which takes into consideration the following issues :

a) It is now projected that the budget of £3m, for properties purchased from the Investment Fund, will be achieved this year. For the past few years, contributions have been made to reserves to create an Investment Fund and a substantial part of this Fund has been used to buy Investment Properties. The capital spend to date on the purchase of these properties is £53.4m of which £28.6m relates to properties in Bromley High Street. The 2015/16 budget for the expected income is £3m and the income projected this year from the properties purchased to date is £2.9m. The full year income from these properties is projected at £3.2m. The purchase of a further property was approved by the Executive in August at a cost of £6.3m. At the time of writing this report, this purchase had not completed, but assuming a completion date of 1st December would result in additional income this year of £125k and £375k in a full year. A full year effect of £544k is projected assuming the approved purchase completes. Further acquisitions are being considered, which if successful would result in additional income. These income projections do not take into account any loss of interest earnings on general fund balances as a result of the capital spend.

b) The projection for The Glades Shopping Centre Rent Share is in line with budget. Accounts are supplied by INTU quarterly in arrears. It is difficult to provide precise forecasts as LBB income is determined by the rental income from the shops and the level of contributions to any minor works. The budget for the Glades is £2,026k. The projection will be refined as more information becomes available from INTU.

c) Other variations in rental income net out to £86k Cr. This mainly relates to the additional income at Yeoman House from the NHS CCG with regards to the section 75 agreement of £68k Cr, although this may not be on-going beyond 2017/18.

EARLY WARNING

INTU have been granted planning approval for a proposed new development at The Glades Shopping Centre, which involves internal alterations and extending on to the roof to provide a Cinema and new restaurants. These works are currently estimated to cost approx. £14m. INTU are still working on their detailed proposals for this project and have not yet requested Bromley's consent as Landlord and approval for funding. It is assumed, however, that they will want to proceed with this scheme in due course and Bromley's contribution to the cost of these works under the existing leasing arrangements would be approx. £2.1m. A detailed report will be submitted to Members, including proposed funding arrangements, once INTU have made a formal request and provided the business case.

19 Sold Services (Net Budgets)

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

Waiver of Financial Regulations

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, the following waivers have been actioned :

Exemption from tendering arrangements for contract for Teachers Pension Assurance. The service relates to providing a reasonable assurance report for the teachers pension EOYCa return. Exemption is sought from the requirement to obtain three quotes. An exemption was previously sought for the 13/14 return and this exemption relates to the 15/16 return as a result of a change in auditor for the main statutory accounts. Annual contract value £8,750. Whole Life contract value £8,750. Cumulative contract value £17,500. Exemption sought under contract procedure rule 13.1.

Exemption from tendering arrangements for the extension of contracts for Insurance Premiums and the Insurance Brokerage service in order to standardise the renewal dates to 1st May 2016. A formal tendering exercise for insurance policies will be carried out during 2015/16 for arrangements to be in place from 1st May 2016. The waivers are in three lots; approval to extend existing Long Term Agreement expiry dates (total value £13k), approval to new contracts under single tender action (total value £85k) and extension of broking contract (total value (£10K). Value of previous extensions £138k (re 2014/15). Exemption is sought under Cpr 23.7 and Cpr 13.1.

Approval to award contract without competition for software licence and support for NDL AWI software. Contract term 7 years, annual contract value £11k, whole life contract value £79k. Exemption sought under Cpr 13.1

Virements Approved to date under Director's Delegated Powers

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

The Director of Corporate Services has agreed a virement of £50,000 from the budget for the Walnuts Boiler Plant to the budget for Planned Maintenance Team charges to Education capital schemes to help alleviate the budget shortfall in that area.

The Director of Finance has agreed a virement of £49,000, from Revenues & Benefits line of business software, to Financial Accounting for accounting advice re Mears.

Allocation of Contingency Provision for 2015/16

Item	Original Contingency Provision	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/Projected for Year	
	£	£	£	£	£	£
Environmental Services						
Street Environment contract	60,000			60,000	60,000	0
Renewal and Recreation						
Planning Appeals - change in legislation	60,000			60,000	60,000	0
Care Services						
Public Health						
Transfer of 0 - 5 years old Services (health visitors etc)	1,901,000		1,901,000	0	1,901,000	0
Government Funding to meet cost of service	Cr 1,901,000		Cr 1,901,000	0	Cr 1,901,000	0
Winter Resilience Funding (Bromley CCG)						
- expenditure				116,750	116,750	116,750
- income				Cr 116,750	Cr 116,750	Cr 116,750
Education						
Reduction in Education Services Grant	400,000			520,000	520,000	120,000
General						
Provision for unallocated inflation	2,508,000	180,000		1,074,000	1,254,000	(2) Cr 1,254,000
Provision for risk/uncertainty	2,193,000			2,193,000	2,193,000	0
Provision for cost pressures arising from variables	2,000,000			0	0	Cr 2,000,000
Provision for risk/uncertainty relating to volume and cost pressures	1,950,000			0	0	Cr 1,950,000
Increase in Cost of Homelessness/Impact of Welfare Reforms	1,100,000		649,000	451,000	1,100,000	0
Changes in Parking Enforcement	1,000,000		306,000	0	306,000	Cr 694,000
Retained Welfare Fund	450,000			450,000	450,000	0
Freedom Passes	326,000	326,000	112,300	0	438,300	(2) 112,300
Deprivation of Liberty	314,000			314,000	314,000	0
Growth for Waste Services	300,000			300,000	300,000	0
Grants to Voluntary Organisations	275,000			275,000	275,000	0
Disabled Facilities Grant RCCO	232,000			232,000	232,000	0
Care Act - Revised Assessment Costs	2,876,000			2,876,000	2,876,000	0
Care Act - Funding from Better Care Fund	Cr 750,000			Cr 750,000	Cr 750,000	0
Care Act - Government Funding	Cr 1,848,000			Cr 1,848,000	Cr 1,848,000	0
Other Provisions	341,000			341,000	341,000	0
Pension Investment Proposal			200,000	0	200,000	200,000
Residential Property Acquisition			50,000	0	50,000	50,000
Biggin Hill Memorial Museum			106,000	0	106,000	106,000
Adult Education Supplementary Estimate			382,000	0	382,000	382,000
	13,787,000	506,000	1,805,300	6,548,000	8,859,300	Cr 4,927,700
Grants included within Central Contingency Sum						
SEND Implementation Grant						
Grant related expenditure	176,819	148,343		28,476	176,819	(1) 0
Grant related income	Cr 176,819	Cr 148,343		Cr 28,476	Cr 176,819	0
Regional Lead for the SEND Reforms						
Grant related expenditure	62,000	61,924		0	61,924	(4) Cr 76
Grant related income	Cr 62,000	Cr 61,924		0	Cr 61,924	76
Lead Local Flood Authorities						
Grant related expenditure	216,000	213,000		0	213,000	(2) Cr 3,000
Adoption Reform						
Grant related expenditure	273,000			273,000	273,000	0
Grant related income	Cr 273,000			Cr 273,000	Cr 273,000	0
Tackling Troubled Families Grant						
Grant related expenditure	426,000			482,000	482,000	56,000
Grant related income	Cr 426,000			Cr 482,000	Cr 482,000	Cr 56,000
Transformation Challenge Award						
Grant related expenditure	344,000			344,000	344,000	0
Grant related income	Cr 344,000			Cr 344,000	Cr 344,000	0
Individual Electoral Registration Process						
Grant related expenditure	102,000		97,000	5,000	102,000	0
Grant related income	Cr 102,000		Cr 97,000	Cr 5,000	Cr 102,000	0
Domestic Abuse						
Grant related expenditure		60,000		610	60,610	(3) 60,610
Grant related income		Cr 60,000		Cr 610	Cr 60,610	Cr 60,610
Deprivation of Liberty Safeguards						
Grant related expenditure		126,982		0	126,982	(4) Cr 126,982
Grant related income		126,982		0	126,982	126,982
Social Care innovation Grant						
Grant related expenditure		100,000		0	100,000	(2) 100,000
Grant related income		Cr 100,000		0	Cr 100,000	Cr 100,000
Housing Regulations						
Grant related expenditure		3,000		0	3,000	(2) 3,000
Grant related income		Cr 3,000		0	Cr 3,000	Cr 3,000
Independent Living Fund						
Grant related expenditure			526,049	0	526,049	526,049
Grant related income			Cr 526,049	0	Cr 526,049	Cr 526,049

Item	Original Contingency Provision	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/ Projected for Year	
	£	£	£	£	£	£
Helping People Home						
Grant related expenditure				40,000	40,000	40,000
Grant related income				Cr 40,000	Cr 40,000	Cr 40,000
Smartphone Counter Fraud App Grant						
Grant related expenditure			111,806	0	111,806	111,806
Grant related income			Cr 111,806	0	Cr 111,806	Cr 111,806
Total Grants	216,000	213,000	0	0	213,000	Cr 3,000
TOTAL CARRIED FORWARD	14,003,000	719,000	1,805,300	6,548,000	9,072,300	Cr 4,930,700

Notes:

- (1) Approved by Executive 25th March 2015
- (2) Approved by Executive 15th July 2015
- (3) Approved by Executive 9th September 2015
- (4) Approved by Executive 14th October 2015

Allocation of Contingency Provision for 2015/16 (continued)

Item	Carried Forward from 2014/15	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/Projected for Year	
	£	£	£	£	£	£
TOTAL BROUGHT FORWARD	14,003,000	719,000	1,805,300	6,548,000	9,072,300	Cr 4,930,700
Items Carried Forward from 2014/15						
Care Services						
Social Care Funding via the CCG under S256 agreements						
Invest to Save - Dementia and PD						
- expenditure	208,790	208,790		0	208,790	(2) 0
- income	Cr 208,790	Cr 208,790		0	Cr 208,790	0
Impact of Care Bill						
- expenditure	104,750	104,750		0	104,750	(2) 0
- income	Cr 104,750	Cr 104,750		0	Cr 104,750	0
Integration Funding - Better Care Fund						
- expenditure	300,000	300,000		0	300,000	(2) 0
- income	Cr 300,000	Cr 300,000		0	Cr 300,000	0
Helping People Home						
- expenditure	27,930	27,930		0	27,930	(2) 0
- income	Cr 27,930	Cr 27,930		0	Cr 27,930	0
Adoption Reform						
- expenditure	417,737	285,414		132,323	417,737	(2) 0
- income	Cr 417,737	Cr 285,414		Cr 132,323	Cr 417,737	0
Tackling Troubled Families						
- expenditure	1,260,151	225,580	661,080	373,491	1,260,151	(2) 0
- income	Cr 1,260,151	Cr 225,580	Cr 661,080	Cr 373,491	Cr 1,260,151	0
Step Up to Social Work						
- expenditure	72,159			72,159	72,159	0
- income	Cr 72,159			Cr 72,159	Cr 72,159	0
Public Health						
- expenditure	140,909			140,909	140,909	0
- income	Cr 140,909			Cr 140,909	Cr 140,909	0
Welfare Reform Funding for Housing						
- expenditure	65,063	65,063		0	65,063	(2) 0
- income	Cr 65,063	Cr 65,063		0	Cr 65,063	0
Chief Executive's						
Individual Electoral Registration						
- expenditure	19,000	19,000		0	19,000	(5) 0
- income	Cr 19,000	Cr 19,000		0	Cr 19,000	0
Education						
Early Years Grant						
- expenditure	18,808	18,808		0	18,808	(6) 0
- income	Cr 18,808	Cr 18,808		0	Cr 18,808	0
SEND Reform/Implementation						
- expenditure	307,357	307,357		0	307,357	(1) 0
- income	Cr 307,357	Cr 307,357		0	Cr 307,357	0
SEN Preparation for Employment						
- expenditure	45,941	45,941		0	45,941	(6) 0
- income	Cr 45,941	Cr 45,941		0	Cr 45,941	0
Public Protection & Safety						
Domestic Abuse						
- expenditure	26,570	26,570		0	26,570	(4) 0
- income	Cr 26,570	Cr 26,570			Cr 26,570	0
General						
YOT Service Strategy Review	76,500	76,500		0	76,500	(6) 0
Review of Placing Planning	11,000	11,000		0	11,000	(6) 0
Waste - 3 split bodied vehicles	558,000	558,000		0	558,000	(3) 0
- underspend to be returned to contingency		Cr 200,000		0	Cr 200,000	Cr 200,000
Countryside & Woodland Improvement Works	40,000	40,000		0	40,000	(3) 0
Keston Ponds Dam	20,000	20,000		0	20,000	(3) 0
Local Plan Implementation	60,000	60,000		0	60,000	(7) 0
Biggin Hill Airport - Noise Action Plan	40,000	40,000		0	40,000	(7) 0
IT Purchase of Hardware for Disaster Recovery/Windows	122,000	122,000		0	122,000	(5) 0
Legal Case Work System Upgrade	29,900	29,900		0	29,900	(5) 0
Transparency Agenda	29,000	29,000		0	29,000	(5) 0
Staff Merit Awards (held in Contingency)	200,000			200,000	200,000	0
	1,186,400	786,400	0	200,000	986,400	Cr 200,000

Item	Carried Forward from 2014/15	Allocations				Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/ Projected for Year	
Grants included within Central Contingency Sum	£	£	£	£	£	£
Winter Resilience Funding (Bromley CCG)						
- expenditure	366,480	15,002		351,478	366,480	(8) 0
- income	Cr 366,480	Cr 15,002		Cr 351,478	Cr 366,480	0
Total Grants	0	0	0	0	0	0
Total Carried Forward	1,186,400	786,400	0	200,000	986,400	Cr 200,000
GRAND TOTAL	15,189,400	1,505,400	1,805,300	6,748,000	10,058,700	Cr 5,130,700

Notes:

- (1) Approved by Executive 25th March 2015
- (2) Approved at Care Services PDS 23rd June 2015
- (3) Requested at Environment PDS 7th July 2015
- (4) Requested at Public Protection and Safety PDS 30th June 2015
- (5) Approved by Executive & Resources PDS 3rd June 2015
- (6) Requested at Education Budget Sub-Committee 30th June 2015
- (7) Approved at Renewal & Recreation PDS 24th June 2015
- (8) Approved by Executive 15th July 2015

Description	2015/16 Latest Approved Budget £'000	Variation To 2015/16 Budget £'000	Potential Impact in 2016/17
Education Services Grant	Cr 2,128	0	The Education Services Grant (ESG) is allocated on the basis of pupil numbers, and grant reduces in-year as schools convert to academies. The full year effect of the 18 conversions estimated to occur during 2015/16 is £747k, and is included in the financial forecast for the 2017/18 budget.
Adult Education	Cr 601	0	The current overspend for the Adult Education Service has continued from 2013/14, and is expected to continue into at least part of 2016/17. Some efficiency savings have been implemented to help contain this, however there is a total income shortfall of £518k, with only a net reduction of £136k on running costs to offset this. The consultation on the proposed restructure was released on 16/10/15, the outcome of which will be reported to members in due course. A supplementary estimate is requested for 2015/16, with the balance being returned to the contingency in future years for the impact of the restructure (if approved).
Youth Services	1,549	336	Pressure to achieve the 2015-16 savings will continue in to the following financial year with a full year effect of £40k overspend, with the main challenge being the achievement of the budgeted level of Letting Income. Once the new service structure has been running for a period of time the opportunities for the achievement of letting income will be clearer and the aim will be to review the budget to minimise any negative impact.
Housing Needs - Temporary Accommodation	5,663	0	Pressures in Temporary Accommodation (TA) (Bed and Breakfast) in 2015/16 are forecast to be £649k overspent. However there is funding available in the central contingency to a maximum of £1.1m and it is assumed that this will be drawn down to reduce the overspend to a net zero
Assessment and Care Management - Care Placements	19,545	Cr 34	The current full year effect on client projections is estimated as Cr £192k. This figure includes the reduction in costs of £250k as a result of the management of demand at first point of contact that was included as part of the 2015/16 budget savings.
Learning Disabilities Care Management	2,676	24	The full year effect on client projections is estimated at £136k in relation to Domiciliary Care and Direct Payments budgets.
Learning Disabilities Day, Short Breaks and Housing & Support Services	3,273	Cr 30	The full year effect of the transfer of the service to an external provider is Cr £200k.
Residential, Supported Living, Shared Lives - Learning Disabilities	24,578	Cr 304	Despite a current year projected underspend, the full year effect is estimated at an overspend of £97k. This is because the forward assumptions are based on an increasing number of LD clients (clients expected to be placed in-year in 2015/16 will only have a part year cost in 2015/16 but a full year cost in 2016/17).
Residential, Supported Living, Flexible Support, Direct Payments - Mental Health	6,233	Cr 276	The full year impact of the current underspend is estimated at Cr £180k. However, as with LD above, this includes a number of assumptions so the figure is likely to vary.

Description	2015/16 Latest Approved Budget £'000	Variation To 2015/16 Budget £'000	Potential Impact in 2016/17
Supporting People	1,413	Cr 65	The full year effect of the current year's projected underspend is Cr £120k. This has arisen from limiting inflationary increases paid to providers and re-tendering / extending contracts at a reduced cost.
Protection of Existing Social Care Services - Better Care Fund	4,250	Cr 330	There is expected to be a full year underspend of £250k on existing social care services protected by Better Care Funding. The relates to contracts in the Information and Early Intervention and Carers budgets.
Children's Social Care	27,887	16	The current full year effect impact for CSC is estimated at £128k. This can be analysed as £552k on placements, £55k for safeguarding and quality assurance, Cr £38k for no recourse to public funds clients, Cr £304k on leaving care clients and Cr £137 on services for children with disabilities.
Lubbock House	150	0	The current full year effect impact for the closure of Lubbock House is Cr £70k. Lubbock house closed in 2015/16 and this is the recovery of the remaining in year costs.
Day Opportunities	944	0	The current full year effect is Cr £100k. The invest to save reorganising Day Opportunities and operating on a new business model. Savings have been taken in previous years and this is the remaining amount.
Contract savings across Adult Social Care and Commissioning	48,490	Cr 460	The current full year effect is Cr £460k. Contracts have been challenged in terms of pricing and have been reorganised or prices increases kept to a minimum
Transport	1,852	Cr 311	The current full year effect is Cr £143k due to the tendering of the service. This could increase by a further £100k as the demand appears to have fallen for transport services and the contract is based on a cost per trip and therefore further reductions should be seen
Public Health	Cr 372	0	The current full year effect is Cr £495k. The service has seen an in year reduction in grant funding and has had to reorganise to reflect this position.
Operational Property Services	375	82	An overspend of £67k Dr is forecast for the planned service in 15-16. In previous years, the 10% management fee recharged to Education capital schemes contributed towards the cost of the service's corporate work. Due to the number of academy conversions, the total recharge has reduced significantly over the past couple of years. Unlike other Council sold services, however, this was not matched by an increase in income, as the majority of academies opted not to buy in to this service. The shortfall is likely to get worse as the remaining schools convert to academy status, and the service cannot reduce staffing levels further without causing operational issues. The budget is historic and assumes funding of approx. £200k from school related works (10% charges on works of approx. £2M). The capital programme suggests that most of this work will fall out in 16-17 and consequently the shortfall is expected to increase to £164K in 16-17. In addition, a historic shortfall in caretaking income of £11k Dr is expected to continue.

Description	2015/16 Latest Approved Budget £'000	Variation To 2015/16 Budget £'000	Potential Impact in 2016/17
Customer Services	937	71	There are annual maintenance costs of £36k Dr associated with the maintenance of the Customer Services portal. The first years maintenance cost was funded from the Invest to Save scheme, however the ongoing funding for this has not yet been identified.
Investment & Non-Operational Property	390	Cr 157	An ongoing underspend of £185k Cr is projected for Exchequer House (Bromley Old Town Hall). This building is vacant and listed. The sale of this building is expected to be completed this financial year.
Investment Income	Cr 7,393	Cr 86	For the past few years, contributions have been made to reserves to create an Investment Fund and a substantial part of this Fund has been used to buy Investment Properties. The capital spend to date on the purchase of these properties is £53.4m of which £28.6m relates to properties in Bromley High Street. The full year income from these properties is projected at £3.2m. The purchase of a further property was approved by the Executive in August at a cost of £6.3m. At the time of writing this report, this purchase had not completed, but assuming a completion date of 1st December would result in additional income of £375k in a full year. A full year effect of £544k is projected assuming the approved purchase completes. Further acquisitions are being considered, which if successful would result in additional income. These income projections do not take into account any loss of interest earnings on general fund balances as a result of the capital spend.
Markets	Cr 2	Cr 40	The current year trends of projected surplus income of £25k due to higher than budgeted activity, as well as underspends across running expenses of £15k are both expected to continue into 2016/17.
Waste	18,282	Cr 216	The full year effect of Cr £260k largely relates to savings associated with revisions to the kerbside paper collection service, which took effect from June 2015.
Highways (incl London Permit Scheme)	7,169	190	There is an expected income deficit within NRSWA income of £80k for 2016/17, largely as a result of continuing improved performance from utility companies and therefore lower charges raised by the Council. Officers are investigating options for setting realistic income expectations as part of the budget-setting process.
Parking	Cr 6,708	Cr 30	£30k surplus parking income is anticipated for 2016/17 which will be used to contribute towards the Highways deficit as part of the budget setting process.

SECTION 106 RECEIPTS

Section 106 receipts are monies paid to the Council by developers as a result of the grant of planning permission where works are required to be carried out or new facilities provided as a result of that permission (e.g. provision of affordable housing, healthcare facilities & secondary school places). The sums are restricted to being spent only in accordance with the agreement concluded with the developer.

The major balances of Section 106 receipts held by the Council are as follows:

31 March 2015 £000	Service	Income £000	Expenditure £000	Transfers (to)/from Capital £000	Actual as at 31 Aug 2015 £000
					Revenue
680	Highway Improvement Works		1	295	384
45	Road Safety Schemes				45
121	Local Economy & Town Centres				121
53	Parking				53
847	Healthcare Services	241	35		1,053
11	Community Facilities (to be transferred to capital)				11
10	Other	-	-	-	10
1,767		241	36	(295)	1,677
					Capital
1,591	Education	1,398			2,989
4,856	Housing	822			5,678
0	Highway Improvement Works			295	295
6,447		2,220	-	295	8,962
8,214		2,461	36	0	10,639

Report No.
FSD15067

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

Date: 2nd December 2015

Decision Type: Non-Urgent Executive Non-Key

Title: CAPITAL PROGRAMME MONITORING – 2nd QUARTER 2015/16

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

Chief Officer: Director of Finance

Ward: All

1. Reason for report

This report summarises the current position on capital expenditure and receipts following the 2nd quarter of 2015/16 and seeks the Executive's approval to a revised Capital Programme.

2. **RECOMMENDATION(S)**

The Executive is requested to:

- (a) Note the report, including the rephrasing of £19,680k from 2015/16 into later years (see paragraph 3.3.11) and agree a revised Capital Programme;
- (b) Approve the following amendments to the Capital Programme:
 - (i) Increase of £200k on the reinstatement of the Phoenix Centre scheme (see para 3.3.1);
 - (ii) Reduction of £3k on the Woodland Improvements Programme and reduction of £15k on the Bromley North Village to reflect revised funding received (see para 3.3.2)
 - (iii) A reduction of £122k on the Property Investment Fund scheme due to a reduction in associated costs on completed acquisitions. (see para 3.3.3);
 - (iv) A net reduction of £91k over the four years 2015/16 to 2018/19 in respect of Schools Formula Devolved Capital grant support (see para 3.3.4);
 - (v) Inclusion of an additional £450k funding from GLA on Manorfields – Temporary accommodation refurbishment works (see para 3.3.5);

- (vi) Increase of £710k in 2015/16 to reflect revised grant support from Transport for London for Highways and Traffic schemes (see para 3.3.6);**
- (vii) Increase of £170k in 2015/16 on the Empty Homes Property scheme to reflect the total funding received from the GLA (see para 3.3.7)**
- (viii) Deletion of £23k residual balance on the Biggin Hill Leisure Centre scheme which has reached completion. (see para 3.3.8)**
- (ix) Increase of £74k in 2015/16 on the London Private Sector Renewal scheme to reflect the total funding available (see para 3.3.9)**
- (x) Section 106 receipts from developers - net increase of £1,328k to reflect the funding available and the remaining unallocated balance (see para 3.3.10);**
- (c) To set aside capital receipts from sale of Egerton Lodge for the Council's Investment Fund to generate alternative revenue income (see para 3.6).**

Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring is part of the planning and review process for all services. Capital schemes help to maintain and improve the quality of life in the borough. Effective asset management planning (AMP) is a crucial corporate activity if a local authority is to achieve its corporate and service aims and objectives and deliver its services. The Council continuously reviews its property assets and service users are regularly asked to justify their continued use of the property. For each of our portfolios and service priorities, we review our main aims and outcomes through the AMP process and identify those that require the use of capital assets. Our primary concern is to ensure that capital investment provides value for money and matches the Council's overall priorities as set out in the Community Plan and in "Building a Better Bromley".
 2. BBB Priority: Excellent Council
-

Financial

1. Cost of proposal: Estimated Cost: Total increase of £2.7m over the 4 years 2015/16 to 2018/19, mainly due to increase on TfL funded Highways & Traffic schemes and the revised S106 schemes to reflect the funding available.
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: Total £174.2m over 4 years 2015/16 to 2018/19
 5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
-

Staff

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

Legal

1. Legal Requirement: Non-Statutory - Government Guidance
 2. Call-in: Applicable
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Capital Expenditure

3.1 Appendix A sets out proposed changes to the Capital Programme following a detailed monitoring exercise carried out after the 2nd quarter of 2015/16. The base position is the revised programme approved by the Executive on 15th July 2015, as amended by variations approved at subsequent Executive meetings. If the changes proposed in this report are approved, the total Capital Programme 2015/16 to 2018/19 would increase by £2.7m, mainly due to a £450k grant allocation from the GLA for Manorfields – temporary accommodation refurbishment works, a £710k increase on TfL funded Highway & Traffic schemes and an increase of £1,328k in the S106 unallocated budget to reflect the current funding available.

The variations are summarised in the table below with further details set out in Appendix A.

	2015/16	2016/17	2017/18	2018/19	TOTAL 2015/16 to 2018/19
	£000	£000	£000	£000	£000
Programme approved by Executive 15/07/15	90,400	56,745	13,433	4,505	165,083
Variations approved at subsequent Executive meetings	6,470	0	0	0	6,470
Approved Programme prior to 2nd Quarter's Monitoring	96,870	56,745	13,433	4,505	171,553
Variations requiring the approval of the Executive	2,735	-19	-19	-19	2,678
Variations not requiring approval:					
Net rephasing from 2015/16 into later years	-19,680	18,545	1,135	0	0
Total Amendment to the Capital Programme	-16,945	18,526	1,116	-19	2,678
Total Revised Capital Programme	79,925	75,271	14,549	4,486	174,231
Assumed Further Slippage (for financing purposes)	-5,000	2,000	2,000	1,000	0
Assumed New Schemes (to be agreed)	0	0	2,500	2,500	5,000
	-5,000	2,000	4,500	3,500	5,000
Projected Programme for Capital Financing Forecast (see Appendix C)	74,925	77,271	19,049	7,986	179,231

3.2 Variations approved at subsequent Executive meetings

3.2.1 As detailed in Appendix A, variations of £6.5m have been approved since the July meeting of Executive. This mainly comprises £6.3m for further property acquisitions funded by the Investment Fund.

3.3 Variations requiring the approval of the Executive (£2,678k net increase)

3.3.1 Phoenix Centre (£200k increase in 2015/16)

The Council has an outstanding liability to NHS Property Services of £200k arising from works carried out to the Phoenix Centre in 2006/07. On 10 April 2006, the Executive agreed a proposal to contribute towards the cost of the extension of the Phoenix Centre, in return for additional space at the centre and favourable rental terms. The sum of £208k then remained in the Education Capital Programme until July 2014, when the residual balance was deleted following a review of all old dormant schemes. NHS Property Services has now asked for payment of this outstanding debt, before they can agree to the extension of our lease on the

Phoenix Centre. Members are asked to approve the reinstatement of the Phoenix Centre Scheme back into the Capital Programme.

3.3.2 Woodland Improvements Programme (£3k reduction in 2015/16) and Bromley North Village (£15k reduction in 2015/16)

The Woodland Improvements Programme was funded by £126k grant from the Forestry Commission to enhance and sustain 30 of Bromley's woodland sites. Members are asked to approve a £3k reduction on the scheme to reflect the revised expenditure and funding received from the Forestry Commission.

The Bromley North Village scheme was funded by £3.3m from TfL, £1,829k from GLA, £38k from Private Sector and £1.5m match funding from the Council. The total value of the scheme was £6,667k (£5,548k for Bromley North Village works and £1,119k for Outer London commission funded works at Market Square). The work commissioned by local businesses was lower than anticipated and a reduced total of £25k was received from the private sector (reduction of £13k). During 2011/12 to 2014/15 total funding of £3,298k was received from TfL instead of £3.3m (reduction of £2k). Members are asked to approve a £15k reduction on the Bromley North Village scheme to reflect the total funding received. The revised total value of the scheme is £6,652k (£5,546k for Bromley North Village works and £1,106k for Outer London commission funded works at Market Square).

3.3.3 Property Investment Fund (£122k reduction in 2015/16)

Members are asked to approve a reduction of £122k in 2015/16 on the Property Investment Fund scheme due to lower associated costs (mainly legal costs) than expected on the acquisition of 145-153 High Street, 27 Holmesdale Road and Morrisons.

3.3.4 Formula Devolved Capital Grant (net reduction of £91k in 2015/16 to 2018/19)

Confirmation has been received from Department for Education on the 2015/16 Formula Devolved Capital Grant (£266k). This is lower than anticipated due to the increasing level of Academy conversion as Academies receive separate devolved capital funding from the Education Funding Agency. The capital programme has been adjusted to reflect an overall reduction of £91k (£34k in 2015/16, £19k 2016/17, £19k in 2017/18 and £19k in 2018/19).

3.3.5 Manorfields – Temporary Accommodation (£450k increase in 2015/16)

Members are asked to approve the inclusion of £450k additional funding from GLA on the Manorfields refurbishment scheme. The funding will meet the cost of additional works required following the planning decision, replacement of the boiler and associated building works in order for the system to meet with current regulations.

3.3.6 Transport for London (TfL) – Revised Support for Highways and Traffic Schemes (£710k increase in 2015/16)

Provision for transport schemes to be 100% funded by TfL was originally included in the Capital Programme 2015/16 to 2018/19 on the basis of the bid in our Borough Spending Plan (BSP). Notification of an overall increase of £710k in the 2015/16 grant has been received from TfL. Grant allocations from TfL change frequently and any further variations will be reported in subsequent capital monitoring reports.

3.3.7 Empty Homes Property Scheme (£170k increase in 2015/16)

An additional allocation of £120k was received from GLA on the Empty Homes Property Scheme. In conjunction with our bid to GLA for funding on Manorfields (para. 3.3.5), GLA have

accepted our bid for a further allocation of £50k on an additional 5 privately owned properties on the same basis as the previous year's bid, limited to £10k per unit. Members are asked to approve a net increase of £170k in 2015/16 on the Empty Homes Property scheme to reflect the funding available.

3.3.8 Biggin Hill Leisure Centre (£23k reduction in 2015/16)

Following the completion of the outstanding works relating to flat roof issues and cladding defects, the final payment of £72k (including retention) was paid to the contractor in June 2015. It is recommended that the residual budget of £23k on the Biggin Hill Leisure Centre scheme be deleted.

3.3.9 London Private Sector Renewal Scheme (£74k increase in 2015/16)

The London Private Sector Renewal Scheme is a revolving loan fund provided by the GLA and South East London Housing Partnership (SELHP) to allow Authorities to assist vulnerable home owners to maintain their properties to an adequate condition to allow them to remain safely in their own homes. There is no longer any new money provided by the funders and the scheme now functions on recycled funding. Members are asked to approve a net increase of £74k in 2015/16 on the London Private Sector Renewal Scheme to reflect the total funding available. This includes repayments of £1k on Home repair assistance grant, £12k on Home improvement loan, £4k on Handy person plus grant, and £57k on SELHP grant.

3.3.10 Section 106 receipts (uncommitted balance) – (net increase of £1,328k)

In July 2015, the Executive agreed that the Capital Programme budget should agree with the total of S106 receipts available to fund expenditure. Members are asked to agree a net increase of £1,328k in the Capital Programme budget for Section 106 to match the total funding available. As per the table below, this would leave a total budget of £8,276k (£1,248k in 2015/16 and £7,028k in 2016/17), which matches the total of available S106 receipts (as at Oct 2015) in paragraph 3.7.

	Total Approved S106 Budget £000	Actuals upto FY14/15 £000	Budget FY15/16 £000	Budget FY16/17 £000
Housing:				
Purchase of Properties	1,120	1,016	104	0
Site K	672	0	605	67
Site G (£5.7m - £3m PIL £2.7m Growth Fund)	3,000	0	0	3,000
Uncommitted balance (as at Oct 2015)	1,902	0	0	1,902
Housing Total	6,694	1,016	709	4,969
Education:				
Basic Need	706	456	250	0
Uncommitted balance (as at Oct 2015)	2,053	0	0	2,053
Education Total	2,759	456	250	2,053
Highways:				
Gosshill Road	209	0	209	0
Orpington Railway Station	80	0	80	0
Uncommitted balance (as at Oct 2015)	6	0	0	6
Highways Total	295	0	289	6
Total Section 106:	9,748	1,472	1,248	7,028

3.3.11 Scheme Rephasing

In the quarter 2 monitoring exercise, slippage of £19,680k has been identified and this has been re-phased from 2015/16 into later years to reflect the latest estimates of when expenditure is likely to be incurred. This has no overall impact on the total approved estimate for the capital programme. Further details are provided in Appendix B.

Capital Receipts

3.4 Details of the receipts forecast in the years 2015/16 to 2018/19 are included elsewhere on the agenda in a confidential appendix to this report (Appendix D). The latest estimate for 2015/16 has decreased to £9.2m from £9.8m reported in July. Estimates for 2016/17, 2017/18 and 2018/19 are now £7.5m, £1.0m and £1.0m respectively (£6.5m, £1.0m and £1.0m were reported in July). A total of £1m per annum is assumed for later years. The financing and balances projections shown in Appendix C reflect prudent assumptions for capital receipts.

Financing of the Capital Programme

3.5.1 A capital financing statement is attached at Appendix C and the following table summarises the estimated impact on balances of the revised programme and revised capital receipt projections, which reflect prudent assumptions on the level and timing of disposals. Total balances would reduce from £48.9m (General Fund £20.0m and capital receipts £28.9m) at the end of 2014/15 to £35.5m by the end of 2018/19 and would then reduce further to £32.9m by the end of 2023/24. It is estimated that the General Fund would not be required to make any contributions to the funding of capital expenditure in any year.

	Balance 1/4/15	Estimated Balance 31/3/19	Estimated Balance 31/3/24
	£m	£m	£m
General Fund	20.0	20.4	20.4
Capital Receipts	28.9	15.1	12.5
	<hr/> 48.9	<hr/> 35.5	<hr/> 32.9

Investment Fund and Growth Fund

(formerly Economic Development and Investment Fund)

3.6 On 3rd September 2015 the Resources Portfolio holder approved the sale of Egerton Lodge 1 & 2 Park Road. The existing property generates an income of £34k per annum which would no longer be received. Members are asked to agree to set aside the capital receipts to increase the Council's Investment Fund to enable the purchase of investment properties to generate alternative revenue income.

3.7 To date, total funding of £80.8m has been placed in the earmarked reserve (formerly known as the Economic Development and Investment Fund) to contribute towards the Council's economic development and investment opportunities. In November 2014, £10m was set aside in a new reserve (The Growth Fund) to support growth initiatives in Biggin Hill, the Cray Valley and Bromley Town Centre. A total of £53.5m has been spent to date, and schemes totalling £64.8m have been approved. The uncommitted balance currently stands at £9.2m for the Investment Fund and £6.8m for the Growth Fund.

In addition to the sums identified below, Members are asked to approve a further sum of £6.5m to be added to the Growth Fund, and to allocate £270k from the unallocated balance on the

Investment Fund to the Bromley Town Centre. Details are included in separate reports 'Budget Monitoring', and 'Bromley Town Centre Public Realm Improvements detailed design' elsewhere on the agenda.

<u>Investment Fund and Growth Fund</u>	£'000
<u>Funding:</u>	
Approved by Executive 7th September 2011	10,000
Approved by Council 27th February 2013	16,319
Approved by Council 1st July 2013	20,977
Approved by Executive 10th June 2014	13,792
Approved by Executive 15th October 2014	90
New Home Bonus (2014/15)	5,040
Approved by Executive 11th February 2015	4,400
Approved by Executive 10th June 2015	10,165
	80,783
Funding for Investment Fund	70,783
Funding for Growth Fund	10,000
	80,783
<u>Investment Fund</u>	
Total spend to 22nd September 2015	53,523
<u>Schemes Approved, but not spent</u>	
Approved by Executive 12th June 2013 (Growth & Delivery Plans)	85
Approved by Executive 20th November 2013 (Queens's Garden)	893
Approved by Executive 16th October 2013 (Crystal Palace Park exclusivity agreement)	163
Approved by Executive 15th January 2014 (Bromley BID Project)	110
Approved by Executive 26th November 2014 (BCT Development Strategy)	135
Approved by Executive 12th February 2014 (147 - 153 High St)	38
Approved by Executive 24th March 2015 (Civic Centre for the future)	1
Approved by Executive 15/07/15 (Old Christchurch)	36
Approved by Executive 15/07/15 (Tilgate)	72
Approved by Executive 07/08/15 (L W Architectural Glass, Beaconsfield Rd)	6,269
Valuation for Biggin Hill and Westmoreland Rd	5
Strategic Property cost	258
Total further spending approvals	8,065
Uncommitted Balance on Investment Fund	9,195
In addition to the sum identified above, Members have approved a further provision of £15m to supplement the Investment Fund in 2016/17 (to be met from capital receipts)	
<u>Growth Fund:</u>	£'000
<u>Schemes Approved, but not spent</u>	
Approved by Executive 24th March 2015 (Housing Zone Bid (Site G))	2,700
Approved by Executive 24th March 2015 (Site G) - Specialist)	200
Renewal Team Cost	310
Total further spending approvals	3,210
Uncommitted Balance on Growth Fund	6,790

Section 106 Receipts

3.9 In addition to capital receipts from asset disposals, the Council is holding a number of Section 106 contributions received from developers. These are made to the Council as a result of the granting of planning permission and are restricted to being spent on capital works in accordance with the terms of agreements reached between the Council and the developers. These receipts are held in a reserve, the balance of which stood at £6,447k as at 31st March 2015, and will be used to finance capital expenditure from 2015/16 onwards. The current position on capital Section 106 receipts (excluding commitments) in Oct 2015 is shown below:

Specified capital works	Balance 31/03/15 £000	Receipts 2015/16 £000	Expenditure 2015/16 £000	Balance 23/10/15 £000
Housing	4,856	822	-	5,678
Education	1,591	712	-	2,303
Highways	0	295	16	279
TOTAL	6,447	1,829	16	8,260

The Council's budgets are limited and, where a developer contribution (S106) can be secured consistent with the national Community Infrastructure Levy Regulations, this will be required as a contribution towards projects, notwithstanding any other allocation of resources contained in the Council's spending plans.

Post-Completion Reports

3.10 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. Post-completion reports on the following schemes should be submitted to the relevant Portfolio Holders during 2015/16:

The Hill Car Park – strengthening works

Bromley Town Centre – increased parking capacity

Former Chartwell Business Centre – improvement works

Increasing Network Security

Civic Centre Cabling Renewal

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

- 5.1 These are contained in the main body of the report and in the appendices. Attached as Appendix C is a capital financing statement, which gives a long-term indication of how the revised Programme would be financed if all the proposed changes were approved and if all the planned receipts were achieved. The financing projections continue to assume no General Fund support to the revenue budget in future years. They also assume approval of the revised capital programme recommended in this report, together with an estimated £2.5m pa for new capital schemes and service developments from 2017/18 onwards.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Approved Capital Programme (Executive 15/07/15) Q1 Monitoring report (Executive 15/07/15). List of potential capital receipts from Valuation & Estates as at 11/09/15.

CAPITAL PROGRAMME MONITORING - DEC 2015 - SUMMARY OF VARIATIONS FROM APPROVED PROGRAMME							
Variations on individual schemes	Date of Portfolio meeting	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	TOTAL 2015/16 to 2018/19 £000	Comments/reason for variation
Current Approved Capital Programme							
Programme approved in Qtr1 monitoring	Exec 15/07/15	78,204	56,745	13,433	4,505	152,887	
Property Investment Fund - additional acquisitions	Exec 15/07/15	12,196				12,196	
		90,400	56,745	13,433	4,505	165,083	
Property Investment Fund - additional acquisitions	Exec 07/08/15	6,270				6,270	
Beacon House	Exec 09/09/15	241				241	
Basic Need	Exec 09/09/15	-241				-241	
Site G	Exec 24/03/15	200				200	
Approved Programme prior to 2nd Quarter's Monitoring		96,870	56,745	13,433	4,505	171,553	
Variations in the estimated cost of approved schemes							
(i) Variations requiring the approval of the Executive							
Phoenix Centre - reinstatement of scheme		200				200	See paragraph 3.3.1
Woodland Improvement Programme - reduction in funding		-3				-3	See paragraph 3.3.2
Bromley North Village - reduction in funding		-15				-15	See paragraph 3.3.2
Property Investment Fund - reduction in associated costs		-122				-122	See paragraph 3.3.3
Formula Devolved Capital Grant - reduction in funding		-34	-19	-19	-19	-91	See paragraph 3.3.4
Manorfields - Temporary Accommodation - additional funding		450				450	See paragraph 3.3.5
Increase in TfL funding for Highways & Traffic schemes		710				710	See paragraph 3.3.6
Empty Homes Property - additional funding		170				170	See paragraph 3.3.7
Biggin Hill Leisure Centre - deletion of residual balance		-23				-23	See paragraph 3.3.8
London Private Sector Renewal Scheme - additional contributions		74				74	See paragraph 3.3.9
Section 106 receipts from developers		1,328				1,328	See paragraph 3.3.10
		2,735	-19	-19	-19	2,678	
(ii) Variations not requiring approval							
Net rephasing from 2015/16 into later years		-19,680	18,545	1,135	0	0	See paragraph 3.3.11 and Appendix B
		-19,680	18,545	1,135	0	0	
TOTAL AMENDMENT TO CAPITAL PROGRAMME		-16,945	18,526	1,116	-19	2,678	
TOTAL REVISED CAPITAL PROGRAMME		79,925	75,271	14,549	4,486	174,231	
Less: Further slippage projection		-5,000	2,000	2,000	1,000	0	
Add: Estimate for further new schemes				2,500	2,500	5,000	
TOTAL TO BE FINANCED		74,925	77,271	19,049	7,986	179,231	
NB. ROUNDED		74,930	77,270	19,050	7,990	179,230	

CAPITAL PROGRAMME MONITORING - DEC 2015 - SUMMARY OF VARIATIONS FROM APPROVED PROGRAMME - SCHEME REPHASING

Variations on individual schemes	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	TOTAL £000	Comments/reason for variation
Rephasing of schemes						
Beacon House Refurbishment	-900	900	0	0	0	We expect to establish the schedule of payment with the contractor by Qtr 3. Details of expenditure were reported to Executive on 09/09/15. Request to rephase £900k in FY16/17.
Beckenham Town Centre improvements	-672	-241	913	0	0	The re-profile of the capital budget is required due to extended stakeholder engagement and scheme revisions. Request to rephase £672k from FY15/16 and £241k from FY16/17 into FY17/18
Bromley MyTime Investment Fund	-1,000	1,000	0	0	0	R&R PDS committee have approved the proposal to release £1.51m on 27/10/15, however it is unlikely that all the monies will be spent in this FY. Request to rephase £1m into FY16/17.
Crystal Palace park - Alternative Management Options	-207	107	100	0	0	We anticipate £65k to be spent in FY15/16 (£35k for officers and £30k for feasibility cost for development of top site) and request to rephase £107k in to FY16/17 and £100k into FY17/18
Crystal Palace Park Improvements	-124	124	0	0	0	Contractors are on site and first stage of turnstiles work completed. Lguanodon conservation works are ready to commence on site dependent on weather, and all other capital projects are expected to start spring 2016. Request to rephase £124k into FY16/17.
Digital Print Strategy	-25	25	0	0	0	Request to rephase £25k from FY15/16 to FY16/17, to reflect when we anticipate the expenditure to occur (align with the TFM proposals being considered)
Early Education for Two Year Olds	-755	755	0	0	0	Works required at James Dixon, Poverest, and Leeson School, Blenheim Nursery and Community Vision nursery. Project group now implementing a spending plan. It is unlikely that all works will be completed in FY15/16, as spend details have taken longer to establish. Request to rephase £755k into FY16/17.
Empty Homes Programme	-242	120	122	0	0	Spending is being targeted on long term empty property as per the funders criteria , take up has been slow, but consistent. We have received additional £50k and £120k grant allocation from GLA (total of £170k). Request to rephase £120k into FY16/17 and £122k into FY17/18
Former Chartwell Business Centre, Central Depot - improvement works	-11	11	0	0	0	Although latent defect appears to have been resolved, the situation is still being monitored. Request to rephase remaining balance £11k into FY16/17
Glebe School expansion	-1,450	1,450	0	0	0	Contracts have recently been awarded, however there are some major delays and the completion date has been deferred to June 2016. Request to request £1.45m into FY16/17.
Housing Zone Bid and Site G	-5,900	5,900	0	0	0	The Housing Investment Group of the GLA considered the Council's Housing Zone bid on 10/11/15. If successful we will need to move forward to contract which would take at least 6 months. Therefore it is unlikely that the expenditure will occur in this financial year.
Mental Health Grant	-176	176	0	0	0	This funding is made available to support reform of adult social care services. As the new legislation for adult social care becomes clearer it is likely that this funding will be used to support the changes required. We do not anticipate to spend all the monies in the financial year and request to rephase £176k into FY16/17
Orpington Town Centre - Walnut Centre & New Market infrastructure	-75	75	0	0	0	Request to rephase £75k into FY16/17 due to delays in the procurement process. This is mainly due to a poor responses to the initial tender and the finalising of grant agreements.
Penge Town Centre / Crystal Palace Public Realm Scheme	-200	200	0	0	0	The scheme is to be implemented alongside planned TfL bus route and carriageway improvements which will only be undertaken in summer 2016. Therefore, the bulk of the capital spend will only take place in FY16/17 once the TfL works have commenced. We estimate £100k to be spent in FY15/16 on design development and preparatory work. Request to rephase £200k into FY16/17 for the physical implementation phase of the project over the summer period.
Relocation of Exhibitions - Bromley Museum	-197	197	0	0	0	Scheme was approved by Executive 10/06/15. Consultants (for design and implementation) brief have been prepared. It is unlikely that the scheme will be completed this year. Request to rephase £197k in to FY16/17.
Replacement of Storage Area Networks	-1,000	1,000	0	0	0	The major SAN replacement project was previously postponed due to conflicts with other major projects. The SAN contract will be tender soon (via framework) and we request to rephrase £1m into FY16/17
S106 - Education / Highways / Housing (unallocated)	-3,961	3,961	0	0	0	It is unlikely that remaining unallocated balance of the S106 funding will be allocated and spent before year end. Request to rephase the budget into FY16/17.
SharePoint Productivity Platform Upgrade/replacement	-500	500	0	0	0	Initial consultancy work has been awarded and is progressing well. It is difficult at this stage to determine the likely expenditure in FY15/16 until the initial specification has been completed in Qtr 3. However we do not anticipate the works to be completed in FY15/16 and request to rephase £500k into FY16/17
Social Care Grant	-1,000	1,000	0	0	0	We anticipate £585k of work to be completed in FY15/16 which includes £175k for works to Council owned learning disability properties, £260k for proposed investment in older people day opportunity service and £150k to support the closure of Lubbock House. Request to rephase £1m into FY16/17
Upgrade of Core Network Hardware	-279	279	0	0	0	There are several TfL funded schemes which we do not anticipate to be completed within this financial year. These include works at Chislehurst Common, Heathfield Road, Leeson Hill footpath, Anerley Rd and others. Request to rephase £279k into FY16/17
Windows Server 2003 replacement program	-450	450	0	0	0	The plan has been produced but there are number of concurrent major projects in progress. We do not expect the project to be completed in FY15/16 and request to rephase £500k into FY16/17 due to changes on the service provider.
Windows Server 2003 replacement program	-450	450	0	0	0	Approved by Executive 11/02/15. This scheme is linked with various other schemes including Replacement of Storage Area Networks and Upgrade of Core Network Hardware. There are around 230 servers that will be replaced/updated. Due to delays, it is unlikely that the work will be completed in FY15/16 and request to rephase £450k into FY16/17
Winter maintenance - gritter replacement	-56	56	0	0	0	Following a condition review of the winter maintenance fleet and associated equipment at the end of the 2014/15 winter season, the replacements are rephased into following years. Request to rephase £56k into FY16/17.
TOTAL REPHASING ADJUSTMENTS	-19,680	18,545	1,135	0	0	

CAPITAL FINANCING STATEMENT - EXECUTIVE DEC 15 - ALL RECEIPTS

(NB. Assumes all capital receipts - see below)

	2014-15		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Summary Financing Statement											
Capital Grants	8,532	10,036	30,750	31,789	9,226	266	266	266	266	266	266
Other external contributions	8,280	7,780	7,906	15,836	4,001	4,000	4,000	4,000	4,000	4,000	4,000
Usable Capital Receipts	2,948	1,433	4,920	22,614	5,403	3,454	2,464	2,464	2,464	2,464	2,464
Revenue Contributions	30,700	31,225	31,354	7,031	420	270	270	270	270	270	270
General Fund	0	0	0	0	0	0	0	0	0	0	0
Borrowing	0	0	0	0	0	0	0	0	0	0	0
Total expenditure	50,460	50,474	74,930	77,270	19,050	7,990	7,000	7,000	7,000	7,000	7,000
Usable Capital Receipts											
Balance brought forward	21,987	21,987	28,851	33,266	21,757	17,459	15,110	16,251	14,812	13,373	13,934
New usable receipts	9,430	8,296	9,335	11,105	1,105	1,105	3,605	1,025	1,025	3,025	1,025
	31,417	30,283	38,186	44,371	22,862	18,564	18,715	17,276	15,837	16,398	14,959
Capital Financing	-2,948	-1,432	-4,920	-22,614	-5,403	-3,454	-2,464	-2,464	-2,464	-2,464	-2,464
Balance carried forward	28,469	28,851	33,266	21,757	17,459	15,110	16,251	14,812	13,373	13,934	12,495
General Fund											
Balance brought forward	20,000	20,000	20,000	20,382	20,382	20,382	20,382	20,382	20,382	20,382	20,382
Less: Capital Financing	0	0	0	0	0	0	0	0	0	0	0
Less: Use for Revenue Budget	470	0	382	0	0	0	0	0	0	0	0
Balance carried forward	20,470	20,000	20,382	20,382	20,382	20,382	20,382	20,382	20,382	20,382	20,382
TOTAL AVAILABLE RESERVES	48,939	48,851	53,648	42,139	37,841	35,492	36,633	35,194	33,755	34,316	32,877
Assumptions:											
GF contribution to support capital programme not required in any year.											
New capital schemes - £2.5m p.a. from 2017/18 for future new schemes.											
Capital receipts - includes figures reported by Property Division as at 11/09/15 (pessimistic/realistic estimate, including Tweedy Road & Town Hall) and £1m pa from 2017/18.											
Current approved programme - as recommended to Executive 02/12/15											

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Report No.
FSD15066

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

Date: 02 December 2015

Decision Type: Non-Urgent Executive Key

Title: COUNCIL TAX SUPPORT/REDUCTION 2016/17

Contact Officer: John Nightingale, Head of Revenues and Benefits
Tel: 020 8313 4858 E-mail: john.nightingale@bromley.gov.uk

Chief Officer: Director of Finance

Ward: (All Wards);

1. Reason for report

To advise Members of the results of the public consultation exercise and seek approval of the scheme to be forwarded to Full Council for approval.

In making this decision Members are asked to note the Impact Assessment attached as Appendix 1 to the Council Tax Support 2016/17 report, presented to the 15/7/15 meeting of the Executive.

2. **RECOMMENDATION(S)**

1. **Members consider the responses to the public consultation exercise and note the outcome of the work on the impact of Welfare reform in Bromley set out in section 3.2.**

2. **Members are asked to request that Full Council, at the meeting of the 14th December, adopt for financial year 2016/17 a scheme whereby entitlement for working-age claimants is calculated on 75% of the households Council Tax liability. Thereby the maximum assistance provided to a claimant of working-age is 75% of his/her Council Tax liability.**

Corporate Policy

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

Financial

1. Cost of proposal: – Estimated annual cost of scheme with minimum 19% liability – £15,512k
Estimated annual cost of scheme with minimum 25% liability – £14,318k
Estimated annual cost of scheme with minimum 30% liability - £13,330k
 2. Ongoing costs: Recurring Cost:
 3. Budget head/performance centre: 400002/400003
 4. Total current budget for this head: £7.365m
 5. Source of funding: Government funding, not identified as a separate item in grant notification.
-

Staff

1. Number of staff (current and additional): 8 + Liberata staff
 2. If from existing staff resources, number of staff hours: Once scheme adopted – extra work will fall on Liberata, taken into account in costings provided
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries: 17,300 (current number of households in receipt of Council Tax Support)
-

Ward Councillor Views

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

3. COMMENTARY

3.1 Introduction

From the 01 April 2013 the national scheme for providing assistance with Council Tax (Council Tax Benefit) ceased to exist and was replaced by a local authority designed scheme for those claimants of working-age. The scheme is known as Council Tax Support/Reduction (CTS/R). For those of pensionable age, the scheme continued to be based on national rules and regulations.

In the financial year 2013/14, working-age claimants were liable to pay a minimum of 8.5% of their Council Tax liability. For the financial years 2014/15 and 2015/16 working-age claimants have been liable for a minimum of 19% of their Council Tax liability.

At the 15th July meeting of the Executive, Members agreed the options that should be entered in the public consultation exercise, the results of which are contained later in the report.

Attached as Appendix 1 to the report submitted for consideration at the 15th July meeting was an Impact Assessment in respect of the options to be entered in the consultation exercise. Members are asked to note the content of the "assessment" when considering the recommendations contained in this report. For ease of reference, the weblink to the report is entered below:

<http://cde.bromley.gov.uk/ieListDocuments.aspx?CId=121&MId=5449&Ver=4>

It should be noted that the scheme needs to be adopted at Full Council by the 31st January prior to the financial year it relates to.

3.2 Welfare Reform

At the 15 July 2015 meeting of the Executive, it was requested that we include in this report details of the impact of the Chancellor's summer statement. The following information has been obtained through interrogation of our benefit system and referencing evidence/advice from experts in the field.

Reduction in the level of earnings at which Tax Credits start to be withdrawn from £6,420 to £3,850, together with an increase in taper from 41% to 48%.

It should be noted that a transitional scheme is planned; however details have not yet been provided. The Institute of Fiscal Studies estimate that 3m households will be affected with an average loss of £1,000pa.

It is estimated that 1,800 Bromley CTS/R recipients will lose an average of £1,300pa.

4-year freeze to working-age benefits

The Institute of Fiscal Studies estimate that 13m families will lose in real terms £260pa on average by the 4th year.

Reduction in the benefit cap from £26,000pa (£18,200pa single claimant) to £23,000pa (£15,410pa single claimant)

Approximately 300 Bromley households are currently being capped; these will see a £3,000pa reduction in income. An estimated further 230 Bromley households will see their income reduced as a result of the reduction in cap to £23,000pa (£15,410pa single claimant). Start date of change not yet known.

Removal of automatic right to HB for 18-21 year olds (exemptions apply)

There are currently 184 claimants between the age of 18 and 21 receiving Housing Benefit of which 80 are also in receipt of CTS/R

Removal Tax Credit/UC entitlement for third and subsequent children from April 2017

Only relates to new claimants and new births after April 2017, so will not affect current claimants unless a change in their circumstances

Abolition of the family element in Child Tax Credit (and equivalent in UC) from April 2017

As per previous item

The above figures, subject to the freezing of work related and assessed living requirements (applicable amount), will result in 65% of the loss being met by Housing Benefit where the claimant has a rental liability and the previous entitlement allows for the level of increase. For CTS/R, subject to the points entered above, entitlement will increase to cover 20% of the loss.

However, it should be noted that the Authority will need to meet the increase in the CTS/R scheme costs.

Movement to National Living Wage and increased personal tax free allowance

These changes will have a positive impact on some of the lower paid earners, but it is not possible to specify the number or amounts. The publication "This is Money" advised that not all tax payers will be winners. Those on incomes between £5,000 and £30,000 will typically be worse off by about £1,000pa. This is due to restrictions in Tax Credits that come into force over the next two years. The worst hit in this income group are those on £13,000 pa who will be £1,606pa worse off. A family with three children and a household income of £30,000 will lose £1,519pa

3.3 Consultation

At the 15 July 2015 meeting of the Executive, a decision was made to undertake consultation on CTS/R based on 81%, 75% and 70% of the households Council Tax Liability. The consultation exercise closed on the 18 October 2015 by which time 735 responses had been received. Included in these were responses from the following representative bodies:

- Cotmandene Community Resource Centre
- Hearing Voices Group
- Zacchaeus 2000 trust
- Bromley's Experts by Experience DPULO
- Bromley Mind
- Church and Foodbank

Responses to the questions contained in the consultation exercise are entered as Appendix 1. A full report of the consultation findings can be found on the LBB website, the link for which is http://www.bromley.gov.uk/downloads/file/2460/council_support_-_consultation_report

To summarise the main findings were:

- In respect of financial year 2016/17, 43% of respondents confirmed their preference to keep the minimum contribution at 19%. However, there is a significant difference dependent on whether or not the individual is a working-age Council Tax Support recipient.
- 44% of respondents said that the Council should use its reserves to fund any additional contribution to the Council Tax Support scheme.
- 92% of respondents said that there should be a hardship fund, with 71% agreeing that it should remain at the current level (£100k)
- Where opportunity was given to provide changes to the scheme, the comments made fell into the following broad categories
 - Undertaking better checks on those receiving CTS
 - Increasing protection for certain categories of claimant

Employing a sliding scale of assistance
 Limiting the support further e.g. to those living in the lowest Council Tax band
 Helping citizens through employment opportunities

4. POLICY IMPLICATIONS

The Authority's scheme needs to be adopted on an annual basis following a public consultation exercise.

5. FINANCIAL IMPLICATIONS

Based on the current caseload and projected effect of known welfare reform changes as announced in the 2015 summer budget, detailed below are the estimated annual expenditure for the 3 options.

Minimum working-age CTS liability	19%	25%	30%
Total estimated annual CTS expenditure	£15,512k	£14,318k	£13,330k
Less GLA estimated proportion – 22.26%	£3,453k	£3,187k	£2,967k
LBB estimated annual CTS expenditure Costs – 77.74%	£12,059k	£11,131k	£10,363k
Additional collection costs	£44k	£246.5k	£333.5k
Estimated LBB expenditure and Increased Collection Costs *	£12,103k	£11,377.5k	£10,696.5k
Difference in net costs compared to existing scheme		£725.5k	£1,406.5k

In addition to the above expenditure figures, the sum of £100k per annum is available for the provision of discretionary awards.

*Note does not take into account current cost of collection

The sum cited in the “difference in net costs compared to existing scheme” line assumes collection rate remains unchanged.

6. LEGAL IMPLICATIONS

Full legal implications are set out in the report considered by members of the Executive on 15th July and these are not repeated here. Members should however have regard to these and to the earlier Equality Impact assessment work undertaken. However, in summary Section 33 (1) (e) of the Welfare Reform Act 2012 abolished the national scheme of Council Tax benefit. Section 10(1) of that

Act introduced a new Section 13 A(2) into the Local Government Finance Act 1992 which obliged each local authority to make its own scheme for those who it considered to be in financial need.

Schedule 1 A of the 1992 Act sets out the procedural steps required to make or revise a scheme. These include an obligation to consider whether or not to change a scheme for any Financial year. Where changes are made there is a statutory obligation to publish a draft scheme and to consult with such persons as we deem to have an interest . That will include both individuals who receive benefit and those who don't. Any new scheme must be adopted by 31 January in the financial year preceding that in which it is to apply.

Bromley has undertaken the required consultation exercise and whereas members must have regard to the consultation outcomes, they are not obliged to follow the majority view.

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

APPENDIX 1

London Borough of Bromley

Council Tax Support – Consultation Report

26th October 2015

Author : Louise Freeth

Consultation

A public consultation exercise was undertaken for the 16/17 Council Tax Support Scheme during a period from 17th August 2015 until 18th October 2015.

The survey was available through a variety of channels:

- A link was available on the Bromley website
- An e-mail alert was issued to 5,000 Portal users advising them of the survey
- A paper copy was issued to 4,000 households comprising of a mix of CTS recipients and non CTS recipients (2,000 households not in receipt of CTS, 1,000 recipients of working age and 1,000 recipients of pensionable age)
- A paper flyer enclosed with 5,681 Council Tax Bills issued during this period advising of the link on the website.

In total there were 735 responses received with the majority, 625, being by post and 110 via the website.

Supplementary questions were asked, for monitoring purposes, to determine whether respondents were currently in receipt of Council Tax Support or were completing the consultation on behalf of a representative body.

Of those who chose to respond to these questions, 60% stated that they were not currently in receipt of CTS.

Responses were also received from 6 representative bodies, these were:

- Cotmandene Community Resource Centre
- Hearing Voices Group
- Zacchaeus 2000 Trust
- Bromley's Experts by Experience DPULO
- Bromley MIND
- Church and Foodbank

The consultation exercise was based on 6 simple questions to residents of the Borough, 3 of which required specific responses with the remaining 3 being less direct and allowing a degree of free text response.

Of those that were specific, they sought responses in respect of:

Q1: The level of support and whether this should be limited to 81% or 75% or 70%

Q2: If LBB were required to supplement the government funding how should this be managed.

Q3: Whether there should be a hardship fund available and whether the sum of £100,000 was reasonable.

Standard Equality and Diversity questions were also asked but it was made clear that providing this information was voluntary

Outcomes.

Details of the full consultation question and analysis responses, both overall and broken down, are detailed below.

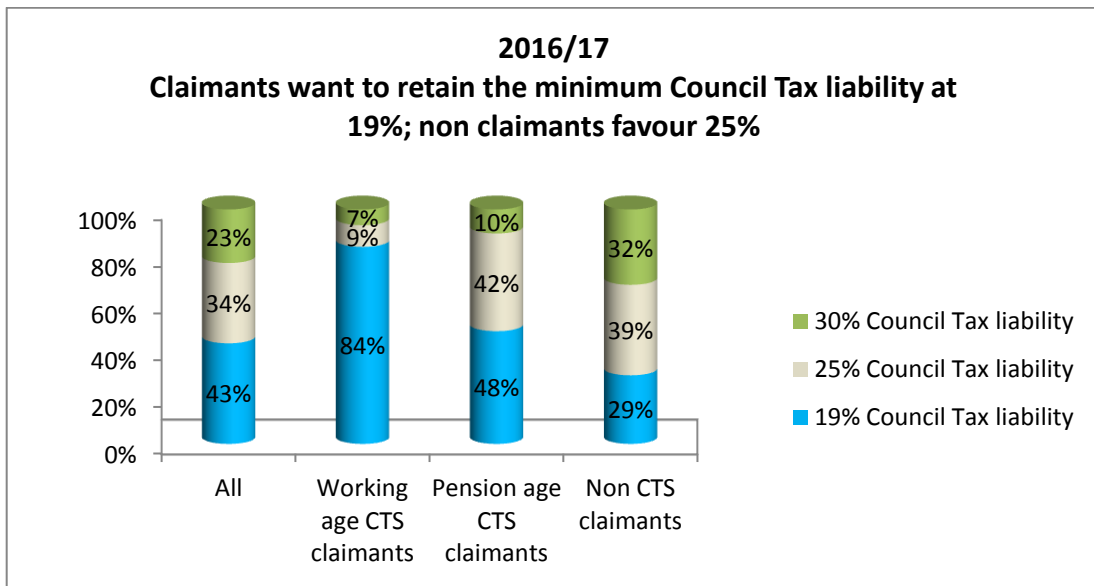
Question 1.

Q1 The options being considered by the Council are that the maximum level of support provided to working age claimants be restricted to 81%, 75% or 70%. For example, a restriction set at 75% would require working age claimants to pay a minimum of 25% of their liability. How much do you believe that working age claimants should pay towards their Council Tax?

	19%	25%	30%
Please choose only one of the following for each of the years:			
a. Year 2016/17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Year 2017/18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

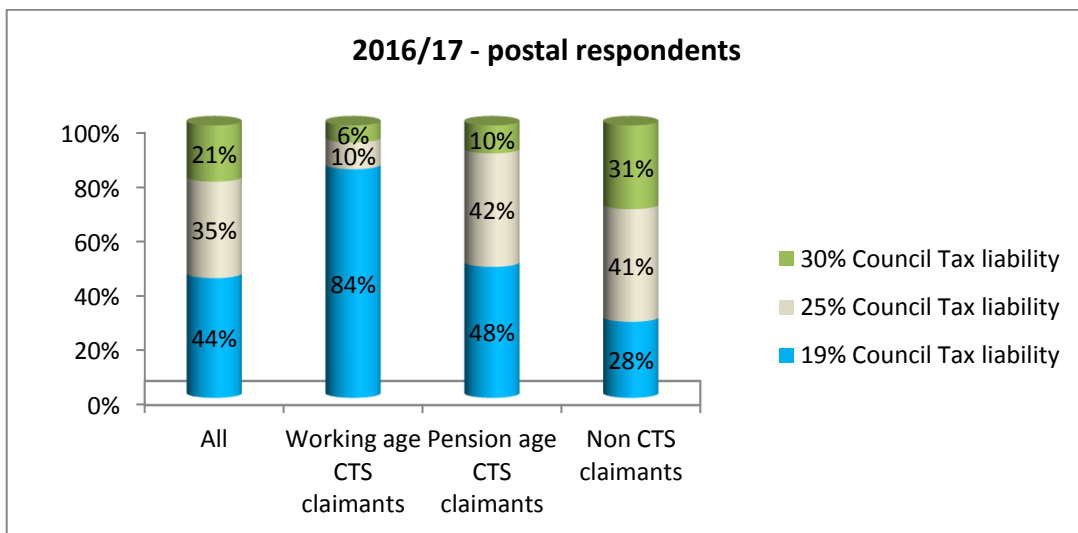
2016/17 Overall response.

Of those who responded, the *overall* outcome was that they wished to keep the scheme the same with 43% confirming this to be their preference although there is a marked difference between those who are in receipt of Council Tax Support compared to those who are not.

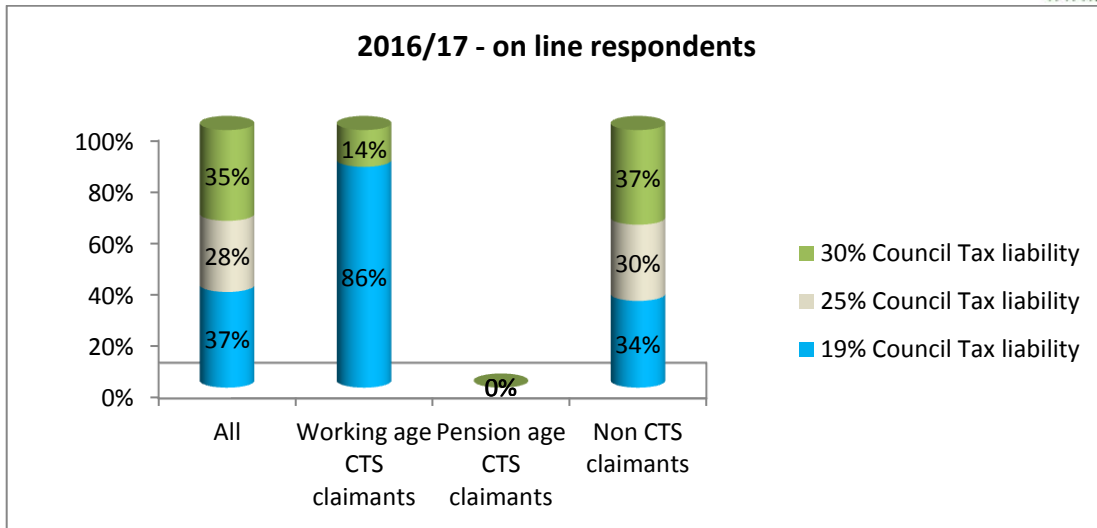


Analysis of Respondents by Survey Type

Of the postal responses received, overall 44% were in favour of retaining the level of support at a maximum of 81% although again there was a marked difference between those in receipt or not in receipt of CTS.

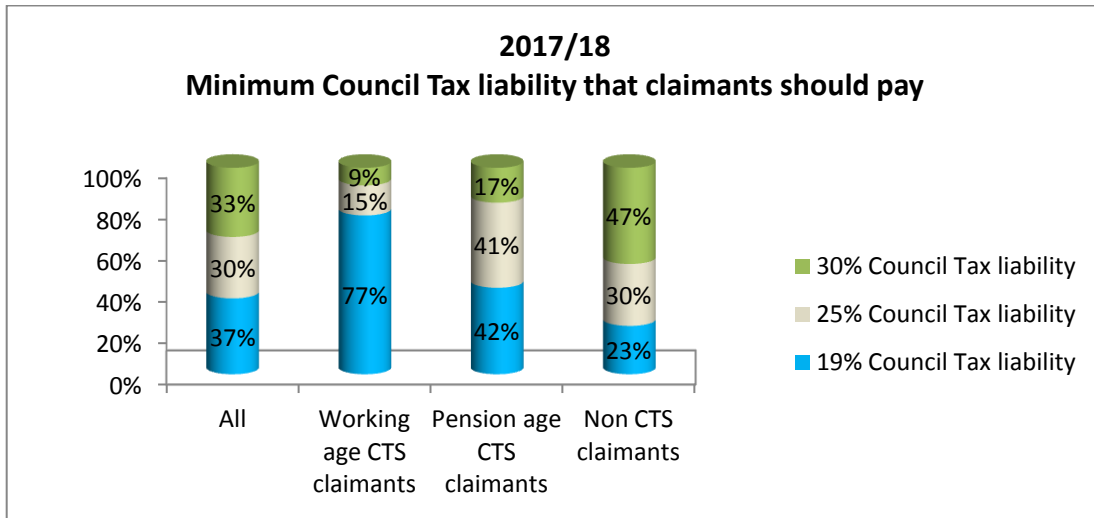


A similar situation was recorded with those who completed the survey on-line although it should be noted that the on-line survey was not completed by any pensionable age CTS recipients.



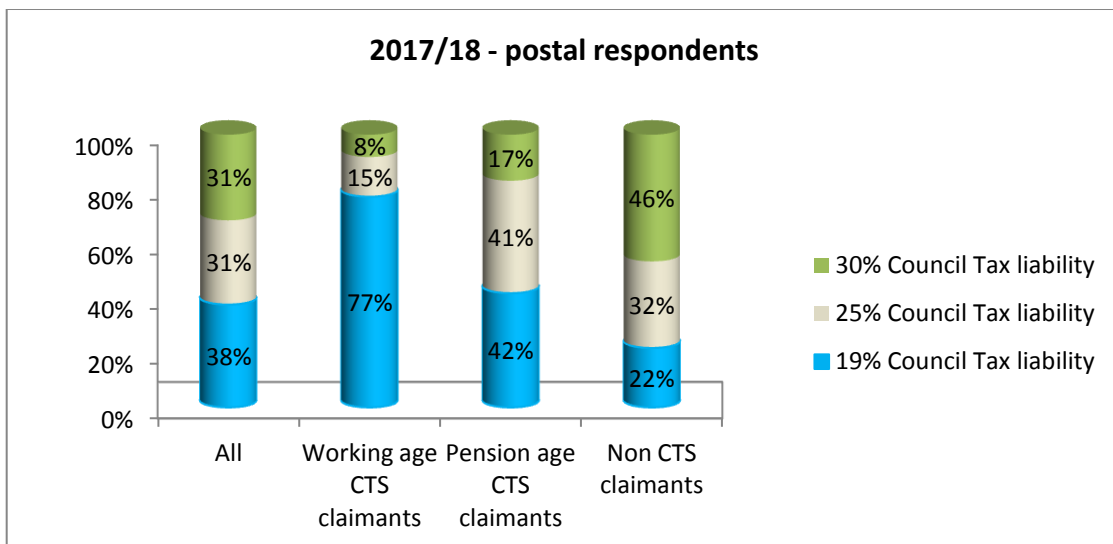
2017/18 - Overall response.

While it is clear that the Council must make a decision each year on its CTS scheme, LB Bromley took the opportunity to include a question regarding the potential scheme for 2017/18. Again the, the *overall* outcome was that they wished to keep the scheme albeit with a somewhat smaller overall figure (37%) confirming this to be their preference again with a marked difference between those who would be affected i.e. working age recipients, compared to those who are not.

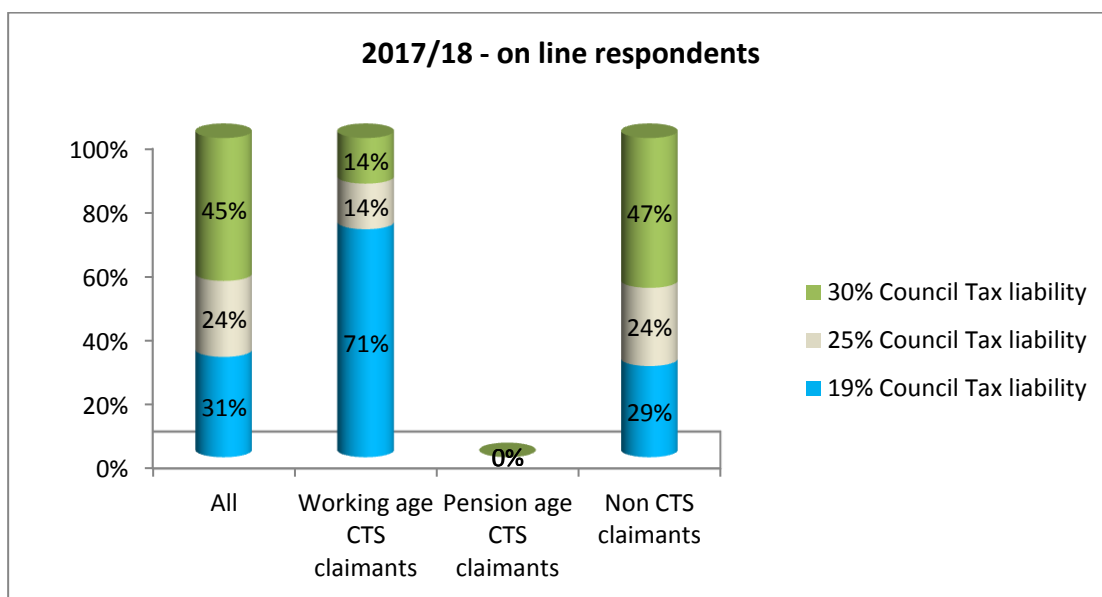


Analysis of Respondents by Survey Type.

Of the postal responses received, overall 38% were in favour of retaining the level of support at a maximum of 81% although again there was a marked difference between those in receipt or not in receipt of CTS.



A similar situation was recorded with those who completed the survey on-line although it should be noted that the on-line survey was not completed by any pensionable age CTS recipients.



Question 2.

Q2 If you think that the Council should make an additional contribution from its own finances, how do you think this should be funded? In particular, should the Council increase Council Tax or cut other Council services or use the Council reserves, or all three?

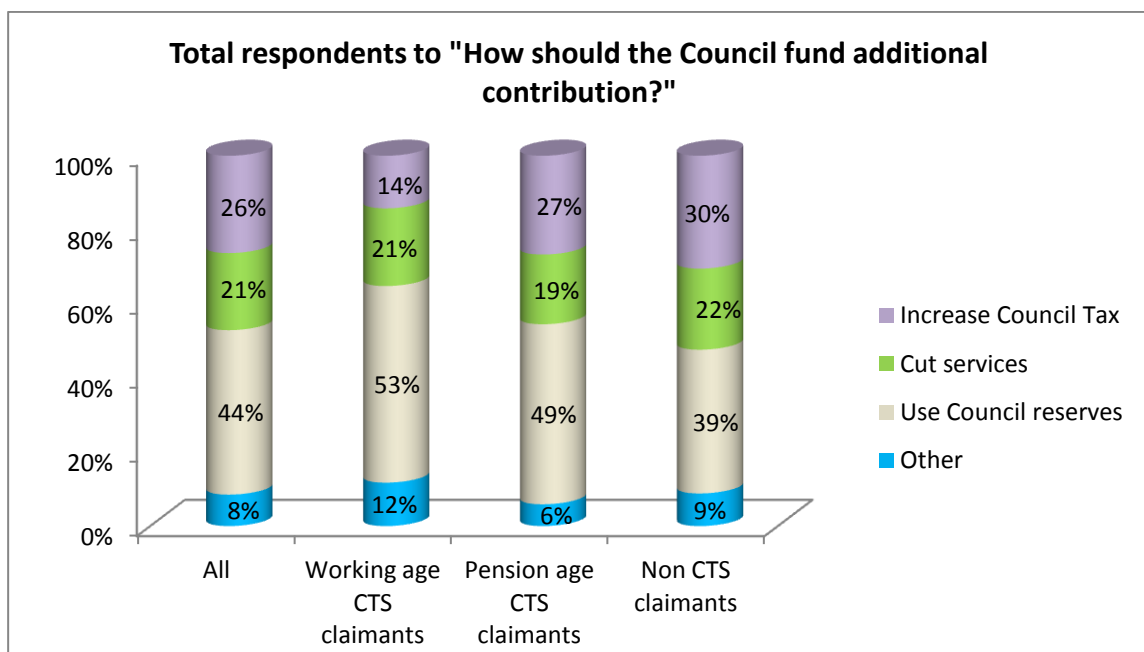
Please choose any of these that apply:

- a. Increase Council Tax
- b. Cut services
- c. Use Council reserves
- d. All three above
- e. Other

If you think services should be cut or have another suggestion, please write your answer here:

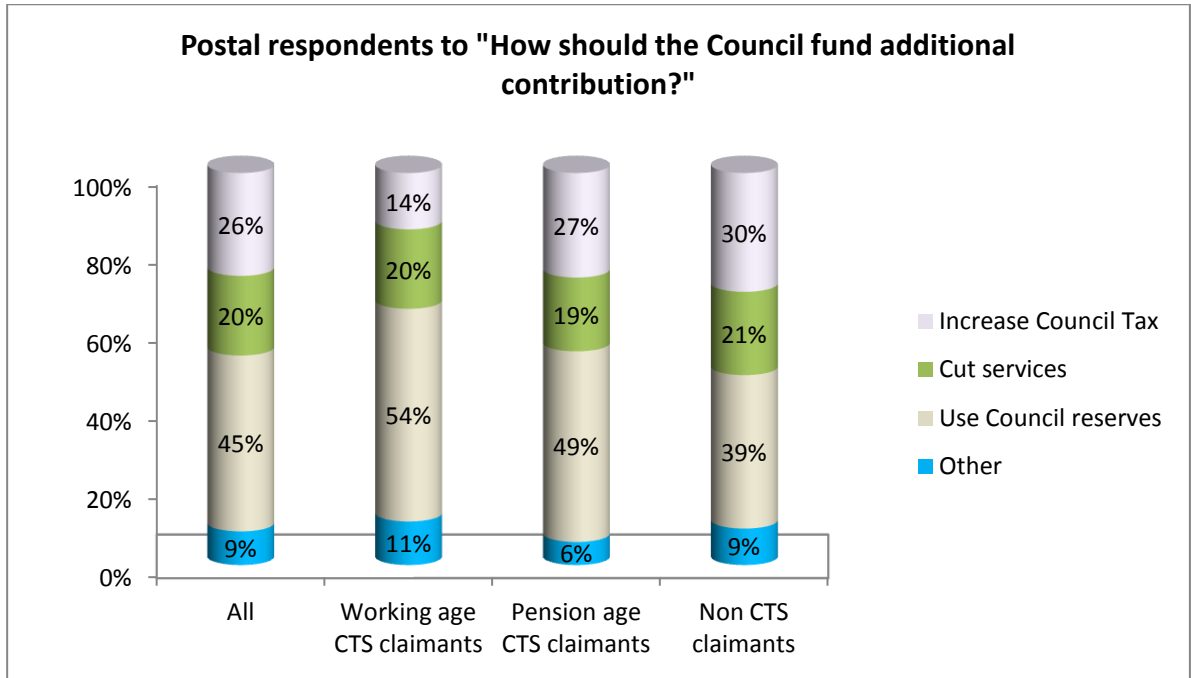
Overall response.

The overall response to this question was that the Council should use its reserves to fund any additional contribution to the Council Tax Support scheme with 44% stating this to be their preference.



Analysis of Respondents by Survey Type.

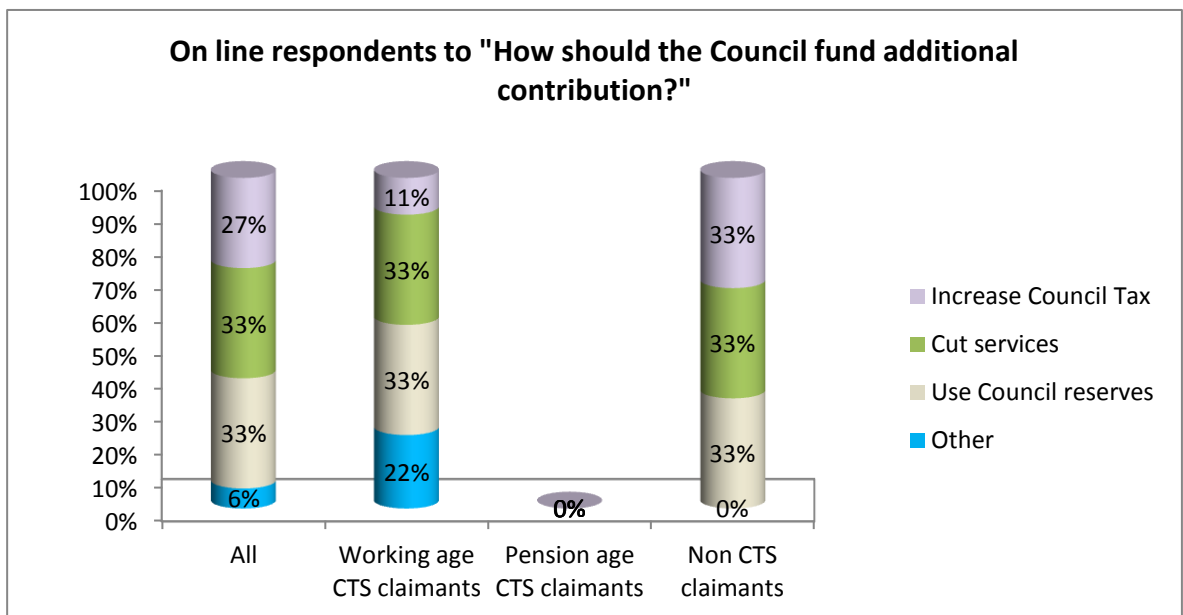
Of those who completed the postal survey, 45% confirmed this to be their preferred option.



Of those who completed the on line survey 33% confirmed this to be their preferred option which was the same irrespective of whether they were in receipt of CTS of not.

Again, it should be noted that no-one of pensionable age, in receipt of CTS, completed the on-line survey.

It should also be noted that 33% were also in favour of cutting council services in order to fund any additional contribution.



Question 3.

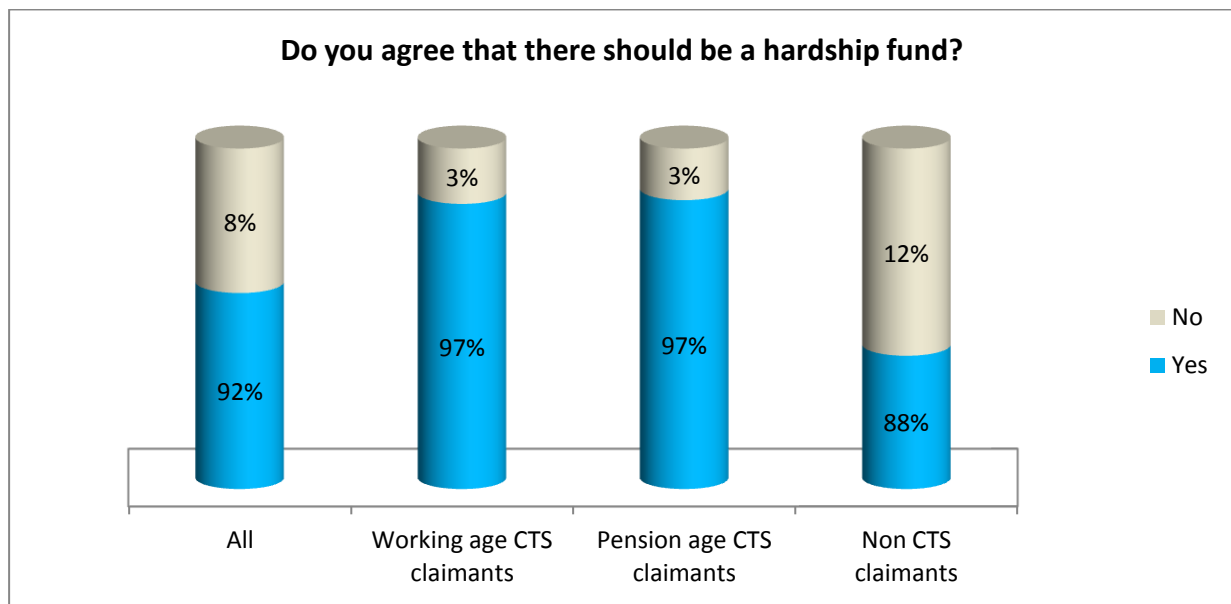
Q3 The Council has a hardship fund of £100,000 to protect the most vulnerable. This is to provide extra help to residents who are experiencing exceptional financial hardship and are unable to pay their Council Tax.

	Yes	No
a. Do you agree that there should be a hardship fund?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you agree the level of funding at £100,000 is correct?	<input type="checkbox"/>	<input type="checkbox"/>

If you disagree please write your answer here:
.....

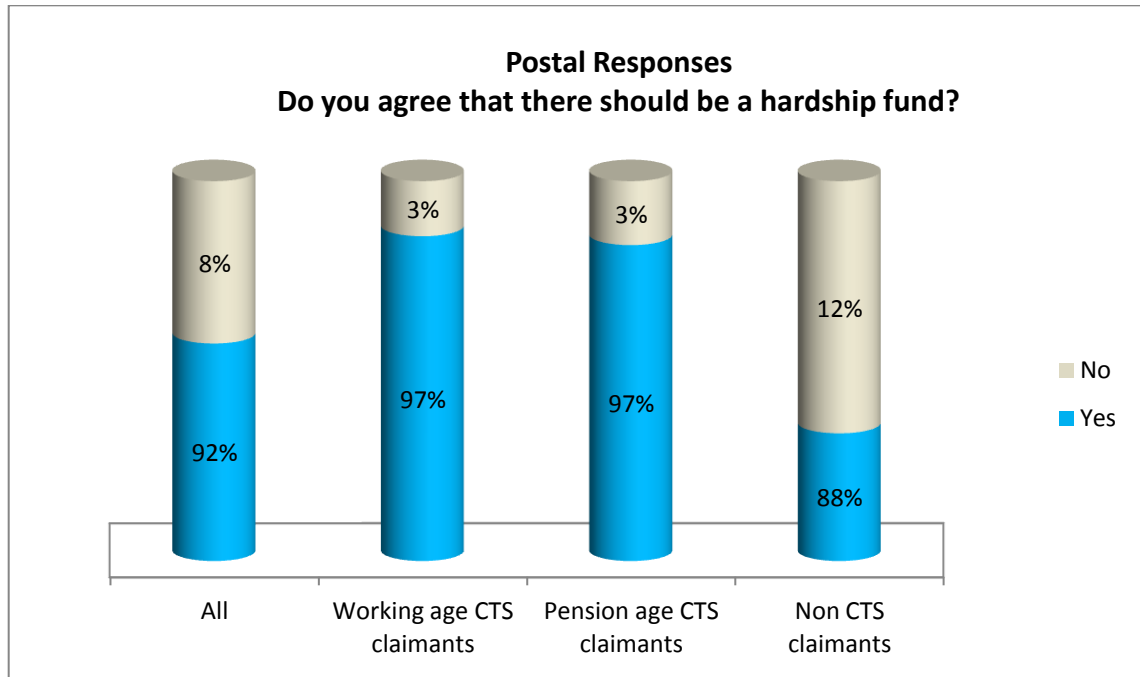
Overall response – part a.

The overall response to part (a) of this question was that, yes, the Council should have a hardship fund with 92% agreeing with this statement.

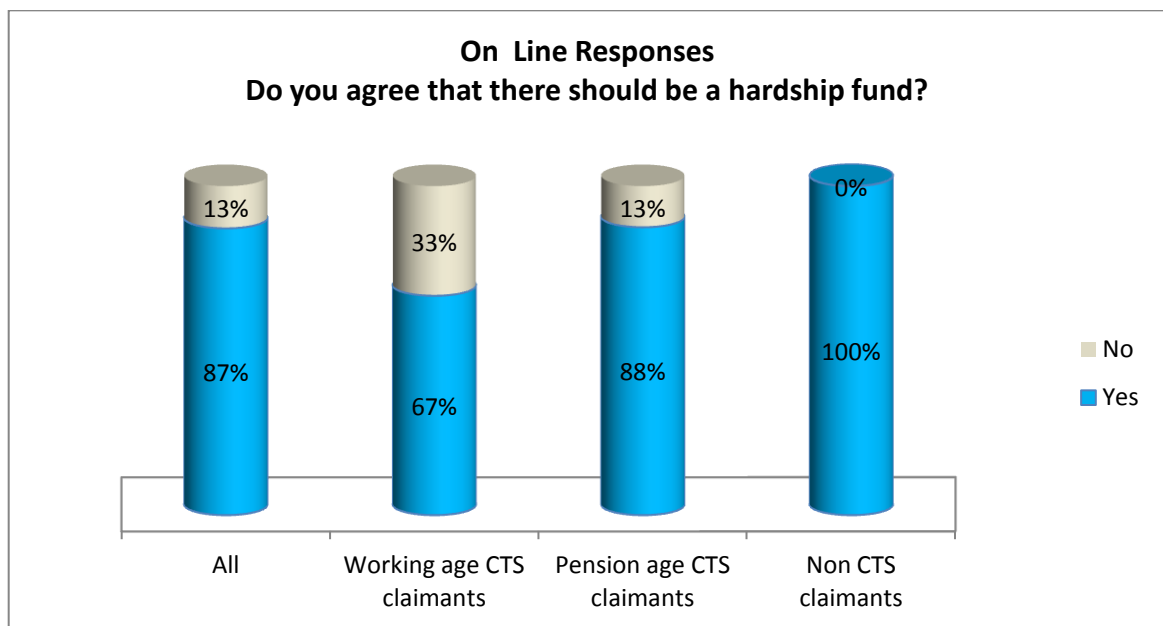


Analysis of Respondents by Survey Type.

Of those who completed the postal survey 92% confirmed that there should be a hardship fund with a slightly higher % of those in receipt of CTS agreeing with this statement, irrespective of their age.



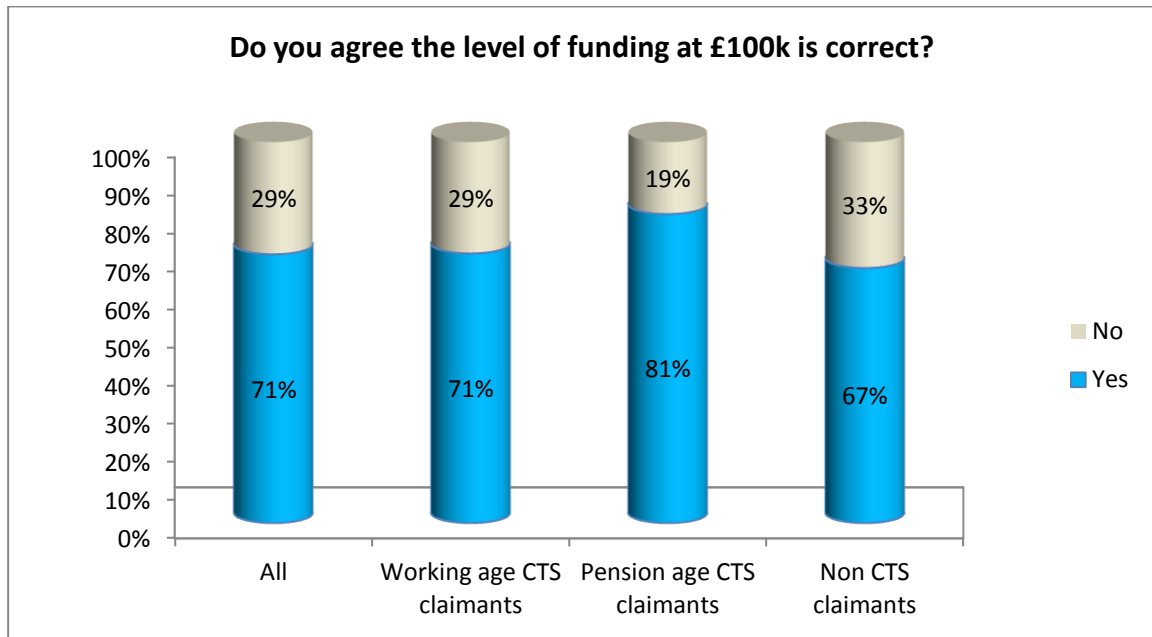
Of those who completed the on line survey 87% confirmed that there should be a hardship fund with 100% of those not in receipt of CTS agreeing with this statement. Interestingly, only 67% of those in receipt of CTS who were of working age and therefore most likely to benefit from a hardship fund agreed with the statement.



Overall response – part b.

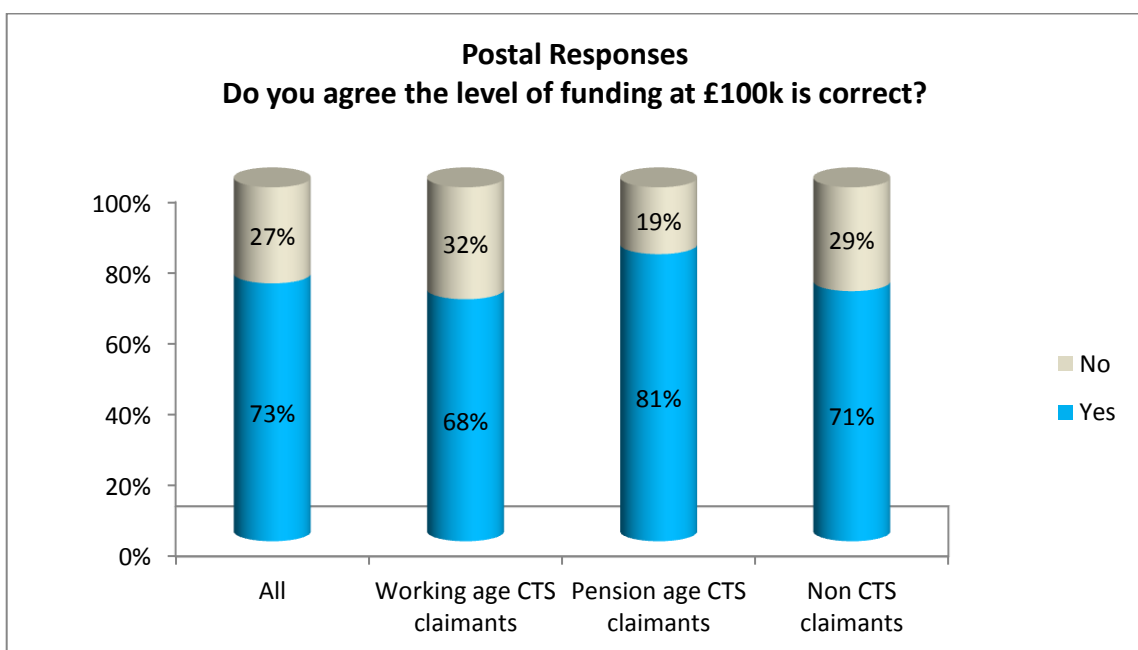
The overall response to part (b) of this question was that, yes, level of £100,000 for a hardship funding was correct with 71% agreeing with this statement.

Of those who provided further commentary 9% believed that the sum should be increased and 6% that it should be decreased. Many of the other respondents felt that they were unable to comment without any further facts and figures being provided regarding the potential spend, numbers affected etc.

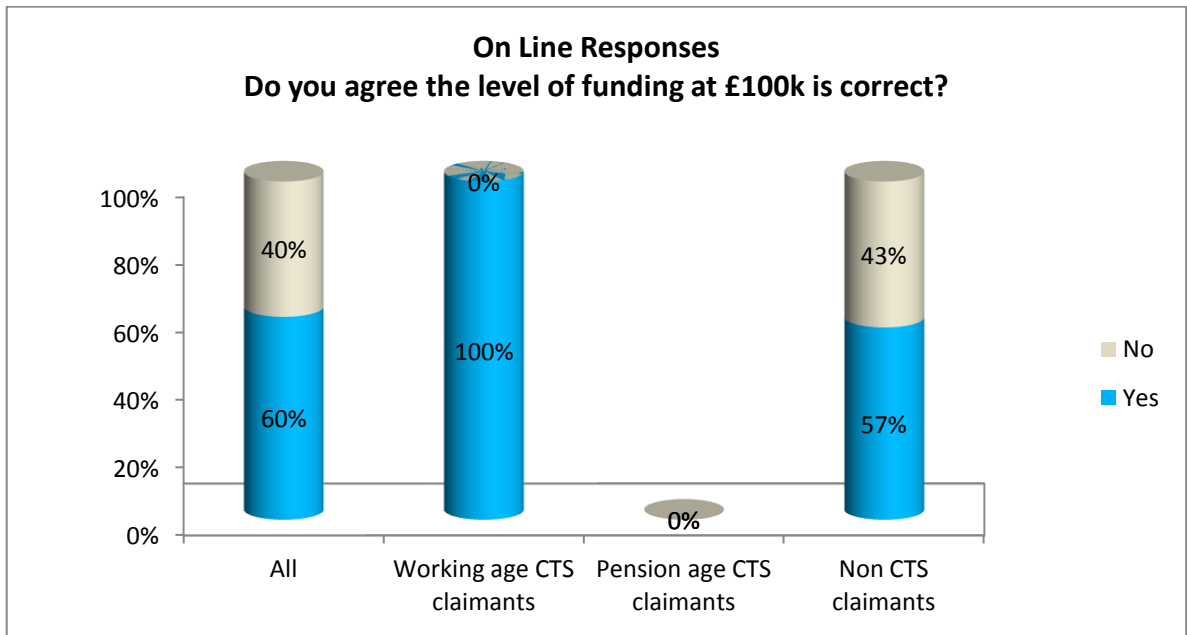


Analysis of Respondents by Survey Type.

Of those who completed the postal survey 73% confirmed that the sum of £100,000 was correct.



Of those who completed the on line survey 60% confirmed that the sum of £100,000 in respect of a hardship fund was correct. Notably, none of those currently in receipt of CTS who responded on line were of pensionable age but 100% of those of working age agreed with this proposal.



Question 4.

Question 4 provided the respondents with the opportunity to raise anything else which they believed should alter in respect of the CTS scheme.

Q4 Are there any other changes you would like to see to the Council Tax Support scheme for 2016/17 to 2017/18 or general comments regarding CTS?

Please write your answer here:

Where respondents did suggest changes, responses here fell into a number of broad categories with many suggesting the following:

- Undertaking better checks into those receiving CTS
- Increased protection for certain categories of people such as the disabled or carers
- Employing a sliding scale of assistance
- Limiting the support further e.g. to those living in the lowest Council Tax band
- Helping citizens to help themselves through employment opportunities

Equality and Diversity.

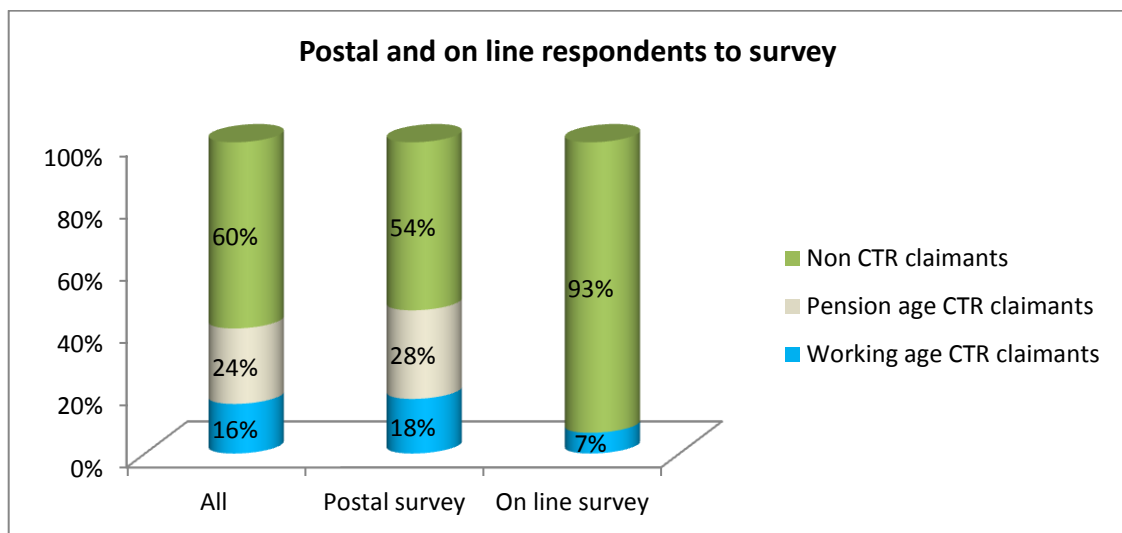
Standard questions relating to Equality and Diversity were included on the survey but it was made clear that answering these was not compulsory.

While 735 responses were received, not all respondents chose to complete the questions regarding their circumstances or ethnic background.

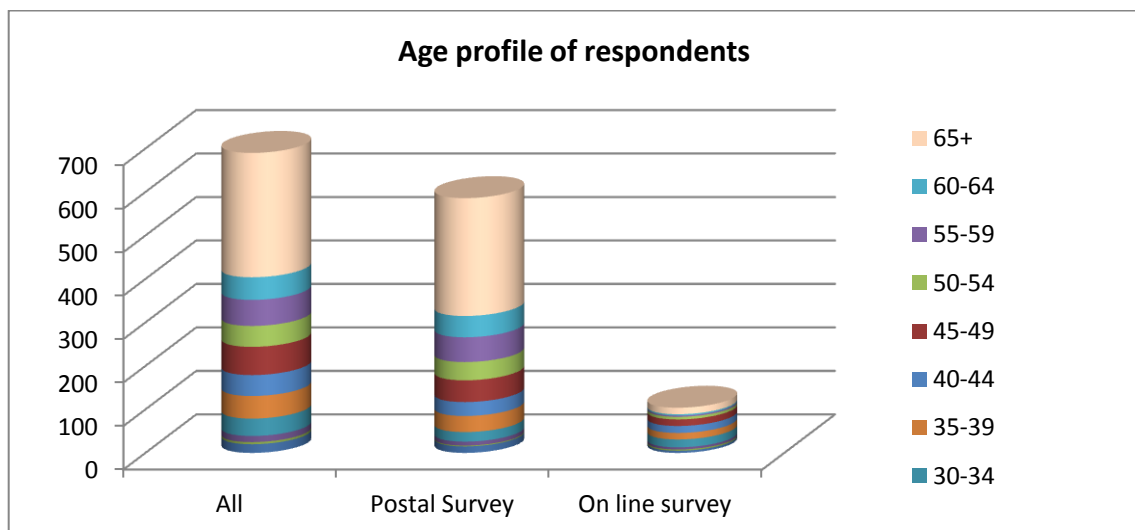
CTS Recipients.

Overall, 709 people confirmed whether they were in receipt of CTS or not and provided details of their age.

The majority of recipients were not in receipt of CTS with a marked difference in age group between those of pensionable age and working age in the channel chosen to respond.

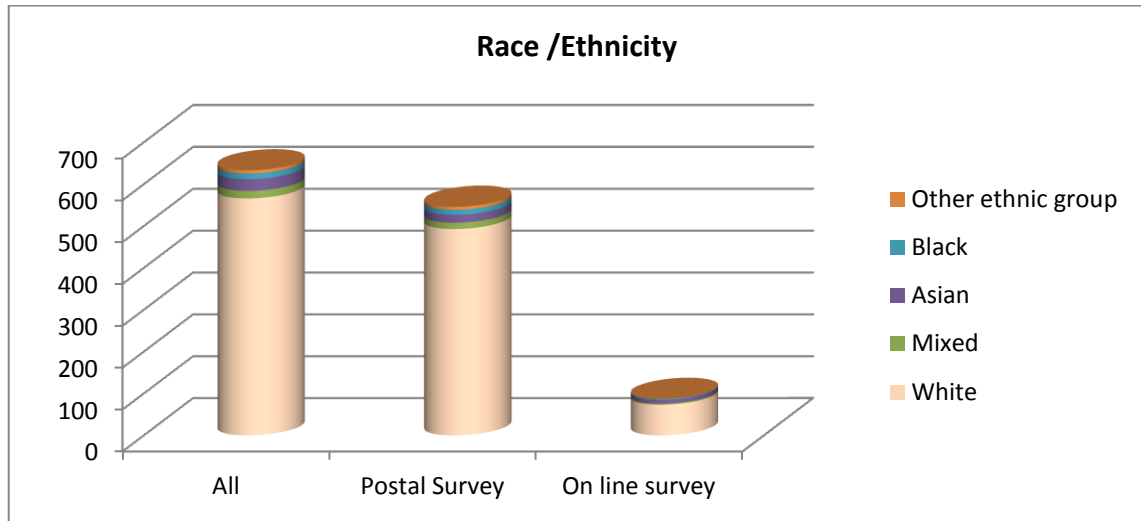


Again, not all respondents chose to confirm their age but of those who did, 670, the graph below shows overwhelmingly that the majority were of pensionable age. It is noted that pensionable age citizens did respond on-line but that these individuals were not in receipt of CTS.



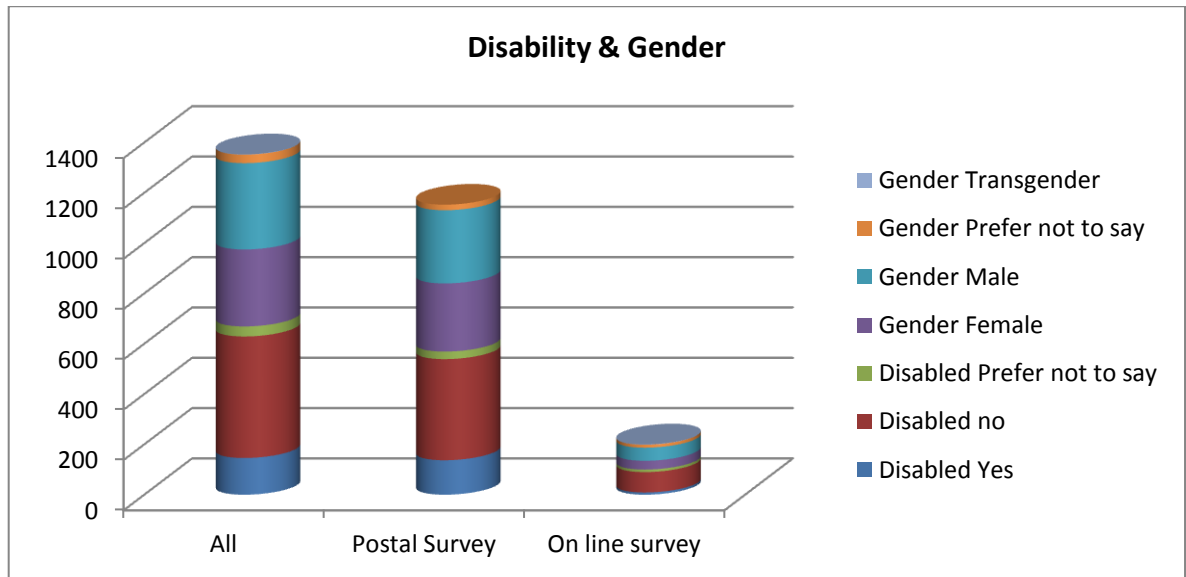
Ethnic Background.

633 respondents confirmed their ethnic background with the majority of respondents, 89%, stating that they were from a white background.



Disability and Gender.

669 respondents were happy to confirm whether they were disabled or not and 684 to confirm their gender. The analysis is shown below.



Report No.
CS15942

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

For Pre-Decision Scrutiny by Care Services PDS Committee on:

Date: 17 November 2015

Decision Type: Non-Urgent Executive Key

Title: LD SUPPORTED LIVING GATEWAY REVIEW

Contact Officer: Colin Lusted, Business & Planning Manager, Education, Care & Health Services
Tel: 020 8461 7650 E-mail: colin.lusted@bromley.gov.uk

Chief Officer: Lorna Blackwood, Assistant Director: Commissioning

Ward: (All Wards);

1. Reason for report

- 1.1 There are 2 Learning Disability (LD) supported living schemes with contracts that will co-terminate on 27 November 2016. The schemes collectively accommodate 11 people with significant learning and physical disabilities combined with complex health needs, and incur combined expenditure of £1,165,742pa.
- 1.2 The co-termination of the schemes provides an opportunity for them to be grouped together for tendering which is an approach from which the Council has achieved the following benefits:
- Lower bids resulting from economies of scale
 - More efficient use of resources
 - Tenders that are more attractive for providers
 - Specialist expertise shared across schemes

The schemes are also located in close proximity to each other and it makes sense operationally for the schemes to be tendered as a single lot.

- 1.3 With a proposed 5 year term, the value of the contract is expected to be approximately £5M - £6M and therefore requires Executive approval to enable the procurement process to commence in accordance with the Council's financial and contractual requirements.

2. RECOMMENDATIONS

2.1 Care Services PDS Committee is asked to note and comment on the contents of this report prior to presentation to the Executive for approval.

2.2 The Executive is asked to:

- i) Agree to grouping the schemes for tendering in order to drive the best possible quality / pricing; and**
- ii) Approve the commencement of the procurement procedure to enable award in accordance with the Council's financial and contractual requirements**

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Supporting Independence
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Recurring Cost: The existing cost of the 2 schemes is £1,165,742 per annum. The future recurring cost will be subject to tender that will be undertaken to enable award on 28 November 2016.
 3. Budget head/performance centre: 819 *** 3618 (LD Supported Living)
 4. Total current budget for this head: £11,404,850
 5. Source of funding: Contained within existing budget, no additional funding required
-

Staff

1. Number of staff (current and additional): LBB staff are engaged in contract monitoring and quality assurance
 2. If from existing staff resources, number of staff hours: 0.1 full time equivalent
-

Legal

1. Legal Requirement: Statutory Requirement: .
 2. Call-in: Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 11
-

Ward Councillor Views

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

3. COMMENTARY

Estimated Contract Value – Other Costs

Existing information:

Scheme Name	Provider	Expiry	£'000pa	Tenants No.
Coppice/Spinney	mcch	27/11/2015	736	7
The Glade	mcch	27/11/2015	430	4
Total			1,166	

Estimated contract value post tender £5,000,000 - £6,000,000

Proposed Contract Period (including extension options)

5 Years

- 3.1 Both schemes were purchased with capital from the Strategic Health Authority as part of the NHS Campus Re-provision Programme. The properties were developed to meet the specific needs of adults with the most profound learning and physical disabilities combined with complex health needs. These properties are a key resource in meeting the existing and future needs of Bromley's adult LD population and in particular in avoiding the need for people to move into nursing care. Projection of future supply and demand indicates that these schemes will be required for the foreseeable future. Should there be an imbalance between supply and demand at any point in the future these schemes would be a priority for retention due to the purpose built nature and age of the properties.
- 3.2 Education, Care & Health Services Commissioners are seeking opportunities to co-terminate existing contracts in order to group similar services together for the purposes of tendering; this approach has the following advantages for the Council:
- The volume of services in a single tender make them more attractive for providers
 - Increased volumes lead to keener bids as the provider is able to reflect increased economies of scale in their pricing
 - More efficient use of Council resources for tendering
 - Specialist expertise shared across schemes
- 3.3 It is proposed that the two schemes would be progressed as a single tender for a 5 year period. The contract would be awarded for a three year term with an option to extend up to a maximum of two years.
- 3.4 The schemes were all subject to formal tendering when they were originally commissioned and they have been subject to subsequent negotiated cost reduction. Assessment of the market, including detailed analysis of cost composition obtained through recent tender exercises, show that the prices obtained by the Council are competitive and that the Council is unlikely to obtain the magnitude of cost reduction seen in previous tender exercises without significantly compromising the quality and sustainability of services.
- 3.5 In light of this and due to concerns regarding the future stability of the market it is proposed that the evaluation criteria for the tenders be split 60% quality and 40% price. Whilst still ensuring that value for money is secured through the tendering process, the emphasis on quality will safeguard service standards in schemes that are supporting our most vulnerable clients.

- 3.6 Tenders will be evaluated for quality using questions that have been developed from previous tenders and from contract monitoring. Supporting evidence is requested and tenderers are required to attend a panel consisting of experienced Officers and service user representation.
- 3.7 Contracts will be monitored following award by Officers using Key Performance Indicators, periodic meetings and from scheduled and unannounced visits to the services.
- 3.8 Care Services PDS are asked to note and comment on the contents of this report prior to the Executive being asked to:
- i) agree to grouping the schemes for tendering in order to drive the best possible quality / pricing; and
 - ii) approve the commencement of the procurement procedure to enable award in accordance with the Council's financial and contractual requirements

4. POLICY IMPLICATIONS

- 4.1 In accordance with the Council's commitment to Building a Better Bromley in supporting people to live as independently in the community as possible within the community, the proposals reflect the Council's strategic objectives for people with disabilities.

5. FINANCIAL IMPLICATIONS

- 5.1 The contracts detailed in the report are currently funded from existing budgets. The annual expenditure of these three schemes is £1,165,742 per annum.
- 5.2 Education, Care & Health Services are committed to reducing expenditure through effective and efficient commissioning. The grouping of schemes for tendering is viewed as a key enabler in making tenders attractive to bidders and generating efficiencies via improved economies of scale that will be reflected in pricing, this is particularly relevant for these schemes as they are co-located.
- 5.3 The care packages for some of the service users in these schemes attract Health funding due to the severity of their health needs.

6. LEGAL IMPLICATIONS

- 6.1 The Care Act 2014 is a reforming and consolidating piece of legislation. It has replaced many previous laws relating to care and support.
- National Assistance Act 1948
 - Chronically Sick and Disabled Persons Act 1970 (as far as it relates to adults)
 - NHS and Community Care Act 1990
 - Carers (Recognition and Services) Act 1995
- 6.2 The service users supported in the schemes proposed for re-tendering meet eligibility requirements for services under the Care Act and the Council has a statutory duty to meet their needs.
- 6.3 Any tendering process must comply with the Public Contract Regulations 2015 and the underpinning EU Directive, Government Guidance and the Council's own contract rules and financial regulatory provisions.

7. PROCUREMENT IMPLICATIONS

7.1 Previously the contacts would have been classed as “Part B” services under the Public Contract Regulations 2006 which meant they were not fully subject to the provisions of the regulations and the EU procurement regime. The concept of Part B services was removed by the Public Contracts Regulations 2015 and the threshold for application of the regulations was set at £625,000.

7.2 However, [Regulation 7](#) of the 2015 regulations introduces a light touch regime for services that are considered “social and other specific services” and above the set threshold of £625,000. We are required to publicise in advance our intention to award contracts of this value and announce the contract award decision after the procedure

The procedural rules are detailed in [paragraph 76](#) of the 2015 Regulations and details the following:

- Free choice of procedure which must “be at least sufficient to ensure compliance with the principles of transparency and equal treatment of economic operators”.
- Including during the publication of intention to award a contract the following information:
 - Conditions for participation.
 - Time limits for contacting the contracting authority (these must be “reasonable and proportionate”).
 - The award procedure to be applied.

Despite the above requirements, [paragraph 76\(4\)](#) of the Regulation states that “The contracting authority may, however, conduct the procurement, and award any resulting contract, in a way which is not in conformity with that information” in the following circumstances:

- “The failure to conform does not, in the particular circumstances, amount to a breach of the principles of transparency and equal treatment of economic operators”.
- If, prior to commencement of the procurement procedure, the contracting authority has:
 - “given due consideration to the matter”.
 - Concluded that there is no breach of the principles of transparency and equal treatment of economic operators.
 - Documented this conclusion and the reasons for it.
 - Notified all suppliers who have indicated an interest (and who have not yet been excluded) their intentions to proceed in a way which differs from the initial specified intention.

7.3 The proposed tender will be undertaken in accordance with the Council’s Financial Regulations & Contract Procedure Rules and procurement policies

8. CUSTOMER PROFILE

8.1 Adults with significant learning disabilities who may also have physical disabilities, mental health problems and complex health needs.

9. STAKEHOLDER CONSULTATION

9.1 A full communications plan will be developed to ensure that tenants and families affected by this tender will be advised and supported appropriately. The plan will be implemented following Executive approval.

9.2 Tenderers are required to attend a panel consisting of experienced Officers and service user representation.

10. SERVICE PROFILE / DATA ANALYSIS

10.1 A detailed service specification will specify the requirements to the provider and the outcomes for the people they support. The specification will be based upon best practice, experience gained through years of contract monitoring and the guidance in the Care Act 2014. A copy of the contract, that has been developed over a number of years and which incorporates the Council's legal and financial requirements, is included as part of the tender information so that prospective bidders are fully aware of their responsibilities.

10.2 Tenders will be awarded on the basis of price (40%) and how bidders have answered and evidenced their responses against award criteria (60%). The award criteria will include:

- The tenderer's financial resources and fiscal structure to implement and deliver the contract over the full term
- Their strategy to implement the contract
- Their training processes and how they monitor and ensure staff compliance
- Quality assurance of outcomes including measurement and monitoring processes
- How the provider meets complex needs whilst supporting independence
- How the provider promotes community and family engagement in support
- Innovation that the provider will bring to delivering the services

10.3 Following award of the tender, the provider will be monitored against Key Performance Indicators that will include:

- Staff turnover
- Agency / bank staff usage
- Training compliance
- Accidents & Incidents
- Compliments and complaints
- Details of safeguarding incidents

There are periodic meetings with the provider and a mixture of announced and unannounced visits by the Council's contract monitoring staff; the resulting reports are discussed at the periodic meetings.

11. MARKET CONSIDERATIONS

11.1 The tender is advertised to ensure it attracts bids from experienced specialist providers. Notification is undertaken in consideration of all procurement legislation.

11.2 Commissioners have built up a thorough understanding of the market relating to the provision of specialist LD care. This knowledge is incorporated into questions that form part of the tender process and these are used to ensure that only providers capable of delivering the contract are shortlisted for detailed analysis using award criteria relevant to the tenants living in the schemes. There is further analysis at interview.

12. OUTLINE CONTRACTING PROPOSALS & PROCUREMENT STRATEGY

12.1 The proposed tender will be undertaken in accordance with the Council's Financial Regulations & Contract Procedure Rules and procurement policies.

- 12.2 The tender process will be run on-line using the Pro-Contract tendering portal. There is a 2 stage process where initial tenders are evaluated to determine the 'Top 8' and these undergo further evaluation using a quality / price matrix that has been developed over several years.
- 12.3 Quality is scored using award criteria based on how tenderers have answered questions and evidenced their answers, the questions are specific to the needs of the people in the schemes. There is further challenge, to ensure the provider is robust, through the use of interview panels which comprise experienced commissioners and service user representation; this may be a service user living in the scheme or a service user from elsewhere representing the tenant's views should this be more appropriate.
- 12.4 The outcome from the quality award criteria scoring is weighted and amalgamated with the financial scoring to determine the tenderer providing the best price / quality compromise for the Council. This culminates in a recommendation to award that is presented to Members.

13. SUSTAINABILITY / IMPACT ASSESSMENTS

- 13.1 This decision has been judged to have no or a very small impact on local people and communities.

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

Report No.
CS15938

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

For Pre-Decision Scrutiny by Care Services PDS Committee on:

Date: 17 November 2015

Decision Type: Non-Urgent Executive Non-Key

Title: **DRAWDOWN ON THE HOMELESS CONTINGENCY NEEDS GRANT**

Contact Officer: Sara Bowrey, Assistant Director: Housing Needs
Tel: 020 8313 4013 E-mail: sara.bowrey@bromley.gov.uk

Chief Officer: Assistant Director: Housing Needs (ECHS)

Ward: (All Wards);

1. Reason for report

- 1.1 To update Members on homelessness pressures during 2015 and the range of initiatives being undertaken to try and reduce the rising budget pressures wherever possible.
- 1.2 To request drawdown of the £649k held in central contingency for homelessness and welfare reform pressures.

2. **RECOMMENDATION(S)**

2.1 **The Care Services Policy, Development and Scrutiny Committee are asked to consider the content of this report and recommend that the Executive release £649k of the contingency set aside to offset the current temporary accommodation budget pressures being experienced.**

2.2 **The Executive is asked to:**

- **Release £649k set aside in the central contingency for homelessness and welfare reform pressures.**
- **Note the current pressures being faced, mitigating actions underway and the likely budget impact going forward.**

Corporate Policy

1. Policy Status: Existing Policy: Further Details
 2. BBB Priority: Children and Young People Excellent Council Quality Environment Safer Bromley
-

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Temporary Accommodation
 4. Total current budget for this head: £3,402,800
 5. Source of funding: EC&HS Approved 2015/16 revenue budget.
-

Staff

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

Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Applicable
-

Customer Impact

Estimated number of users/beneficiaries (current and projected): More than 5,500 households approach at risk of homelessness each year. There are currently 1097 homeless households in temporary accommodation to whom the Council owes a statutory duty, of which 683 are in costly forms of nightly paid accommodation.

Ward Councillor Views

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

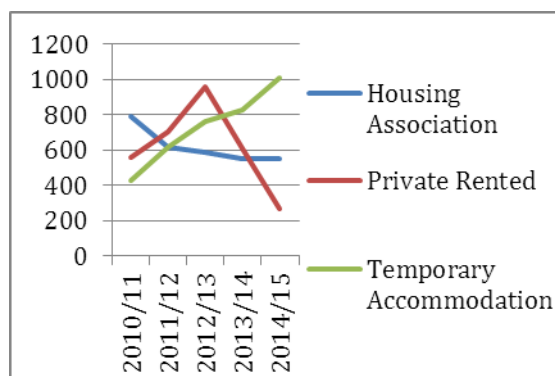
3. COMMENTARY

- 3.1 The significant gap between the need for housing that is affordable and the available supply of both social housing and affordable rented accommodation continues to increase.
- 3.2 The Council's focus on housing advice and homeless prevention means that the Council successfully diverts around 90% of those approaching as at risk of homelessness away from statutory homelessness. A range of housing advice and early intervention is offered including:
- Landlord and tenancy advice and relations
 - Tenancy support and sustainment – resilience training
 - Access to employment and training
 - Debt, money, budgeting and welfare benefits advice
 - Family mediation and reconciliation to remain with family and friends
 - Assistance to resolve rent and mortgage arrears
 - Sanctuary scheme for the protection of victims of domestic violence
 - Assistance (including financial aid) to access the private rented sector
 - Assistance to access hostels, supported accommodation, home ownership
 - Legal advocacy and negotiation to prevent eviction/loss of current accommodation.
- 3.3 The work directly reduces the number of households who would otherwise require placement into temporary accommodation. Had this work not been undertaken the full year net cost to the Council of placing those households where homelessness was directly prevented into temporary accommodation would have been approximately £8.4m.
- 3.4 The number of approaches however is increasing due in the main to such things as the rising cost of accommodation and welfare reform. 44% of homeless approaches are now from households who are facing eviction from the private rented sector, typically because of arrears brought about through low incomes and the increasing gap between local housing allowance and market rents.

Housing Market and Accommodation Supply:

- 3.5 Over the last 5 years the maximum temporary accommodation rent that Bromley has been able to pay per property has been effectively frozen and the housing allowance has reduced. Meanwhile rents in the borough have increased dramatically. In the last 2 years local rents have increased by 20% and house prices by 27.6%.
- 3.6 There is now an increasing gap between the rental income that a landlord can achieve on the private rented market and the amount that can be paid through local housing allowance to temporary accommodation subsidy. For a 2 bedroom property this gap is often in excess of £90 per week.
- 3.7 It is predominantly this affordability gap that has led to increasing numbers of people coming to the council as potentially homeless because of low income and/or capped benefits. As a result our previous success in preventing homelessness and reducing reliance on temporary accommodation are being rapidly reversed.
- 3.8 A similar picture in terms of this affordability gap can be seen in neighbouring Lewisham and Croydon, and the picture is not significantly different in many parts of the South East such as such as Dartford or Chatham.

- 3.9 As the temporary accommodation subsidy arrangements have not kept pace with the private rented market, our temporary accommodation leasing providers report it increasingly hard to secure new and retain existing leased accommodation even with enhanced incentives to attract landlords.
- 3.10 Large numbers of properties are now only being let on a more expensive nightly-paid basis and since 2011 we have seen a 700% increase in this type of letting (85% of which is out of borough), which adds a large percentage to the cost borne by the council in accommodating families for whom we have a statutory duty (particularly factoring in increased admin costs and the costs of storing family possessions when they are housed in shared housing).
- 3.11 Nightly rates are market-driven and whilst fixed rates have been informally negotiated with many providers and work is undertaken on a pan-London basis to try and drive down rates. Market pressures increasingly mean that higher rates have to be paid with an increasing net cost to the Council
- 3.12 At the same time that both low income families and the council itself are being priced out of the local private rented sector the number of housing association lettings are falling year on year both in terms of re-lets and reduced supply of new build properties.
- 3.13 This disparity in supply and demand has directly led to a 150% increase in the use of TA since 2011 (427 households up to 1097 of September 2015).
- 3.14 As this chart below shows, the reduction in access to private accommodation because of increasing market rents and house prices has been made worse by a decrease in housing association new-builds and re-lets directly resulting in an increase in temporary accommodation use to meet statutory housing need.



- 3.15 Temporary accommodation provision is kept under continuous to review in order to try and increase the supply of accommodation to meet the level of statutory need whilst achieving best value:
- 3.16 Work with nightly paid providers during the first half of 2015/16 has secured 4 block booking arrangements with an annual savings of £67,110.70 against the current average costs of night paid provision.
- 3.17 The refurbishment of Manorfields, a former residential home to create an additional 45 units of temporary accommodation will achieve a full year saving in the region of £264K based on the comparative current average nightly paid accommodation costs for this number of households.

Current Budget Position and Contingency Drawdown

- 3.18 The above factors mean that the total number of households in temporary accommodation is now just under 1,100 (excluding those placed into supported accommodation as part of a homeless rehousing pathway) with an average net increase of 15 households per month. With supply and alternative housing options limited the increasing numbers are currently being met almost exclusively through nightly let and bed and breakfast arrangements. This currently accounts for 683 of the current temporary accommodation placements.
- 3.19 Although pan-London agreements have been made to try and control nightly paid rates, demand is still outstripping supply, which is forcing prices up. Even with the growth in the sector we still often struggle to find places and are increasingly forced to rely on expensive commercial hotels to meet our legal duty.

Average costs of nightly let and bed and breakfast temporary accommodation

	Average Annual Cost of Shared Accommodation			
	Landlord Charge	Rent to tenant/HB Subsidy	Utilities/Personal Charge	Cost to LBB
Family in Single Room	11,613.47	8,883.70	839.45	1,896.88
Family in Two Rooms	21,535.00	8,572.03	1,605.91	11,356.98
Studio	12,430.62	9,966.57	0.00	2,464.05
1 Bed	15,040.97	9,628.17	0.00	5,412.80
2 Bed	18,222.82	11,158.15	0.00	7,064.66
3 Bed	21,701.00	12,532.06	0.00	9,168.94
4 Bed	26,143.13	18,195.71	0.00	7,947.42

- 3.20 Overall this brings the spend on nightly paid accommodation to a predicted £12,440,634 for 2015/16. Taking account of the maximum amount able to be charged to those households placed to offset against the cost of provision this still leaves the Council with a net cost of £4,522,107 which uses the full £1.119m contingency set aside for homelessness pressures in a full financial year in addition to the current budget of £3,402,800. This figure already takes into account the additional units due from the refurbishment of Manorfields.
- 3.21 It must also be noted that the administration of ad hoc nightly-let placements is labour-intensive for staff resources, in terms of making placement arrangements, verification of use and payment.
- 3.22 The quality of accommodation offered also needs to be monitored as an increasing number of landlords appear to be trying to cash in with sub-standard and shared facility accommodation leaving us at increased risk of legal challenge and financial claims. The Council has received an increasing number of reviews and complaints that need to be handled and leaving us at increased risk of legal challenge and financial claims. Shared facility accommodation has also increased the cost of removals and storage of belongings with an additional £50K budget pressure for the current financial year.
- 3.23 Members are therefore now asked to approve release of the £649k held in central contingency and also to note the projected pressures for 2015 and beyond. The draw down has been assumed on the budget monitoring report.

3.24 The table below shows the funding held in contingency over the next four years.

	<u>2015/16</u> <u>£'000</u>	<u>2016/17</u> <u>£'000</u>	<u>2017/18</u> <u>£'000</u>	<u>2018/19</u> <u>£'000</u>
Central Contingency	£1,100	£2,150	£3,600	£5,050
Overspend in B&B Placements	-£649	-£649	-£649	-£649
Central contingency remaining	£451	£1,501	£2,951	£4,401

As you can see from the table above the drawdown of £649k in 2015/16 to fund in year pressures will leave £451k in central contingency and a further £4.4m in future years

Future Forecast:

3.25 All of the above, together with research undertaken at both regional and national level reinforces the certainty that current rises in the use and cost of temporary accommodation are set to continue.

3.26 The following trends appear set to continue into the foreseeable future:

- Universal credit roll out and an increasing reluctance of landlords to take households with any level of benefit dependency.
- Lowering of the benefit cap and freezing benefit levels further reducing affordability and also putting increased pressure on out of London accommodation
- Rent reductions for housing associations reducing capacity to carry rent arrears and reducing finance for new build programme
- Potential loss of around 1,600 units through housing association right to buy in LBB
- Continuing property and rental price increases against frozen benefit and temporary accommodation subsidy levels, increasing the funding gap Bromley has to subsidise
- Increased concern from housing associations regarding affordability and requests for rental guarantees to take statutory homeless households
- Leasing providers stating that they cannot manage accommodation within frozen levels and requesting additional top ups from the council
- Outward migration from inner London
- Case law placing increased restrictions on out-of-borough placements
- Homeless legislation does not require households to comply with private rented sector placements and many are increasingly reluctant to consider prs options due to rising rental prices and short tenancy terms.

3.27 Taking count of the current trends, the table below sets out the potential impact on temporary accommodation over the next four years. It must be noted that any further increase in demand or reduction in either the level of prevention work able to be achieved or supply of housing association lettings would have a further significant impact upon the level and cost of temporary accommodation. At this stage predictions after this point become increasingly unclear in terms of how the market may change, future levels of funding, the impact of universal credit and so forth.

Four Year Growth

	<u>2015/16</u> <u>£000</u>	<u>2016/17</u> <u>£000</u>	<u>2017/18</u> <u>£000</u>	<u>2018/19</u> <u>£000</u>
Growth of 15 a month 2015/16	649	1,119	1,119	1,119
Growth of 15 a month 2016/17		533	987	987
Universal credit spike (Estimate of 144 cases)		673	1,246	1,246
Growth of 15 a month 2017/18			533	987
Growth of 15 a month 2018/19				533
Increase in rents (on all)		200	204	208
	649	2,525	4,089	5,080
Contingency for homelessness	1,100	1,400	2,100	2,800
Contingency for welfare reform		750	1,500	2,250
Total	1,100	2,150	3,600	5,050

3.28 In addition to the ongoing work to maximise the level of homeless prevention. Particularly in relation the debt and affordability issues, work continues to explore additional supplies of accommodation to reduce the current reliance on nightly paid accommodation as described above. For the forthcoming year this currently includes:

- Property purchase of up to 400 units over three years, in partnership with a registered provider. This scheme was approved by Executive in June 2015, with the first properties due to be purchased earlier in the new financial year.

The scheme will be reviewed on an annual basis to assess the potential to enter into each phase based upon any changes to rent levels and increases in house prices, both of which may impact upon the level of properties able to be acquired under the scheme. The overall number is also limited by house prices against the level of institutional funding that can be secured.

- Work with registered providers to maximise the supply of new accommodation:

The Council continues to maximise the supply of new accommodation that can be delivered in the borough via registered providers. However, given the financial reforms faced by housing associations together with the right to buy, development programmes are anticipated to be far smaller in future years than has historically been the case.

- Temporary Accommodation gateway review to explore the potential to increase the supply of temporary accommodation from the private sector under a dynamic purchasing framework whilst reducing the current level of rental increases to help contain the current pressures. This work will also explore the potential for driving down costs through sub-regional arrangements.
- Intensive work with private landlords to offer an increased range of flexible incentives to access this sector and attract additional block booking supplies to increase the supply of

accommodation whilst seeking to drive down the current average nightly paid accommodation costs.

4. POLICY IMPLICATIONS

- 4.1 The housing objectives are set out in the relevant business plans. These objectives are compliant with the statutory framework within which the Council's housing function must operate and incorporate both national targets and local priorities identified from findings of the review, audits and stakeholder consultation.
- 4.2 The Council has an approved temporary placement policy which seeks to ensure compliance with the statutory framework for the provision of temporary accommodation meeting the requirements for suitability whilst seeking value for money in all placements.

5. FINANCIAL IMPLICATIONS

- 5.1 The provision of temporary accommodation is a high-risk budget area. The financial implications are considered within the body of this report.

6. LEGAL IMPLICATIONS

- 6.1 All local authorities have a statutory duty under the Housing Act part VII (as amended by the Homelessness Act 2002) to secure suitable temporary accommodation for priority homeless households.
- 6.2 Under section 188, part VII of the Housing Act 1996 local authorities have a duty to secure accommodation for homeless households that are eligible for assistance and have a priority need pending a decision on any duty owed under the 1996 Act. This is known as the 'interim duty'.
- 6.3 Local authorities also have other statutory duties including those under sections 190,195 of the 1996 Act to provide accommodation, help and assistance. This often means providing accommodation to some of the most vulnerable members of the community including for example those with mental health issues, physical disabilities and vulnerable children.
- 6.4 Under section 193 of the Act local authorities are bound by statute to secure that suitable accommodation is available for those applicants who have been accepted as having a 'main' homelessness duty. This will usually initially be filled by continuing the temporary arrangements entered into for the interim duty.
- 6.5 The Council also uses temporary accommodation style arrangements to fulfil the statutory duty towards other client groups for example those with no recourse to public funds and some leaving care clients.
- 6.6 There is clear guidance within the homelessness legislation and case law regarding suitability of temporary accommodation. This includes details of standards of accommodation, nature, style, affordability and location. Recent case law has clearly set out the expectation that local authorities should as far as possible secure accommodation within the locality. Where this cannot be done there needs to be a clear audit trail which demonstrates how accommodation was procured in the nearest possible location. In addition, full risk assessments must be undertaken regarding out-of-borough placements. Lack of accommodation in itself is not sufficient to justify a placement which does not meet the suitability criteria. Failure to meet the above requirements brings the risk of legal

challenge resulting in order with specific placement requirements and compensation orders.

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	LB Bromley Homelessness Strategy 2012 – 2017 LB Bromley Affordable Housing Supplementary Planning Document 2008 Residential Property Acquisitions: Executive Committee June 2015 EC&HS PDS and Executive Report October 2014 Homelessness pressures and contingency drawdown EC&HS PDS Report March 2015: Housing Properties Report

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Report No.
CS15940

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

For Pre-Decision Scrutiny by Care Services PDS Committee on:

Date: 17 November 2015

Decision Type: Non-Urgent Executive Non-Key

Title: UPDATE ON TACKLING TROUBLED FAMILIES PROJECT –
UPDATE ON OUTCOMES AND GRANT DRAWDOWN

Contact Officer: Kay Weiss, Director Safeguarding & Social Care (ECHS)
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Chief Officer: Director: Safeguarding & Social Care (ECHS)

Ward: (All Wards)

1. Reason for report

- 1.1 This report sets out expenditure on the Tackling Troubled Families Programme being delivered in Bromley and requests agreement to drawdown additional grant funding from central contingency.

2. **RECOMMENDATIONS**

- 2.1 **The Care Services Policy Development and Scrutiny Committee is asked to consider and comment on the content of the report.**
- 2.2 **The Portfolio Holder for Care Services is asked to agree the drawdown from contingency of the sum of £661k from the Tackling Troubled Families Grant held in contingency and refer to the Executive for approval.**
- 2.3 **The Executive are asked to approve the drawdown from contingency of £661k for Tackling Troubled families.**

Corporate Policy

1. Policy Status: Not Applicable
 2. BBB Priority: Children and Young People
-

Financial

1. Cost of proposal: Within existing resources
 2. Ongoing costs: to be determined
 3. Budget head/performance centre: Not Applicable
 4. Total current budget for this head: Not Applicable
 5. Source of funding: Funding over 5 years from the Department of Communities and Local Government (DCLG) on a part-payment by results basis
-

Staff

1. Number of staff (current and additional): 11 FTE
 2. If from existing staff resources, number of staff hours: Contribution for the hours spent by the Assistant Director for Children's Safeguarding & Social Care, the Head of Service for Early Interventions and Family Support, the Senior Family Support and Parenting Practitioner team within the Bromley Children Project and the Bromley Children Project Intelligence and Operations Lead
-

Legal

1. Legal Requirement: None
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 1909 families across 5 years (made up of 1660 for Phase 2 plus 249 early adopter families)
-

Ward Councillor Views

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

3. COMMENTARY

3.1 Tackling Troubled Families Programme

3.1.1 The reports to CYP PDS in March 2012, June 2012, October 2013 and May 2014 described the Government programme “Tackling Troubled Families” (TTF) and how this would be implemented in Bromley.

3.1.2 The TTF Programme has been developed in two phases;

- Phase 1 ran for three years and ceased on 31 March 2015
- Phase 2 will run for five years and officially launched countrywide on 1 April 2015.

3.1.3 A selected number of high performing local authorities were approached to be ‘early adopters’ of Phase 2 and started the programme in September 2014, running alongside the end of Phase 1. Bromley was one of the chosen early adopters.

3.1.4 TTF Phase 2 remains a payment by results (PbR) initiative. The national criteria has been expanded, the focus is now more holistic and has been broadened to allow for earlier intervention. To be eligible for the expanded programme, each family must have at least **two** of the six problems listed below:

- Parents and children involved in Crime or antisocial behaviour
- Children who have not been attending school regularly
- Children who need help
- Adults out of work or at risk of financial exclusion
- Families affected by domestic violence and abuse
- Parents and Children with a range of Health problems

3.1.5 The Department for Communities and Local Government (DCLG) have increased the data collection requirements for TTF in order to evidence the new criteria. There is a requirement to submit to DCLG data for the National Impact Study, the Family Progress Data, the national Cost Savings Calculator, and in addition to this to undertake Family Surveys both pre/post intervention, Qualitative in-depth interviews with staff, and Qualitative in-depth interviews with families. This is alongside the ongoing audit requirements both locally and nationally. In recognition of this DCLG have increased the central coordination element of the grant funding so that this additional information is provided.

3.1.6 DCLG has changed the framework to rewards. In order to achieve PbR outcomes it is now a requirement to evidence that there has been a holistic family assessment and that the family has achieved ‘*significant and sustained improvement compared with all their problems at the point of engagement*’. Bromley has developed a comprehensive Outcomes Plan to support this.

3.2 The Bromley Approach to Tackling Troubled Families

3.2.1 The Tackling Troubled Families programme remains coordinated through the Bromley Children Project and delivered through a number of work streams. These are cross cutting across council departments and agencies and require an integrated approach to working with partners. These include the Anti-social Behaviour Unit, Youth Offending Team, education support to children not attending school through the Education Welfare Service and services that support families not in work.

- 3.2.2 Two staff have been seconded from Job Centre Plus into the Bromley Children Project on a part-time basis to support the efforts to decrease the number of adults out of work in a more targeted and structured way.
- 3.2.3 This approach was developed to ensure a multi-agency approach to supporting families with multi-faceted problems, to build on systems and structures already in place and further develop innovative interventions with troubled families.
- 3.2.4 In order to manage the expanded programme, Bromley has developed an Outcome Plan (see Appendix 1). Internal Audit are required to sign off all claims for PbR and our processes in order to satisfy the DCLG terms for PbR payment to be made. As with Phase 1, there is a requirement to adapt the programme over time as directed by DCLG and therefore the Outcome Plan may be adapted as part of the project delivery.

3.3 Grant Funding

- 3.3.1 During Phase 1 of the TTF programme Bromley achieved maximum attachment and maximum payment by results (PbR) reward payments. The service ran an effective and lean model resulting in £1,007,252 remaining in Central Contingency at the end of Phase 1:
- 3.3.2 The financial model for Phase 2 is operating at a reduced grant income level per family. During Phase 1 the maximum possible income including PbR equated to £4,000 per family. For Phase 2, this has reduced to a maximum, including PbR, of £1,800 per family.
- 3.3.3 The guaranteed grant funding model for this programme remains directly related to the proportion of families that are to be 'attached' during each year of the current phase at £1000 per family. The PbR top-up available is capped at £800 per family.
- 3.3.4 In Phase 2, Bromley's target number of families is 1,660. The attachment of families is spread across five years. We have committed to attaching 282 families in Year 1, plus 249 families during the early adopter period (Sept 2014-March 2015).
- 3.3.5 Bromley will continue to receive ring fenced grant allocation for each year of Phase 2 which includes the contribution to cover: -
 - a. the initial identification of families,
 - b. the coordination of the programme,
 - c. the % agreed upfront "attachment fee"
- 3.3.6 The TTF monies held in Central Contingency totalling £1,007,252 will be used to supplement the cost of the service into Phase 2.
- 3.3.7 The cost of running the service under the current model can be met for 2015/6 and 2016/7 without any further income based on the use of the income held in Central Contingency plus the funding already received in year 1 of Phase 2.
- 3.3.8 In addition to the income held in Central Contingency, a sum of £225,581 was approved as carry forward at the end of 2014/5 and is held in the TTF cost centre.

3.4 Staffing

- 3.4.1 The TTF staff team is made up of the Coordinator, Data Analyst, two Administrators and fourteen Family Support and Parenting Practitioners who are located within and managed by the Bromley Children Project. Additional support, not funded by the TTF grant, is provided by the Head of Service for Early Interventions and Family Support, the Intelligence and

Operations Team, and seven other key Family Support and Parenting Practitioners within that team.

- 3.4.2 As Phase 2 progresses consideration will be given to reviewing caseloads and staffing. During Phase 2, where staff leave the service, recruitment will not be automatic. Each position will be reviewed to see whether it is necessary to recruit at that time or if the service can continue to achieve the required outcomes to attract PbR with fewer staff. Using natural wastage will help to ensure that the staffing budget is effectively managed and reduce the pressure on the budget towards the end of Phase 2.

3.5 Progress

- 3.5.1 Now that we have moved into Phase 2, which is a five year programme, the governance arrangements have been reviewed. The Project Board has ceased and a new Governance Board has been created. The Governance Board is chaired by the Director for Children's Safeguarding and Social Care, and has representation from key partners both internal and external to the local authority.
- 3.5.2 The Operational Group which includes the leads for the key work streams as described in Briefing CS12008, 2.6.2., and is chaired by the Head of Service for Early Interventions and Family Support and reports up to the Governance Board.
- 3.5.3 Due to the high reliance on evidence and data to substantiate any claim under the PbR system a Data Contacts Group has been created. Members are able to access surgeries and ad-hoc support via the TTF Data team.
- 3.5.4 The identification of families continues. To date the 249 families for the Early Adopters period have been attached, and 233 of the 282 target for Year 1 of Phase 2 are already attached.

3.6 Commissioning

- 3.6.1 The Commissioning element of this grant funded several key services during the three years of Phase 1, e.g. The Children at Risk of Sexual Exploitation (CSE) project. It is proposed that the commissioning process will be repeated in 2015/6 and reviewed to see whether it remains a requirement moving forward. Eligible bids will be considered and bids submitted to the Chair of the Governance Board for final approval.

3.7 Audit

- 3.7.1 Internal Audit have been integrated into the TTF programme in Bromley from the outset and continue in Phase 2 to fulfil the required critical friend and challenge role.
- 3.7.2 Colleagues in Internal Audit have confirmed that they believe Bromley's TTF Phase 2 Outcome Plan and Claims Approach Documentation is robust and clear, and will enable them to effectively complete their audits for PbR claims under this second phase (reference to Outcome Plan is in paragraphs 3.1.6 and 3.2.4).

3.8 Evaluation of Phase 1

- 3.8.1 An evaluation of Phase 1 is near completion. The first draft was considered by the Governance Board in September 2015 and will be tabled for sign-off by the Governance Board in December 2015. An Evaluation Report is being finalised and will be available early in the new year.

4. POLICY IMPLICATIONS

4.1 The development of the Tackling Troubled Families programme continues to contribute to many of the Building a Better Bromley priorities.

5. FINANCIAL IMPLICATIONS

5.1 The current grant received in both phases 1 and 2 is as follows. This includes the drawdown already agreed in 2015/16:-

Tackling Troubled Families current grant income

	Phase 1 £000	Phase 2 £000	Total £000
Coordination Income	220	259	479
Attachment income	1,134	531	1,665
PbR Income	528	-	528
Total income	1,882	790	2,672
Expenditure	- 875	- -	875
Drawn down in 2015/16	- 226	- -	226
Available funding remaining	781	790	1,571

5.2 Future guaranteed TTF grant income under Phase 2, assuming the programme continues and families are attached is as follows:-

Future Grant income of Phase 2

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	Total £000
Families needing to be seen					
Coordination Income	200	200	200	200	800
Attachment income	TBC	TBC	TBC	TBC	1,378**
PbR Income	TBC	TBC	TBC	TBC	1,527**
					3,705

** Current estimates of future income although phasing not yet known

1,660 families need to be targeted across phase two to achieve the grant

Future potential PbR income under Phase 2 totals £1,527,200.

5.3 In order to operate the service for 2015/6 it is requested that the sum of **£661k** be drawn down from Central Contingency to supplement the carried forward balance from 2014/5 already held in the TTF cost centre to cover the operational costs. The costs associated with this expenditure is as follows:-

Expenditure for 2015/16	2015/16 £000
Employees - salaries	715
Employees - other costs	1
Training	15
Transport	8
Supplies and Services	6
Commissioning	60
Data warehouse managment system	61
Running costs	21
Funding already drawn down	-226
Requested for draw down	<u>661</u>

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none"> • CYP PDS 20 March 2012. Department for Communities and Local Government Initiative – Tackling Troubled Families • CYP PDS 12 June 2012. Review of the Tackling Troubled Families Initiative for Bromley. • CYP PDS October 2013. Update on Tackling Troubled Families Initiative for Bromley • CYP PDS May 2014. Update on Tackling Troubled Families Initiative for Bromley

Bromley's Tackling Troubled Families Outcome Plan (Phase 2).

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Crime/ASB	A child aged 10-18 who has committed a proven offence in the previous 12 months (including perpetrating DVA if under 16)	DCLG	Offending rate by children in the family reduced by at least a 33% in the last 6 months OR No offending in the last 6 months	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for young person
Crime/ASB	An adult or child who has received an anti-social behaviour intervention (or equivalent local measure) in the last 12 months	DCLG	A 60% reduction in anti-social behaviour across the family in the last 6 months OR No reported ASB in the last 6 months compared to the previous 6 months. YP has completed an ABC/ CBO.	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for young person and adults
Crime/ASB	An adult aged 18+ who has committed a proven offence in the previous 12 months	LBB	Offending rate by all adults in the family reduced by at least a 20% in the last 6 months.	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for young person and adults
Crime/ASB	An adult prisoner who is less than 12 months from his/her release date and will have parenting responsibilities on release	DCLG	No proven offences or antisocial behaviour interventions within the 6 months following release from prison OR [successful completion of appropriate parenting course (rate of 66% of sessions) AND no proven offences or antisocial behaviour interventions within the 3 month course duration]	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for adults
Crime/ASB	An adult who is currently subject to licence or supervision in the community, following release from prison, and has parenting responsibilities	DCLG	Successful completion of licence/supervision. OR [successful completion of appropriate parenting course (rate of 66% of sessions) AND no breach of licence within the 3 month course duration]	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for adults
Crime/ASB	An adult currently serving a community order or suspended sentence, who has parenting responsibilities	DCLG	No proven offences or antisocial behaviour interventions within 6 months OR [successful completion of appropriate parenting course AND no proven offences or antisocial behaviour interventions within the 3 month course duration]	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for adults
Crime/ASB	Adults or children referred by professionals because their potential crime problem or offending behaviour is of equivalent concern to the indicators agreed in Senior Practitioner's Panel Discussion	DCLG	Dependent on concern. No proven offences or antisocial behaviour interventions within the last 6 months. Engaged with appropriate intervention offered in terms of gangs and potential for crime. Reduction in police	Sustained reduction in criminal activity and reduced cost to public services improving employment prospects for adults

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
			call outs to family home by 60% in the last 6 months OR Not come to Police notice for 6 months / Coming off the Matrix after 6 months.	
Education	A child who is persistently absent from school; the average attendance over the last 3 consecutive terms is less than 90%	DCLG	All children in suitable education and attending 90% of available sessions of available sessions over 3 most recent consecutive terms	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child who has received at least 3 fixed term exclusions in the last consecutive 3 terms	DCLG	Every child in the household has attended school in excess of 90% of available sessions over 3 most recent consecutive terms, with no more than 2 fixed term exclusions per person following identification	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child at primary school who has had any number of fixed term exclusions in the last consecutive 3 terms causing them to miss 5 school days	DCLG	Every child in the household has attended school in excess of 90% of available sessions over 3 most recent consecutive terms, with no more than 2 fixed term exclusions per person following identification and fixed excluded days for primary school children not more than 5 days	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child of any age who has had any number of fixed term exclusions in the last consecutive 3 terms causing them to miss 10 school days	DCLG	Every child in the household has attended school in excess of 90% of available sessions over 3 most recent consecutive terms, with no more than 2 fixed term exclusions per person following identification, fixed excluded days for primary school children not more than 5 days, fixed excluded days for all children not more than 10 days,	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child who has been permanently excluded from school within the last 3 school terms	DCLG	Every child in the household has attended agreed education setting (including EHE) in excess of 90% of available sessions, less than 3 fixed term exclusions over 3 most recent consecutive terms and with no permanent exclusions.	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Education	A child identified by their school with concerning patterns with internal seclusions within the last 3 consecutive terms	LBB	Every child in the household has attended school in excess of 90% of available sessions over 3 most recent consecutive terms, with no more than 2 fixed term exclusions per person following identification and 60% reduction in seclusions over 3 most recent consecutive terms	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child who is neither registered with a school, nor being educated in an alternative setting	DCLG	All children in suitable education and attending 90% of available sessions of available sessions over 3 most recent consecutive terms	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child who is in alternative educational provision for children with behavioural problems	DCLG	All children in suitable education and attending 90% of available sessions of available sessions over 3 most recent consecutive terms	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Education	A child referred by education professionals as having school attendance problems of equivalent concern to the indicators above because he/she is not receiving a suitable full time education	DCLG	All children in suitable education and attending 90% of available sessions of available sessions over 3 most recent consecutive terms	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.
Children Needing Help	Children who don't take up the 2YOF and meet the disadvantage indicators	DCLG	Take up/accepted for 2YOF AND/OR regular attendance (at least 3 hours per week) at a Children and Family Centre creche/activities for 6 months	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Children identified in the school census/bromley community wellbeing as having social, emotional and mental health problems	DCLG	Assessment and EI via the Bromley Community Wellbeing Service and improved SDQ score OR onward referral by BCWS to CAMHS for tier 2 + intervention	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Families with pregnant teenagers	DCLG	Attended education setting as long as appropriate (advised by professional), return to education setting within 12 weeks AND engaging with health services	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Children who have been reported as missing from home	DCLG	Child returned home or to suitable supported accommodation AND episodes of reported missing reduced by 60%	Children are kept safe within the family environment and given the best possible start in life.

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Children Needing Help	Children who are repeatedly assessed under Section 17 or 47, of the Children Act 1989, but not deemed a 'child in need'	DCLG	Referral into early help or appropriate services AND/OR re-referral into CSC is accepted as CIN/CP AND engagement in the assessment process and evidence of changed behaviour in line with goal setting/plan	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child who has been assessed as needing early help	DCLG	Completion of early help assessment and goal setting AND successful completion of goals within timeframe set	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child 'in need' under Section 17, of the Children Act 1989	DCLG	No longer Child In Need AND family self refer and engage with appropriate early intervention or statutory CSC if the need arises within 6 months	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child who has been subject to an enquiry under Section 47, Children Act 1989	DCLG	Investigation undertaken and no further action necessary	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child subject to a Child Protection Plan	DCLG	No longer on a CP plan AND family self refer and engage with appropriate early intervention or statutory CSC if the need arises within 6 months	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child who has been identified as at risk of sexual exploitation	DCLG	Engagement with CSE programme AND/OR professional confirmation of reduced risk of CSE over following 6 month period	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child experiencing or at risk of domestic violence/abuse	DCLG	Successful completion of the CGWP (AVA) (or equivalent) AND/OR child no longer experiencing domestic violence/abuse AND/OR professional confirmation of reduced risk of domestic violence/abuse	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Children experiencing or at risk of poor parenting	LBB	Referral, engagement and successful completion of appropriate evidenced based parenting programme OR referral and engagement with early intervention service, engagement in the assessment process and evidence of changed behaviour in line with goal setting	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Children with development delay	LBB	Evidence of parental acceptance of development delay AND engagement with appropriate services AND implementation of recommendations to address delay	Children are kept safe within the family environment and given the best possible start in life.

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Children Needing Help	Children with CLA / LAC status	LBB	Child no longer CLA / LAC OR no more than 2 placement changes in 6 months	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Children returning home from care or placed for permanent adoption	LBB	Remaining in the family home or successful integration into the adoptive family for 6 months	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	Children demonstrating challenging behaviours	LBB	Engagement with support by parents and individual where appropriate. Professional judgement that parent's capacity to successfully manage challenging behaviour has increased.	Children are kept safe within the family environment and given the best possible start in life.
Children Needing Help	A child nominated by professionals as having problems of equivalent concern to the indicators above	DCLG	Senior FSPP Panel to reach unanimous decision as to achieved significant and sustained outcome	Children are kept safe within the family environment and given the best possible start in life.
Worklessness / Debt	An adult in receipt of out of work benefits	DCLG	[An adult moves off "out of work" benefits or Universal Credit AND Sustains a period of continuous employment.] or [Remains on Universal Credit but meets an agreed earnings threshold] or [Professional's judgement of significant and sustained progress towards work, for example a vocational qualification, significant work experience, back in education or an apprenticeship, correct benefits received]	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Worklessness / Debt	An adult who is claiming Universal Credit and is subject to work related conditions	DCLG	[An adult moves off "out of work" benefits or Universal Credit AND Sustains a period of continuous employment.] or [Remains on Universal Credit but meets an agreed earnings threshold] or [Professional's judgement of significant and sustained progress towards work, for example a vocational qualification, significant work experience, back in education or an apprenticeship, correct benefits received]	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Worklessness / Debt	A young person who is not in education, training or employment	DCLG	No longer NEET and remains EET for 6 months	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Worklessness / Debt	A family is in significant rent or mortgage arrears (>£500 or in arrears for two or more months)	LBB	The rent/mortgage arrears are cleared or the family have a repayment plan in place which is being adhered to and family finances are well managed for 6 months. Do not present to support services for finance related reasons for 6 months OR recognition of debt/financial issues and engaging with appropriate support service/activity to develop and implement a plan for 6 months.	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Worklessness / Debt	A family is at risk of eviction or family member is homeless	LBB	No longer at risk of eviction AND/OR no longer homeless AND do not re-present as homeless for 6 months AND where appropriate engage with EI support and services and engagement in the assessment process and evidence of changed behaviour in line with goal setting/plan	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Worklessness / Debt	A family member has debts or financial problems that impact on their ability to meet basic family needs e.g. food, clothing, accommodation	LBB	An income and debt repayment plan is in place and being adhered to and family finances are well managed for 6 months OR recognition of debt/financial issues and engaging with appropriate support service/activity to develop and implement a plan for 6 months and do not present to support services such as food banks during the final 2 months of support	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Worklessness / Debt	A practitioner has equivalent concerns about the management of family finances	LBB	An income and debt repayment plan is in place and being adhered to and family finances are well managed for 6 months OR recognition of debt/financial issues and engaging with appropriate support service/activity to develop and implement a plan for 6 months and do not present to support services such as food banks during the final 2	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
			months of support	
Worklessness / Debt	Parents and families referred by professionals as being at significant risk of financial exclusion. This may include those with problematic / unmanageable levels and forms of debt and those with significant rent arrears	DCLG	An income and debt repayment plan is in place and being adhered to and family finances are well managed for 6 months OR recognition of debt/financial issues and engaging with appropriate support service/activity to develop and implement a plan for 6 months and do not present to support services such as food banks during the final 2 months of support	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Worklessness / Debt	A child who is about to leave school, has no / few qualifications and no planned education, training or employment	DCLG	Does not become NEET for 6 months	Family members are in employment, there has been significant progress to work and/or debt/financial problems are being dealt with leading to reduced burden on the public purse now or in the future
Domestic Abuse	An adult known to local services has experienced, is currently experiencing or is at risk of experiencing domestic violence and abuse	DCLG	Reduction in DVA OR reduced risk of DVA in the following 6 months: Increased safety for family demonstrated using at least one of the following measures: CAADA-DASH Risk Identification Checklist (RIC) score (above 14 – high) falls below 14 for 3 continuous months OR no further RIC assessment required for 6 months; DASH score (below 14) reduced by 25% and sustained for 6 months period; Reduction of at least one level within the Barnardo's Domestic Violence Risk Identification Matrix; No repeat MARAC referral in 6 months since first referral; Conviction / civil remedy / Domestic Violence Protection Order in relation to perpetrator; OR similar.	Improving the lives of those affected by domestic violence and abuse leading to increased confidence and greater freedom.

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Domestic Abuse	A young person known to local services has experienced, is currently experiencing or is at risk of experiencing domestic violence and abuse	DCLG	Reduction in DVA OR reduced risk of DVA in the following 6 months. Increased safety for family demonstrated using at least one of the following measures: CAADA-DASH Risk Identification Checklist (RIC) score (above 14 – high) falls below 14 for 3 continuous months OR no further RIC assessment required for 6 months; DASH score (below 14) reduced by 25% and sustained for 6 months period; Reduction of at least one level within the Barnardo's Domestic Violence Risk Identification Matrix; No repeat MARAC referral in 6 months since first referral; Conviction / civil remedy / Domestic Violence Protection Order in relation to perpetrator; OR similar.	Improving the lives of those affected by domestic violence and abuse leading to increased confidence and greater freedom.
Domestic Abuse	An adult who is known to local services as having perpetrated an incident of domestic violence or abuse in the last 12 months	DCLG	Prison sentence for perpetrator, engagement with perpetrator services, compliance with sanctions in the following 6 months. Increased safety for family demonstrated using at least one of the following measures: CAADA-DASH Risk Identification Checklist (RIC) score (above 14 – high) falls below 14 for 3 continuous months OR no further RIC assessment required for 6 months; DASH score (below 14) reduced by 25% and sustained for 6 months period; Reduction of at least one level within the Barnardo's Domestic Violence Risk Identification Matrix; No repeat MARAC referral in 6 months since first referral; Conviction / civil remedy / Domestic Violence Protection Order in relation to perpetrator; OR similar.	Improving the lives of those affected by domestic violence and abuse leading to increased confidence and greater freedom.

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Domestic Abuse	A young person who is known to local services as having perpetrated an incident of domestic violence or abuse in the last 12 months	DCLG	Youth offending order/intervention for perpetrator, engagement with perpetrator services, compliance with sanctions in the following 6 months. Increased safety for family demonstrated using at least one of the following measures: CAADA-DASH Risk Identification Checklist (RIC) score (above 14 – high) falls below 14 for 3 continuous months OR no further RIC assessment required for 6 months; DASH score (below 14) reduced by 25% and sustained for 6 months period; Reduction of at least one level within the Barnardo's Domestic Violence Risk Identification Matrix; No repeat MARAC referral in 6 months since first referral; Conviction / civil remedy / Domestic Violence Protection Order in relation to perpetrator; OR similar.	Improving the lives of those affected by domestic violence and abuse leading to increased confidence and greater freedom.
Domestic Abuse	A family member discloses historic but not current DVA to a practitioner in the current household	LBB	Sustained reduction of level in DVA AND creation and regular review of safety plan AND where appropriate, engagement with/referral to the CGWP	Improving the lives of those affected by domestic violence and abuse leading to increased confidence and greater freedom.
Domestic Abuse	The household or a family member has been subject to a police call out for at least one DVA incident in the last 12 months.	DCLG	Reduction in the number of police call outs by 33% in the following 6 months	Improving the lives of those affected by domestic violence and abuse leading to increased confidence and greater freedom.
Health	A new mother who has a mental health or substance misuse problem and other health factors associated with poor parenting. This could include mothers who are receiving a Universal Partnership Plus service or participating in a Family Nurse Partnership	DCLG	Parent takes responsibility for managing their family's health/care plan or self care strategy in place for 6 months. All family members registered with GP and dental practice and regular check ups AND engaging with midwifery and health visiting services AND engagement with Early Intervention Family Support via the assessment process and evidence of changed behaviour in line with goal setting to improve parenting	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Health	An adult with mental health problems who has parenting responsibilities	DCLG	Engagement with appropriate Community Mental Health Team AND/OR GP and self care strategy in place for 6 months AND engagement with Early Intervention Family Support via the assessment process and evidence of changed behaviour in line with goal setting to improve parenting. All family members registered with GP and dental practice and regular check ups	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
Health	A child with mental health problems	DCLG	Assessment and EI via the Bromley Community Wellbeing Service and improved SDQ score OR onward referral by BCWS to CAMHS for tier 2 + intervention OR where threshold for BCWS not met, suitable alternative intervention is completed	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
Health	An adult with a drug and / or alcohol problem who has parenting responsibilities	DCLG	Engagement with appropriate Community Drug and/or Alcohol Services AND/OR GP and self care strategy in place for 6 months AND engagement with Early Intervention Family Support via the assessment process and evidence of changed behaviour in line with goal setting to improve parenting. All family members registered with GP and dental practice and regular check ups	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
Health	A child with a drug and / or alcohol problem	DCLG	Engagement with appropriate Drug and/or Alcohol Services AND/OR GP OR where threshold for service not met, suitable alternative intervention is completed	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
Health	Adults with parenting responsibilities with physical health problems that are not well managed	LBB	Evidence of engagement with appropriate services where a physical health condition applies. Parent takes responsibility for managing their family's health/care plan or self care strategy in place for 6 months. All family members registered with GP and dental practice and regular check ups	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life

Short Headline	Identification Criteria	Criteria Type	Outcomes	Impact
Health	Adults with parenting responsibilities engaging in activities damaging to children's health (smoking whilst pregnant, heavy smoking in the family home, poor dietary habits, lack of exercise, lack of mental stimulation, lack of emotional warmth etc.)	LBB	Engaged on an appropriate programme to reduce damage to child's health AND reported reduction in damaging activity AND/OR improvement in healthy alternative activity	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
Health	Family member are not registered with a GP or dentist	LBB	All family members registered with GP and dental practice and regular check ups arranged	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
Health	Adults with parenting responsibilities or children who are referred by health professionals as having any mental and physical health problems of equivalent concern to the indicators above. This may include unhealthy behaviours, resulting in problems like obesity, malnutrition or diabetes	DCLG	Parent takes responsibility for managing their family's health/care plan or self care strategy in place for 6 months. All family members registered with GP and dental practice and regular check ups	Ensuring a healthy standard of living for all Bromley residents, limiting the impact of health conditions on the ability enjoy family life
All	All	All	All children in suitable education and attending 90% of available sessions over 3 most recent consecutive terms	All children have adequate education provision with low absence/fixed exclusions and no permanent exclusions, increasing their potential to succeed in education settings.

Report No.
ES15061

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Executive

For Pre-Decision Scrutiny by Environment PDS Committee on:

Date: 30 September 2015

Decision Type: Non-Urgent Executive Key

Title: Effect of De-Regulation Act on CCTV Parking and Bus Lane Enforcement

Contact Officer: Ben Stephens, Head of Shared Parking Service, Transport and Highways
Tel: 020 8313 4414 E-mail: ben.stephens@bromley.gov.uk

Chief Officer: Nigel Davies, Executive Director of Environment and Community Services

Ward: All

1. Reason for report

- 1.1 To provide details on the effect of the Deregulation Act 2015 on CCTV Parking Enforcement, to inform Members of the staffing implications, and to recommend changes in operational practices.

2. **RECOMMENDATIONS**

2.1 That the Environment PDS committee considers the following proposals and provides its views to the Portfolio Holder and Executive for consideration.

2.2 Note that some proposals including the staffing implications of the Deregulations Act are subject to staff and trade union consultation, the outcome of which will also be considered by the Portfolio Holder and Executive in reaching a decision to:

2.2.1 Cease the use of manned static CCTV Parking and Bus Lane enforcement operation undertaken by five staff based at the Civic Centre.

2.3 Install ten automated CCTV cameras to undertake bus lane enforcement (subject to the Executive agreeing funding set out in 2.5).

2.4 Cease the use of the four Mobile Parking CCTV vehicles.

2.5 Replace the mobile CCTV vehicles with five automated CCTV cameras (for enforcement at schools) and four dedicated Civil Enforcement Officers to undertake on-street

enforcement through the current Parking contract (subject to Executive agreeing funding set out in 2.6).

- 2.6 Release a sum of £306,000 from the Central Contingency (set aside for Parking Enforcement) for the purchase and installation (through the ESPO Security and surveillance equipment & services Framework) of five automated cameras for enforcement at schools and ten automated cameras to undertake Bus Lane enforcement.**

Corporate Policy

1. Policy Status: Existing policy. Parking Strategy
 2. BBB Priority: Quality Environment. Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: Estimated cost £306k
 2. Ongoing costs: Recurring cost. Net nil compared to existing budget
 3. Budget head/performance centre: Parking
 4. Total current budget for this head: Cr £6.7m
 5. Source of funding: Existing controllable revenue budget 2015/16
-

Staff

1. Number of staff (current and additional): 22.77 fte
 2. If from existing staff resources, number of staff hours:
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The Deregulation Act 2015 came into effect on 1 April 2015. The Act prevents the issue of Penalty Charge Notices by post using evidence from CCTV cameras, with the exception of School zig zags, Bus Lanes, Bus Stops and Red Routes. The Act therefore had a significant effect on the CCTV Parking enforcement operation. Officers have investigated a number of options and continue to monitor the ongoing effect.
- 3.2 The financial impact of the Act has been reported to Members and a sum of £1m was set aside in the Central Contingency. The detail behind the net loss of income is shown in the table below:

	£'000
Net loss of income from mobile and static CCTV excluding bus lanes	740
Saving of 1fte Parking support	-26
Net loss of income from the increase in observation time	286
	<u>1,000</u>

- 3.3 The Council remains committed to school travel safety and effective traffic management as set out in the Parking Strategy. The Deregulation Act has, to some degree, recognised this by providing the exemptions above. Officers have modelled a variety of options within the constraints and exemptions of the Act.
- 3.4 Based on this modelling, it is proposed to cease the use of existing manned static and mobile CCTV units, to be replaced by 15 automated cameras as the most effective solution going forward. It is proposed to draw down £306k from the £1m held in the Central Contingency to cover the impact of the Deregulation Act. It is anticipated that there will be no further call on this Contingency during 2015/16.
- 3.5 This would result in seven fte posts being deleted. A consultation process has commenced and an update on the outcome of the process will be reported to the Executive.
- 3.6 The Deregulation Act has resulted in fewer PCNs being issued. This has, however, been partly offset by bus lane enforcement since Bromley High Street reopened to traffic following completion of the Bromley North village project. In the medium term, an 80% reduction in the number of contraventions here is expected.
- 3.7 Officers have been monitoring the impact of the increase in observation time since April 2015 (when the relevant legislation – SI2015 No. 561 – was amended) and it appears that there is no direct impact of this change. This refers to a mandatory 10 minute leeway now granted at the end of an on-street pay & display period, increased from the previous Bromley policy of five minutes.

Mobile CCTV

- 3.8 Before 1 April 2015, mobile CCTV comprised four vehicles with drivers undertaking school enforcement and enforcement of other restrictions still using the vehicles between these times. The result of the Deregulation Act is that the use of mobile CCTV vehicles is limited to school enforcement and bus stops only and the service would not be financially viable.

- 3.9 A trial deploying the CCTV drivers to undertake traditional Civil Enforcement Officer duties on street during the middle section of the day, when not enforcing schools has taken place. This is not recommended as a long-term solution as other more practical solutions have been developed.
- 3.10 Officers consider the most practical solution would be to replace the four CCTV vehicles with five automated cameras, to be rotated around school sites. The estimated cost of purchasing the five cameras is £126k.
- 3.11 Annual running costs (£32k) comprise:
- Maintenance: £4k per camera: £20k p.a.;
 - Moving the cameras between schools: £12k p.a.
- 3.12 The estimated annual income associated with the five automated cameras located at schools is: £109k.
- 3.13 The existing staffing budget would be used to employ four Civil Enforcement Officers to undertake traditional on-street enforcement activities through the current Parking contract. This will enhance the effectiveness of our Parking enforcement service
- 3.14. The cost to deploy four Civil Enforcement Officers is estimated to be £95k. These officers would generate (based on a CEO standard issuing rate) £283k and there would be an added benefit of increased Parking compliance.

Static CCTV (inc. Bus Lanes)

- 3.15 Use of static CCTV requires five dedicated fte staff to maintain an efficient operation. Restrictions including Bus Lanes are enforced between Monday to Friday 7.am to 10.30 pm, Saturday 9.30am to 10.30pm and Sunday 10am to 5.30pm. The result of the Deregulation Act is that these cameras can only be used for bus lane and bus stop enforcement. A reduction in the number of staff in this section would make it impractical to cover annual leave and sickness and is therefore not recommended.
- 3.16 The recommendation is to cease the use of the manned Static CCTV operation and to enforce bus lanes by using ten new automated cameras as a more effective approach to bus lane enforcement.
- 3.17 The purchase cost of the ten automated cameras is: £180k and the maintenance cost of the cameras is £22k p.a. with a system software maintenance cost of £15k p.a.
- 3.18 The estimated income is expected to be £470k p.a.

Automated CCTV technology and process

- 3.19 An automated camera is an unmanned camera fixed to a post or lamp column which has built-in technology to identify if a contravention has occurred. These cameras can be easily 'redeployed' to other locations once the necessary infrastructure is in place.
- 3.20 Once a contravention is recorded, the footage is transferred over the 4G network, back to the Civic Centre (or any other location). At this point an officer will review the footage and

process accordingly. The processing of the PCNs received is fully integrated with existing systems and the time taken to process is minimal. No PCN will be issued without a full review and approval by a trained officer.

- 3.21 A successful Bromley trial of automated cameras has taken place for enforcement of school restrictions. The same technology is currently being used on one of our bus lanes. Again the technology has proved to be very efficient. It should be noted that the automated cameras will not be able to enforce Bus Stops in the same way manned static enforcement could but the additional on-street presence being recommended will ensure adequate enforcement.
- 3.22 The Deregulation Act has reduced the number of PCNs issued and therefore challenges made leading to a decrease in associated administration of approximately 0.5fte. However, it is estimated that an additional 0.5 fte will be required to process PCNs issued by the automated cameras. Therefore there is a net nil effect on staffing within the Appeals Team.

4. FINANCIAL IMPLICATIONS

- 4.1 This report is recommending that the Executive agree one-off funding of £306k, from the £1m held in the Central Contingency for the impact of legislation changes in parking enforcement, to purchase and install 15 automated cameras.
- 4.2 A summary of the financial implications of the proposals in this report are shown in the table below, assuming implementation is completed by 1st April 2016: -

One-off costs	£'000		
Purchase/installation of 5 automated cameras (school enforcement)	126		
Purchase/installation of 10 automated cameras (bus lane enforcement)	180		
	<u>306</u>		
Revenue Implications	Budget	Proposal	Variation
	£'000	£'000	£'000
Replace mobile CCTV vehicles with automated cameras and 4 CEOs			
Staffing	95	95	0
Vehicle & equipment running costs	23	0	-23
Running costs of 5 automated moveable cameras	0	32	32
Income	-165	-392	-227
Cease static CCTV enforcement & install 10 automated cameras			
Staffing	154	0	-154
Equipment & software system maintenance	32	37	5
Income	-1,037	-470	567
Saving of 0.5fte parking support staff	26	13	-13
Additional 0.5fte support staff required for processing film footage	0	13	13
Net impact of proposals	-872	-672	200
Offset by projected net surplus income from on and off street parking			-200
Net impact on overall parking budget			<u>0</u>

- 4.3 The estimated net annual deficit of £200k from 2016/17 as a result of implementing these changes, is expected to be offset by the net additional income projected for on- and off-street parking, as highlighted in the latest budget monitoring report.
- 4.4 No additional costs are projected at this time for 2015/16. The deficit in income from the net reductions in PCNs as a direct result of the changes brought in by the Act, is projected to be £426k. This is expected to be offset by income from additional contraventions from civil enforcement officers on street and the net surplus income projected from on and off street parking. It is therefore anticipated that there will be no further call on the sum held in the Central Contingency for the remainder of the year however, the final position will be considered as part of finalising the 2016/17 budget.
- 4.5 Redundancy costs are estimated to be £66k and will be met from the Central Contingency provision for redundancy/early retirement costs.

5. PERSONNEL IMPLICATIONS

- 5.1 The proposals for a reorganisation of the CCTV Parking Services have redundancy implications for the 4 employees who work in this section and formal consultation, in line with the Council's procedures for managing change, is now underway with staff, Trade Unions and Departmental Representatives. In relation to paragraph 3.13 above, the proposal to source 4 Civil Enforcement officers via the contractor to carry out the traditional on – street enforcement activities does not give rise to TUPE, mainly because they are not identical or similar to the roles of the 4 “static” officers currently employed by the Council. However, as stated above staff or/and trade union feedbacks will also be presented to the Executive for consideration.
- 5.2 If Members agree to the recommendations and subject to the outcome of consultation then staffing implications arising from the recommendations will need to be carefully planned for and managed in accordance with Council policies and procedures and with due regard for the existing framework of employment law.

6. POLICY IMPLICATIONS

- 6.1 The Council is committed to enforcement of schools zig-zags and bus lanes for road safety and traffic management purposes as set out in the Parking Strategy. The Deregulation Act has resulted in the operation changing fundamentally, but the recommendations proposed ensure existing policies are being met within the constraints and exemptions set out in the Act.

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

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Report No.
DRR15/103

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **Executive**

Date: **2 December 2015**

Decision Type: Non-Urgent Executive Key

Title: **BROMLEY TOWN CENTRE PUBLIC REALM IMPROVEMENTS
DETAILED DESIGN**

Contact Officer: Kevin Munnelly, Head of Renewal
Tel: 020 8313 4582 E-mail: kevin.munnelly@bromley.gov.uk

Chief Officer: Director of Regeneration & Transformation

Ward: Bromley Town;

1. Reason for report

1.1 The details of this report were previously included in the Town Centre Development Programme Update report which was scrutinized by the Renewal & Recreation Policy Development and Scrutiny Committee on the 27th October 2015. Endorsement of the outline design for the next phase of the Bromley Town Centre Public Realm Improvements scheme and approval of funding for the detailed design stage is now sought from Members of the Executive.

2. **RECOMMENDATION(S)**

- 2.1. **That Members of the Executive endorse the Outline Designs for the next phase of the Bromley Town Centre Public Realm Improvement scheme and agree that £270k is allocated from the Investment Fund to undertake the detailed design phase.**
- 2.2 **That Members of the Executive are requested to note that, subject to approval of 2.1 above, the overall scheme cost is currently estimated at £3.8m and will also require revenue funding (see 5.3)**
- 2.3 **On completion of the detailed design a full project plan with costings will be prepared and reported back to the Executive for consideration.**

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Quality Environment Safer Bromley Vibrant, Thriving Town Centres:
-

Financial

1. Cost of proposal: £ 287k
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Investment Fund
 4. Total current budget for this head: £ 9.195m
 5. Source of funding: Investment Fund
-

Staff

1. Number of staff (current and additional): 4ftes
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable:
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Included in body of the report.

3. COMMENTARY

- 3.1 The Council is committed to improving the quality of the retail offer in Bromley to ensure that it continues to meet the needs of its aspirational catchment and effectively competes with neighbouring centres. To support this commitment the Executive approved on 26th November 2014 a revised development strategy for Bromley Town Centre and approved funding for a number of specific initiatives. These included:
- **Retail Expansion.** The Council continues to work with the management of INTU (The Glades) shopping centre in exploring options for further retail expansion of the estate.
 - **INTU (Glades) Mall Refresh Programme.** The first phase of the Mall refit has been completed. Planning permission for the remodelling of the Burlington Arcade and new roof top cinema was granted on 18th July 2014 but has yet to be implemented. Work on the Pavilion Terrace restaurant cluster is ongoing.
 - **High Street Improvements.**
- 3.2 Following the successful completion of the Bromley North Village Improvement works the revised strategy also proposed extending these improvement works south into the remainder of the pedestrianised High Street. The aims of the improvements were to improve the quality of the high street experience and the creation of distinctive spaces or squares, some of which could be covered.
- 3.3 Studio Egret West (SEW) the Urban Design team responsible for the Bromley North Village scheme were commissioned to take forward the initial design ideas and work these up to RIBA Workstage C. The design team initially prepared a series of concept design options which formed the basis of a series of public consultation events which took place in June and July 2015. These included a manned display in Market Square and a drop in session for stakeholders. The emerging plans were broadly welcomed and the Stage 1 report including a summary of the public consultation comments is attached as Appendix 1.
- 3.4 Following the positive feedback received in Stage 1 the design team sought to develop a coherent design that met the emerging design principles. The outline designs, attached as Appendix 2, are based on the following design principles which have been developed in consultation with stakeholders:
- Introduce a hierarchy of public spaces where people can dwell.
 - Green the High Street.
 - Create shelter within the High Street for year round enjoyment.
 - Create better links to Bromley's greenspace.
 - Encourage street activity & enhance pedestrian experience.
- 3.5 A key feature of the emerging design is the reordering of spaces in the High Street to create a new public square in the southern pedestrianised area, which could contain semi-permanent kiosks which would act as anchors to the new square. It is also proposed that the existing market is reorganised and relocated along the High Street, with a significant proportion occupying space in Market Square. Bromley Town Centre ward councillors have been consulted on the emerging design and they have endorsed the design approach being developed. The need to integrate the public realm design with a future redevelopment of Site G was also highlighted.

- 3.6 The design team have worked with a construction cost consultant to produce a preliminary budget cost plan. The estimated cost of the improvement works to 'ground plain' including lighting options has been estimated at £3m. Preliminary cost estimates for the proposed kiosks are still being assessed and a provisional budget estimate of £800k has been included. It is proposed that the detailed design of the scheme, up to construction and tendering drawings, is undertaken by the Council's term contractor F M Conway, as is proposed with the improvements in Beckenham. SEW would continue to provide design oversight and lead on the detailing of the Kiosk design and special features. It is estimated that the cost of the detailed design will be £247k. Provision of £40k is recommended for the commissioning of additional survey work, which experience in implementing the Bromley North Village works has shown is advisable.
- 3.7 It should be noted that this scheme will require both revenue and capital funding. The full cost of the scheme (currently estimated to be £3.8m) will be reported back to Members following completion of the detailed design.

4.0 POLICY IMPLICATIONS

- 4.1 Work delivering the Town Centres Draft Development Programme is entirely consistent with Policy Objectives set out in Building A Better Bromley 2014 and Renewal & Recreation Portfolio Plan 2014/15. The work of the Renewal Group links to the Building a Better Bromley priorities by working towards the provision of Vibrant and Thriving Town Centres.

5.0 FINANCIAL IMPLICATIONS

- 5.1 At the 26th November 2014 Executive meeting, a sum of £135k was set aside from the Investment Fund for Bromley Town Centre to meet the estimated feasibility cost of the proposed Bromley Town Centre redevelopment programme. £50k of this allocation was set aside for undertaking the outline design. While the actual contract value for this work is expected to be £33k, the unspent balance of £17k can be used to part fund the further design work required.
- 5.2 It is estimated that the cost of the detailed design work and additional survey work will be £287k. Approval is sought for an allocation of £270k from the Investment fund to carry out these works, with £17k being funded from the residual balance from the outline design allocation as detailed above. The Investment Fund currently has an unallocated balance of £9.195m.
- 5.3 The overall scheme cost is estimated to be £3.8m and it should be noted that this scheme will also require revenue funding. Details of both the capital and revenue costs will be included in the fully costed project plan that will be reported back to Members for consideration.

6.0 LEGAL IMPLICATIONS

- 6.1 None for the purposes of this report.

7.0 PERSONNEL IMPLICATIONS

- 7.1 None for the purposes of this report.

Non-Applicable Sections:	N/a
Background Documents: (Access via Contact Officer)	Stage 1 & 2 Outline Design Reports

An aerial photograph of the Bromley Central High School campus. The image shows a large, multi-story school building with a central courtyard, several parking lots filled with cars, and surrounding residential streets. A semi-transparent grey rectangular box is overlaid on the center of the image, containing the title and subtitle text in white. The text is centered within the box and reads: "APPENDIX 1", "Bromley Central High Street", "Stage 1 Report", "Studio Egret West", and "July 2015".

APPENDIX 1
Bromley Central High Street
Stage 1 Report
Studio Egret West
July 2015

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01 Introduction

This Stage 1 Design Report captures the main areas which SEW have investigated since the inception of the project in May 2015, and captures the team's site understanding, aspirations, initial design concepts and public consultation feedback.

The report covers each of the above areas and contains an overview of some of our findings which will be used to form the basis of the next stage of work.



02 Site Analysis

Understanding the setting is crucial, which is why we always begin with analysis. Our urban design analysis for this commission includes analysis of past consultation events, microclimate, current uses, current condition and site constraints.

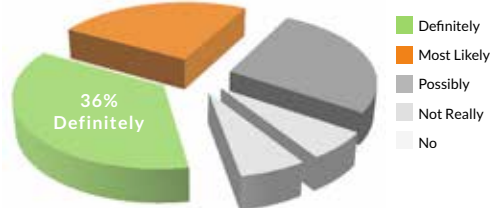
Do you think Bromley's High Street Garden is a positive addition to our town centre?



Do think the grass and benches would encourage people to stay longer in the town centre during good weather?



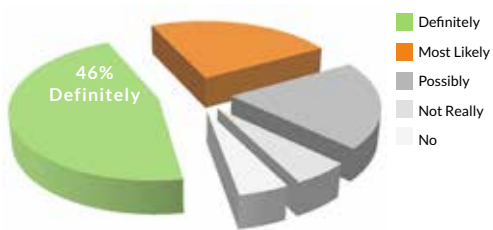
Do activities such as 'Bromley's High Street Garden' help to raise awareness of the town's assets and the changes happening in the town centre?



Were you aware that the High Street is linked to three green public spaces? (Church House Gardens, College Green & Queens Gardens)



Do you think similar interventions can help change people's perception for the better, regarding the town centre?



How frequently should events such as Bromley's High Street Garden occur in the town?



* Data taken from Bromley's High Street Garden: Summer 2013 (150 surveys)

2.1

High Street Garden Survey (Summer 2013)

The High Street Garden Event held in 2013 challenged people's perceptions of how the high street could be used, raising awareness that the high street is actually well linked to a number of greenspaces and that the introduction of grass and benches can actually encourage people to stay longer in the town centre during good weather. During the course of the event a questionnaire was completed by over 300 people. From the responses received we have learnt the following:

Conclusions:

- Green the high street
- Improve connections to Church House Gardens
- Create spaces for people to sit and dwell

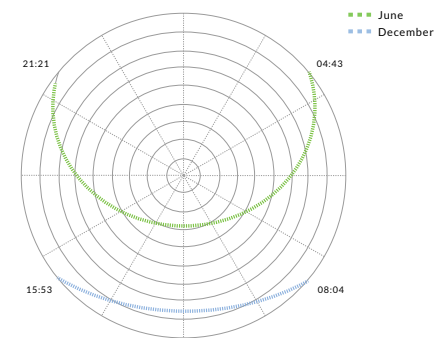
- There was an overwhelmingly positive reaction to greening the town centre;
- People appreciated that grass and benches would encourage people to stay longer in and dwell in the high street;
- The connection to Church House Gardens was welcomed by many;
- For many the event raised awareness of the high streets close proximity to Church House Gardens only half of those surveyed were aware of the gardens.



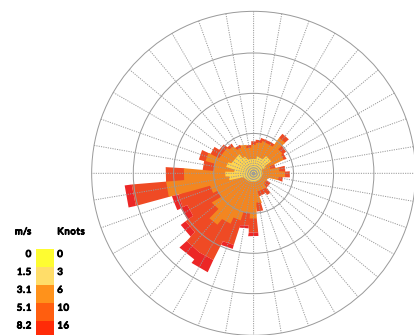
2.2

Microclimate

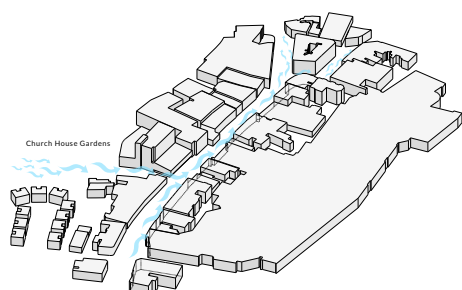
- Sun studies have identified a range of micro-climates along the high street;
- The open nature of the high street and exposure to south westerly winds creates a windswept environment during periods of high wind.



Sun Path Diagram
Showing sun rise and sun set during different times of the year



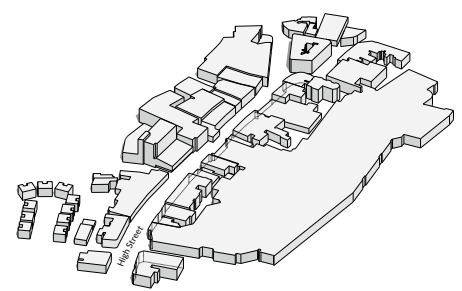
Wind Rose Diagram
Shows that wind prevails from the South-West



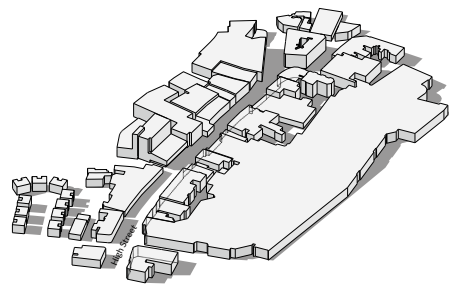
Prevailing Wind

Conclusions:

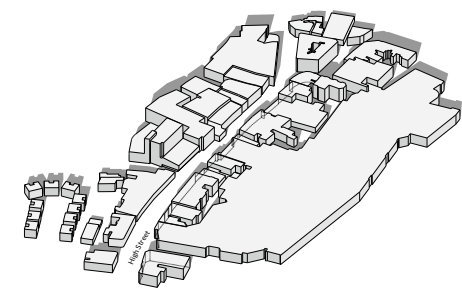
- Consider sunnier locations for seating and dwell spaces
- Introduce shelter within the high street to counter a range of weather conditions



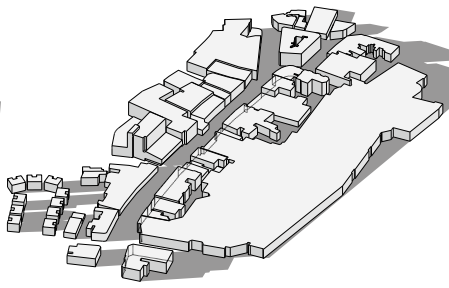
Summer Morning - June 12th 11:00



Summer Afternoon - June 12th 16:00



Winter Morning - November 12th 11:00

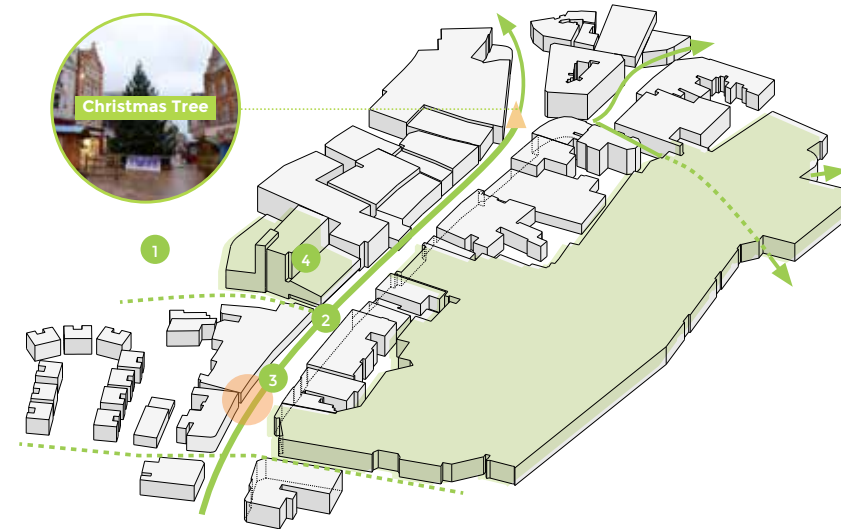


Winter Afternoon - November 12th 16:00

2.3

Current Space Use

- Primarily used as a shopping street and a pedestrian thoroughfare
- There are currently a limited range of programmed events such as 'The High Street Garden' event - or seasonal events such as the Christmas tree
- Markets provide the main programmed use for the high street
- The theatre provides a cultural draw for people coming to the high street



Conclusions:

- Introduce a hierarchy of public space to encourage a range of daily, weekly and monthly high street uses
- Introduce opportunities for pedestrian dwell to encourage people to sit and use the high street rather than pass through
- Engage the theatre with the high street creating better connections
- Rethink the markets configuration



2.4

Current condition of the High Street

- Seating opportunities are limited, poor quality, uncomfortable and inflexible
- Paving is poor quality, a dated design and undulates in areas
- There is currently no sense of arrival when approaching from the south and poorly defined connections to Church House Gardens
- There is currently a minimal amount of planting
- The high street is currently open and windswept, there is very little shelter from the elements

Conclusions:

- Introduce more seating throughout the high street, that can be flexible to change, positioned in the sunniest locations and comfortable
- Revamp the paving palette throughout the high street
- Define key spaces and create better connections to greenspaces
- Introduce more planting
- Create shelter within the high street for year round use



2.5

Services

A variety of services are present within the pedestrian high street. Stat surveys show indicative locations of the various services throughout the street. The implications for the evolving design will be limitations on foundations, planting bed depths and access requirements to service covers and manholes for future maintenance.

Further investigations will be required in order to fully understand the exact locations of service runs. Engineering input will also be required to guide and inform the emerging design as well as detail the appropriate foundations.



Theatre
No sense of arrival when approaching the culturally renowned Churchill Theatre



Seating
Limited Opportunities
Poor Quality
Uncomfortable
Inflexible



Paving
Dated Design
Poor Quality
Undulating Levels



Connections
No sense of arrival when approaching from the south; poorly defined connections to Church House Gardens



Planting
Currently a minimal amount of planting



Shelter
The High Street is currently open and windswept, there is very little shelter from the elements

03 Emerging Design Principles



Following site analysis of the High Street and feedback from the High Street Garden public engagement we have established the following design principles to guide the emerging high street design.

- 1.** Introduce a hierarchy of public space where people can dwell
- 2.** Green the high street
- 3.** Create shelter within the high street for year round enjoyment
- 4.** Create better links to Bromley's greenspace
- 5.** Encourage street activity & enhance pedestrian experience





1. Introduce a hierarchy of public space where people can dwell

The high street currently feels like one long space and more of a through route than a place to sit and dwell. We think it needs a hierarchy of spaces to create attractive arrival plazas, legible connections to church house gardens and to create opportunities for seating and programmed events on the high street.



2. Green the high street

Bromley is often described as a green and leafy London suburb. The high street however is currently a large expanse of paving we want to soften this impression by creating opportunities for planting throughout. We believe there are opportunities to green areas of the street to create a setting more in keeping with the overall reputation, character and ambience of Bromley.



3. Create shelter within the high street for year round enjoyment

Microclimate analysis has highlighted the high street's susceptibility to prevailing winds, this combined with the unreliable British climate has identified a need for shelter within the high street in order to provide a public realm that people can enjoy all year round. We think there is an opportunity to create sheltered seating areas and café kiosks.



4. Create better links to Bromley's greenspace

Bromley High street is in touching distance of Church House gardens but currently lacks a positive connection to it. A lot of people aren't even aware that its there! We think this link needs to be strengthened to engage the park and the theatre with the high street and encourage people to explore the park or sit in front of the theatre.



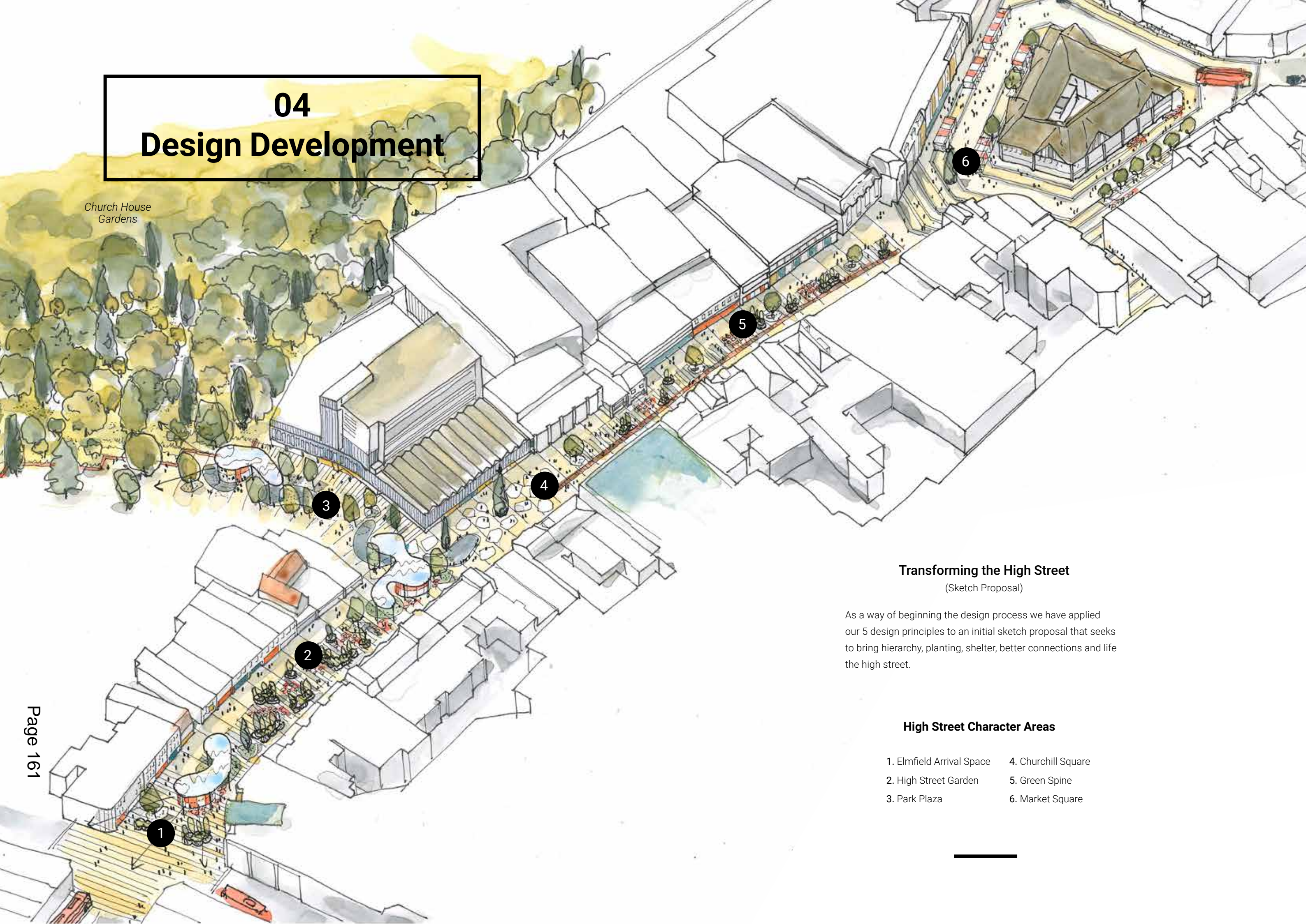
5. Encourage street activity & enhance pedestrian experience

With the exception of shopping there is currently little more going on in Bromley High Street. Where is the pedestrian experience? Water features, seating areas, planting could all add an element of surprise and variety. We want people to enjoy coming to Bromley not just for the shops but for the whole pedestrian experience.



04 Design Development

Church House
Gardens



Transforming the High Street (Sketch Proposal)

As a way of beginning the design process we have applied our 5 design principles to an initial sketch proposal that seeks to bring hierarchy, planting, shelter, better connections and life the high street.

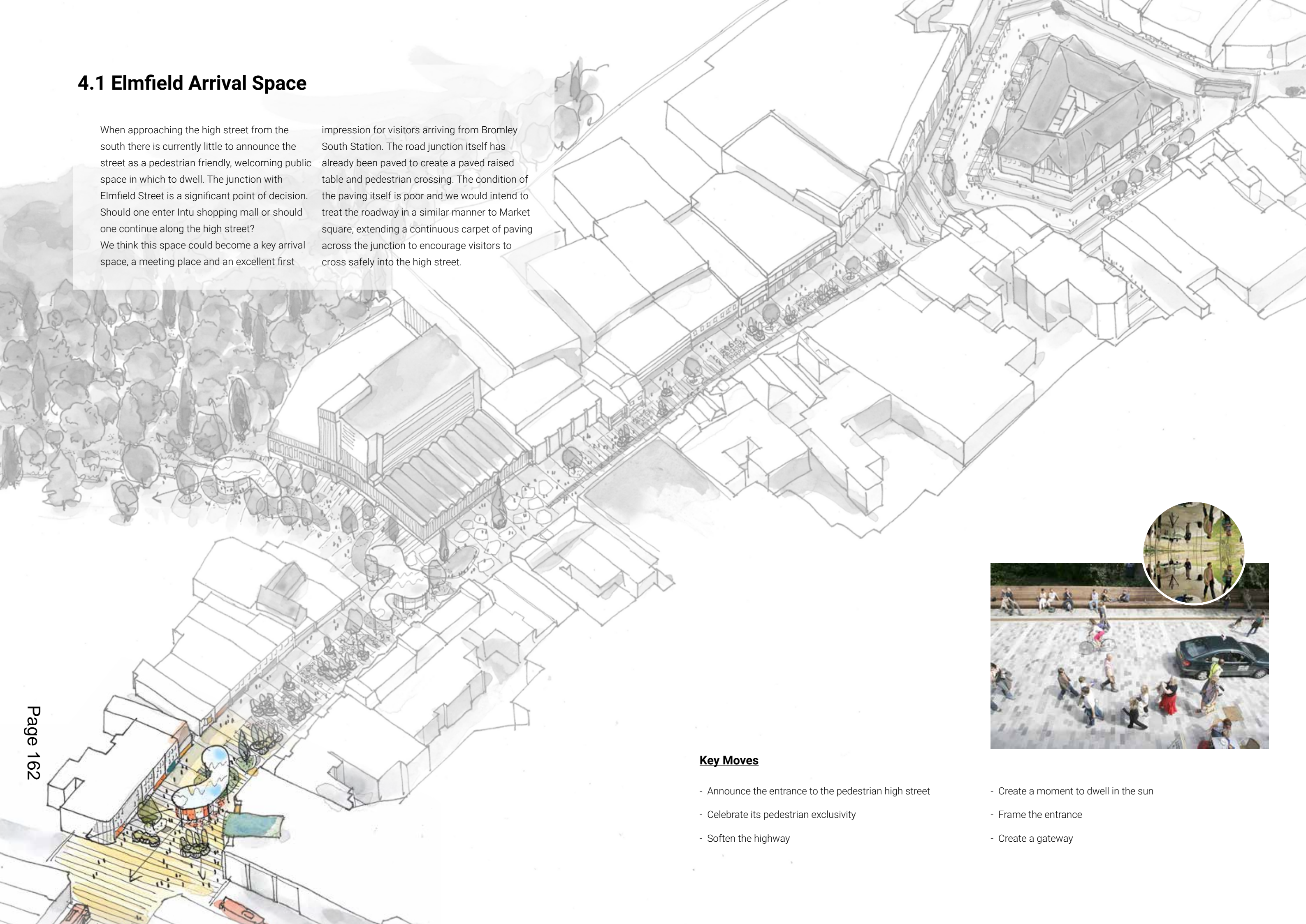
High Street Character Areas

- 1. Elmfield Arrival Space
- 2. High Street Garden
- 3. Park Plaza
- 4. Churchill Square
- 5. Green Spine
- 6. Market Square

4.1 Elmfield Arrival Space

When approaching the high street from the south there is currently little to announce the street as a pedestrian friendly, welcoming public space in which to dwell. The junction with Elmfield Street is a significant point of decision. Should one enter Intu shopping mall or should one continue along the high street? We think this space could become a key arrival space, a meeting place and an excellent first

impression for visitors arriving from Bromley South Station. The road junction itself has already been paved to create a paved raised table and pedestrian crossing. The condition of the paving itself is poor and we would intend to treat the roadway in a similar manner to Market square, extending a continuous carpet of paving across the junction to encourage visitors to cross safely into the high street.



Key Moves

- Announce the entrance to the pedestrian high street
- Celebrate its pedestrian exclusivity
- Soften the highway



- Create a moment to dwell in the sun
- Frame the entrance
- Create a gateway

4.2 High Street Garden

There are currently few opportunities to sit and relax within the high street. Based on the success of The 2013 High Street garden event and our microclimate studies we think that this could be the prime position for both seating and planting.



Key Moves

- Encourage a cafe culture
- Create shelter from the wind between two pavillions structure
- Make the most of the micro-climate
- Introduce sensory planting to soften the high street and encourage people to sit

4.3 Park Plaza

Church House Gardens and Churchill Theatre currently sit behind the high street. We think they should be more visible, better connected and celebrated as positive elements of the town centre pedestrian experience. Park plaza would create a more generous setting for the

Theatre and Library as well as encourage greater movement through the park. Seating, water features and an array of different street trees would bring some of the park's key features closer to the high street whilst adding an element of fun and animation.

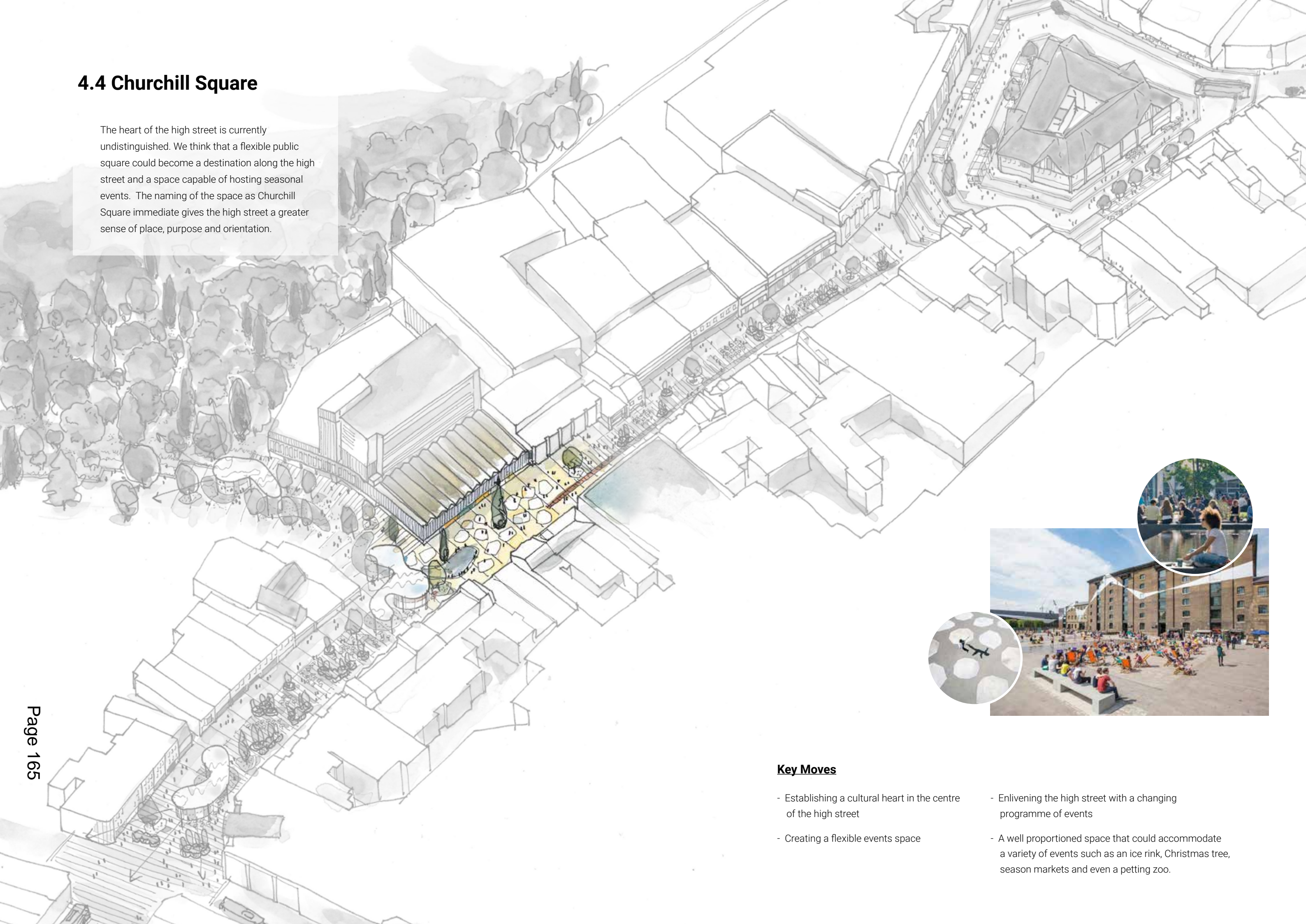


Key Moves

- Connecting to the Park
- Encourage people to enjoy a quieter greener environment that exists so close to the shopping street
- Create an urban arboretum
- Appreciation of the variety of different tree species
- Enhance the atmosphere and the beauty of the existing trees with reflective water features
- Introduce a pavilion overlooking the park announcing the connection with the high street

4.4 Churchill Square

The heart of the high street is currently undistinguished. We think that a flexible public square could become a destination along the high street and a space capable of hosting seasonal events. The naming of the space as Churchill Square immediately gives the high street a greater sense of place, purpose and orientation.

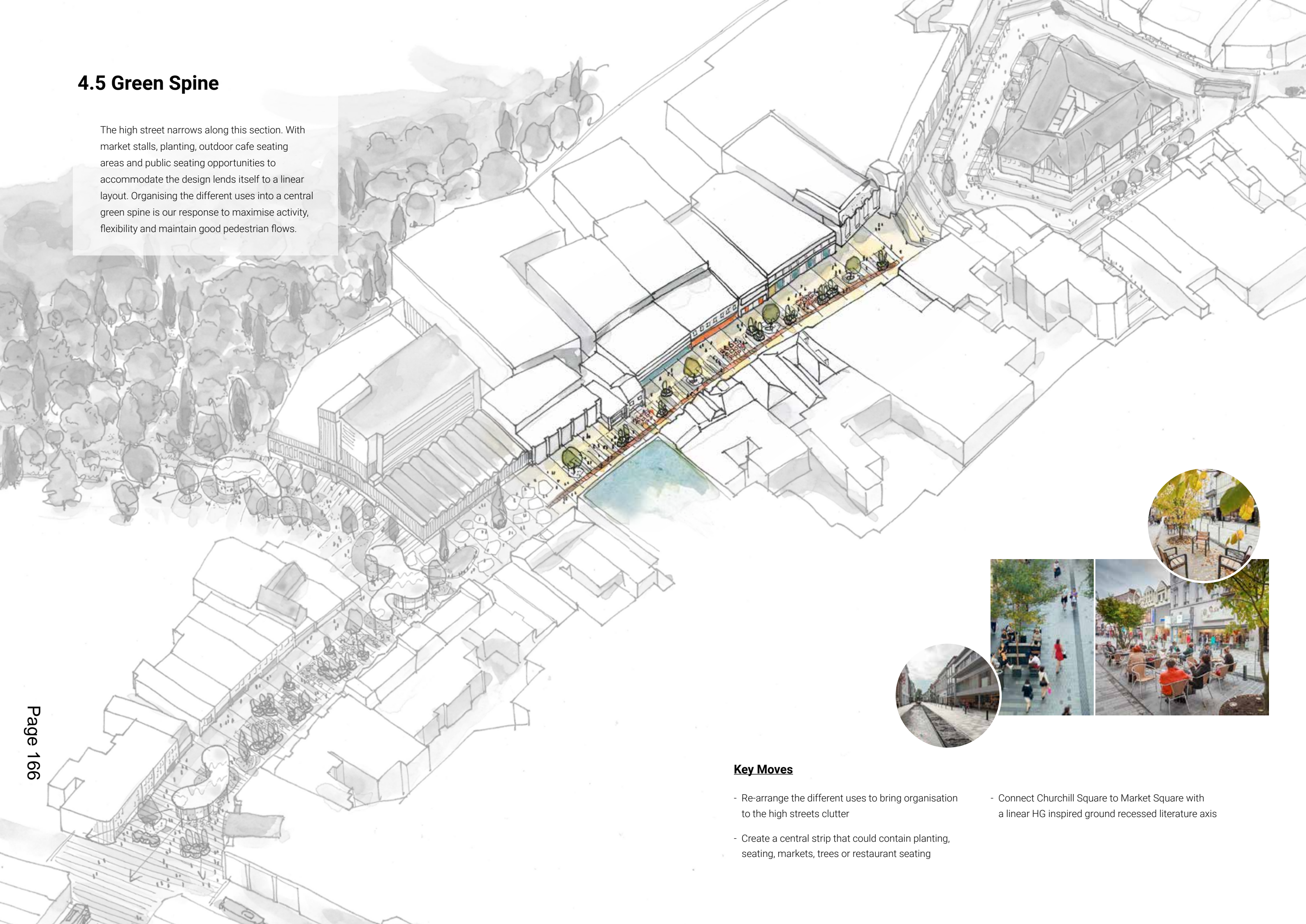


Key Moves

- Establishing a cultural heart in the centre of the high street
- Enlivening the high street with a changing programme of events
- Creating a flexible events space
- A well proportioned space that could accommodate a variety of events such as an ice rink, Christmas tree, season markets and even a petting zoo.

4.5 Green Spine

The high street narrows along this section. With market stalls, planting, outdoor cafe seating areas and public seating opportunities to accommodate the design lends itself to a linear layout. Organising the different uses into a central green spine is our response to maximise activity, flexibility and maintain good pedestrian flows.

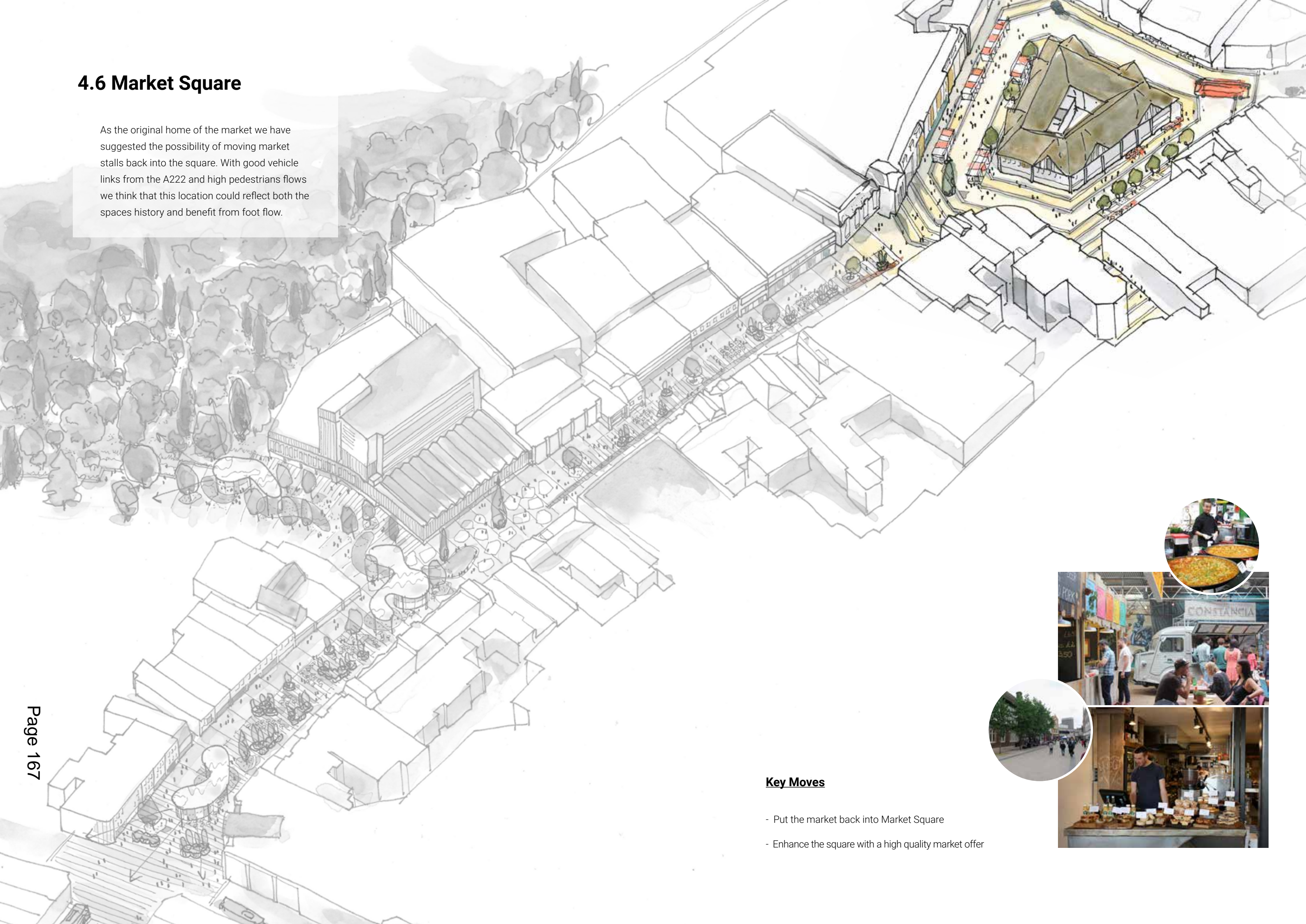


Key Moves

- Re-arrange the different uses to bring organisation to the high streets clutter
- Create a central strip that could contain planting, seating, markets, trees or restaurant seating
- Connect Churchill Square to Market Square with a linear HG inspired ground recessed literature axis

4.6 Market Square

As the original home of the market we have suggested the possibility of moving market stalls back into the square. With good vehicle links from the A222 and high pedestrian flows we think that this location could reflect both the spaces history and benefit from foot flow.



Key Moves

- Put the market back into Market Square
- Enhance the square with a high quality market offer

Elmfield Arrival Space



Entrance to the High Street



Raised planters with integrated seating enclose a public plaza announcing the entrance to the High Street

A permanent kiosk with a reflective canopy creates shelter and encourages dwell

Planting greens softens the highway edge framing the view towards an arrival kiosk

Shared space encourages free pedestrian movement into the High Street

- ✓ Introduce a hierarchy of public space where people can dwell
- ✓ Green the High Street
- ✓ Create shelter within the High Street for year round enjoyment
- ✓ Create better links to Bromley's greenspace
- ✓ Encourage street activity & enhance pedestrian experience

Park Plaza



Connection to Church House Gardens



An arboretum of different street trees extends the Church House Garden character in to the High Street

Reflective canopy provides shelter and interactive fun

Pedestrian links between the High Street, Churchill Theatre and Church House Gardens improved creating better connections to Bromley's greenspace

Reflective water features add animation encouraging people to dwell and interact with the public realm

- ✓ Introduce a hierarchy of public space where people can dwell
- ✓ Green the High Street
- ✓ Create shelter within the High Street for year round enjoyment
- ✓ Create better links to Bromley's greenspace
- ✓ Encourage street activity & enhance pedestrian experience

4.7 High Street Pavillions

Park Cafe:
 Cafe space with sheltered seating area and mezzanine level for tree top prospect



Centrally placed retail unit:
 Potential uses could be a florist, jewellers, tourist info etc...
 The pavilion structure also creates covered seating or performance spaces either side.



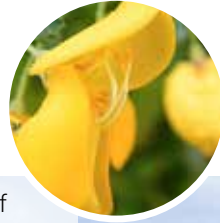
High Street Beacon:
 Cafe space with mezzanine level benefiting from southern views down the high street towards Bromley South Station
 The pavilion announces the beginning of the pedestrian high street and creates a buzz of cafe culture on all sides populating and animating an arrival plaza



4.8 High Street Beacon

Bromley, where the broom grows.

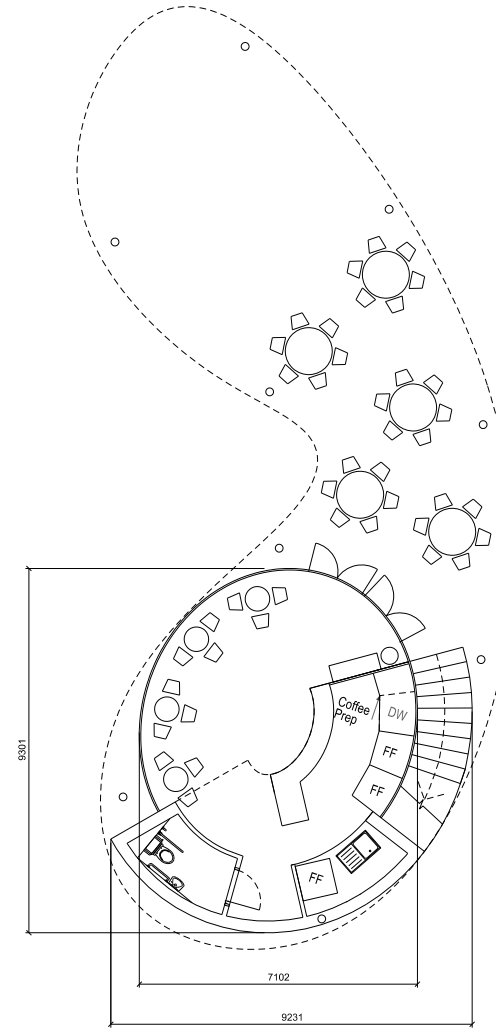
Using an abstracted motif of the broom flower we have begun to explore the form and potential floor plan of one of the High Street Pavilions. The High Street Beacon Pavilion will arguably have the highest impact on the high street as for many it will be the first impression when arriving from the areas busiest station, Bromley South.



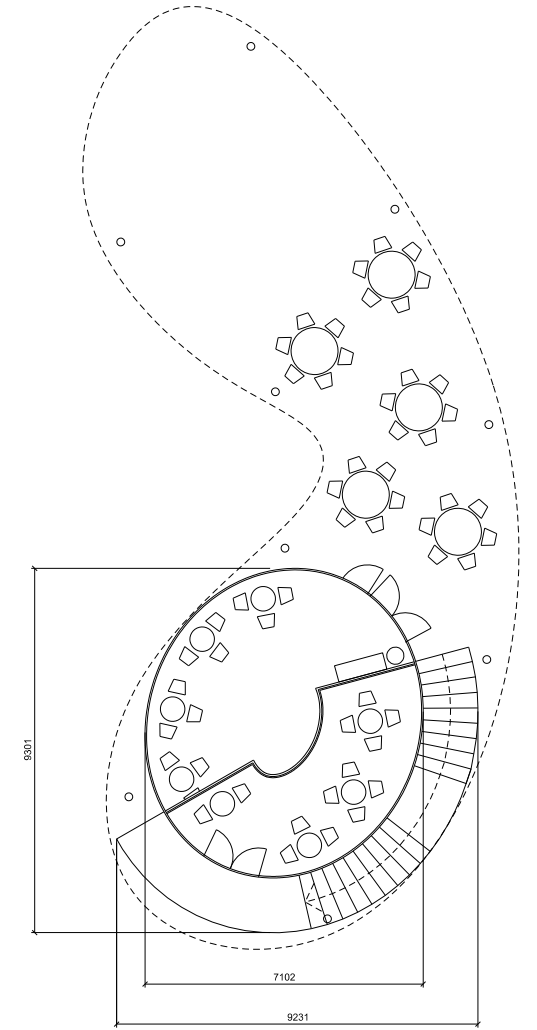
Page 170

Plan View

Ground Floor



First Floor



05 Public Consultation Events

5.1

Transforming the High Street

Park Plaza

- Connecting to the Park
- Encourage people to walk, cycle, jog
- Create an urban playground



Green Spine

- Reorganise the different uses to bring organization to the high street cluster
- Create a central strip that could contain planting, seating, art, trees or outdoor art seating
- Connect Church Hill Square to Market Square with a linear 100 Walks inspired ground covered structure





High Street Character Areas

- 1 Elmfield Arrival Space
- 2 High Street Garden
- 3 Park Plaza
- 4 Church Hill Square
- 5 Green Spine
- 6 Market Square

Elmfield Arrival Space

- Announce the entrance to the pedestrian high street
- Create a moment to dwell in the sun
- Frame the entrance
- Soften the highway
- Create a gateway



Emerging Design Principles


4. Create better links to Bromley's greenspace
5. Encourage street activity & enhance pedestrian experience



Next Steps

Anticipated Timeline

Month	Activity
May	Design Stage 1
Jun	Design Stage 2
Jul	Design Stage 3
Aug	Design Stage 4
Sept	Design Stage 5
Oct	Design Stage 6
Nov	Design Stage 7
Dec	Design Stage 8
Jan	Design Stage 9
Feb	Design Stage 10



**Bromley Central High Street
Public Consultation**
27.06.2015

Event 1 - General Public

An initial consultation events was held on Saturday 27th June in Market Square. Passers by were taken through our analysis and initial thoughts. A questionnaire and feedback form was provided where members of the public were asked the following questions:

1. What do you think of the high street's current appearance?
2. How do you currently use the space?
3. Do you think introducing a series of public spaces along the high street would encourage people to stay longer?
4. Do you think greening the high street would improve the appearance of the high street?
5. Do you think creating shelter in the high street would encourage people to use it during all seasons?
6. Do you think creating better links to church house gardens would be a positive move?
7. Do you think the high street would benefit from improved street activity such as water features or seating areas?

At the end of the questionnaire a space for general feedback/any other comments was provided.

Event 2 - Market traders and key stakeholders

Following on from the initial consultation event a second event was held on Tuesday 7th July in the Library where a selected list of market traders and key stakeholders were invited to share their thoughts.

The consultation material and feedback forms were the same as Event 1.

5.2

1. What do you think of the high street's current appearance?



2. How do you currently use the space?



7. do you think the high street would benefit from improved street activity such as water features or seating areas?



3. Do you think introducing a series of public spaces along the high street would encourage people to stay longer?



4. Do you think greening the high street would improve the appearance of the high street?



5.3

5. Do you think creating shelter in the high street would encourage people to use it during all seasons?



6. Do you think creating better links to church house gardens would be a positive move?



Feedback

From the questionnaire responses that were received the following is true:

- The majority of people asked thought the current high street appearance was fair;
- People mainly use the high street for shopping, as a thoroughfare and to visit the markets. Few people use the high street for seating or other outdoor uses;
- There was an overwhelmingly positive response to the idea of creating a series of public spaces and people generally thought that this would encourage people to stay longer;
- There was a very positive response to the concept of greening the high street;
- Many people asked supported the idea of creating shelter in the high street;
- Creating better links to Church House Gardens was well received with the vast majority of people supportive of the idea;
- Many people thought the high street would benefit from improved street activity such as water features and seating areas.

Feedback

'Put the high street to church road back to as it was. Proper flower bed and trees.'

'The town centre is becoming less dependent on shopping and more of civic, culture and activity centre where people go to meet. Hence it's important that the high street design allows for arts, cultural and entertainment events to take place. Flexibility is the key with spaces that can be adapted for various activities at different times.'

'The space provided for the market area in the illustrations, outside Primark, is inadequate and does nothing to promote a flow through the town. Enhance and improve the market as a first principle.'

'Greening the high street and giving it a more pleasant feel to encourage people to stop is an attractive idea. However, careful thought must be given to the position and design of features for partially sighted and blind people to be able use them safely.'

'Greening the high street will improve the air quality. Get proper seats – get rid of the black snails.'

'Back to back stalls are not a viable option as they only allow trade from one side.'

'Market traders do not want to be moved.'

'Market has to stay within High Street NOT move to north square – too quiet.'

'All these ideas are really dependent on future maintenance.'

'Bromley's heritage and culture is not well represented at the moment or in the current plans. This would add further character to the High Street.'

'The greener the better.'

'Suggestions seen today are great!'

Feedback

'Links to Church House Gardens would be great – I didn't even know it existed!'

'Best thing would be to encourage a High Street that is unique to Bromley. It is really nice that we currently have the flexibility in the space for seasonal displays and events.'

'Market is one of the best features of the high street.'

'Strengthen the market, give Bromley a town square similar to Woolwich. Visiting Market. Advertising is very poor.'

'I enjoy the High Street but would like some small shops e.g. Delicatessen, butches etc. ...people would eat out and socialise as much as the continentals if encouraged to do so'

'Any green features would be nice, but hopefully they would not impede pedestrian flow.'

'I think it is important to keep the current layout of the market as it seems to be the best layout in terms of trading from the traders perspective.'

'More green please.'

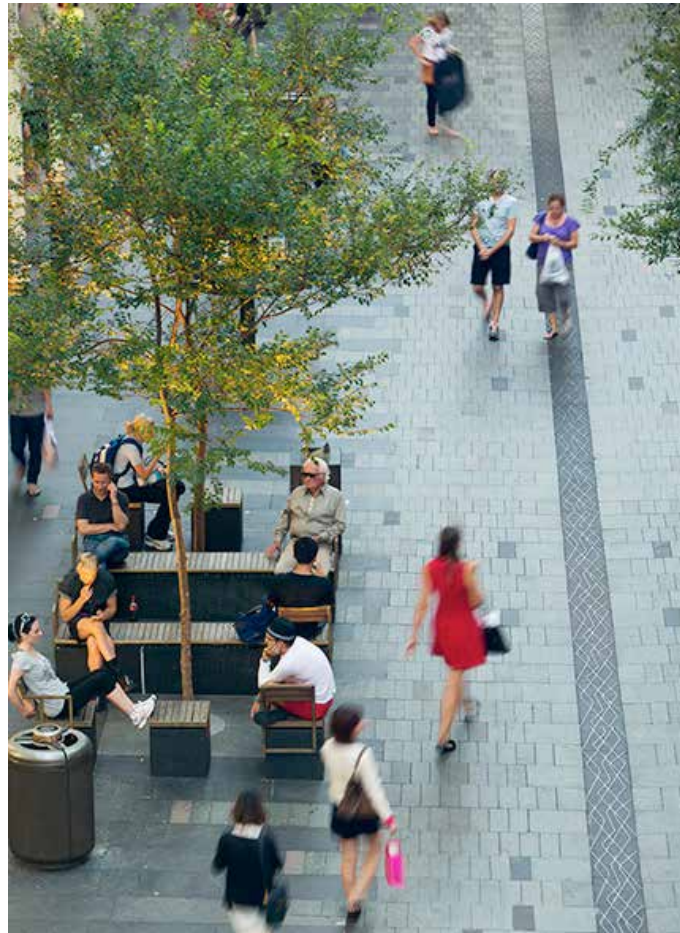
'I prefer the green areas.' 'Hanging baskets is a good idea.'

'It would be great to encourage more streets café's and restaurants.' 'I'd like to see some of the shop frontage on the high street improved.'

'Greener high street. Less clutter.'

'Green spaces to make it more inviting is a must as well as the shelter for hot periods or rain.'

06 Conclusions



6.1

Findings

The High Street Garden Event held in 2013 challenged people's perceptions of how the high street could be used, raising awareness that the high street is actually well linked to a number of greenspaces and that the introduction of grass and benches can actually encourage people to stay longer in the town centre during good weather.

But the High Street currently has:

- minimal planting
- poor connections with no sense of arrival from the south
- a dated poor quality paving palette
- limited seating opportunities
- poorly defined connections to Church House gardens
- no shelter from the elements in poor weather

An initial sketch design has been developed based on the following design principles:

1. Introduce a hierarchy of public space where people can dwell
2. Green the high street
3. Create shelter within the high street for year round enjoyment
4. Create better links to Bromley's greenspace
5. Encourage street activity & enhance pedestrian experience

All five design principles received support from the general public. Following two consultation events we have also learnt that the following should be considered:

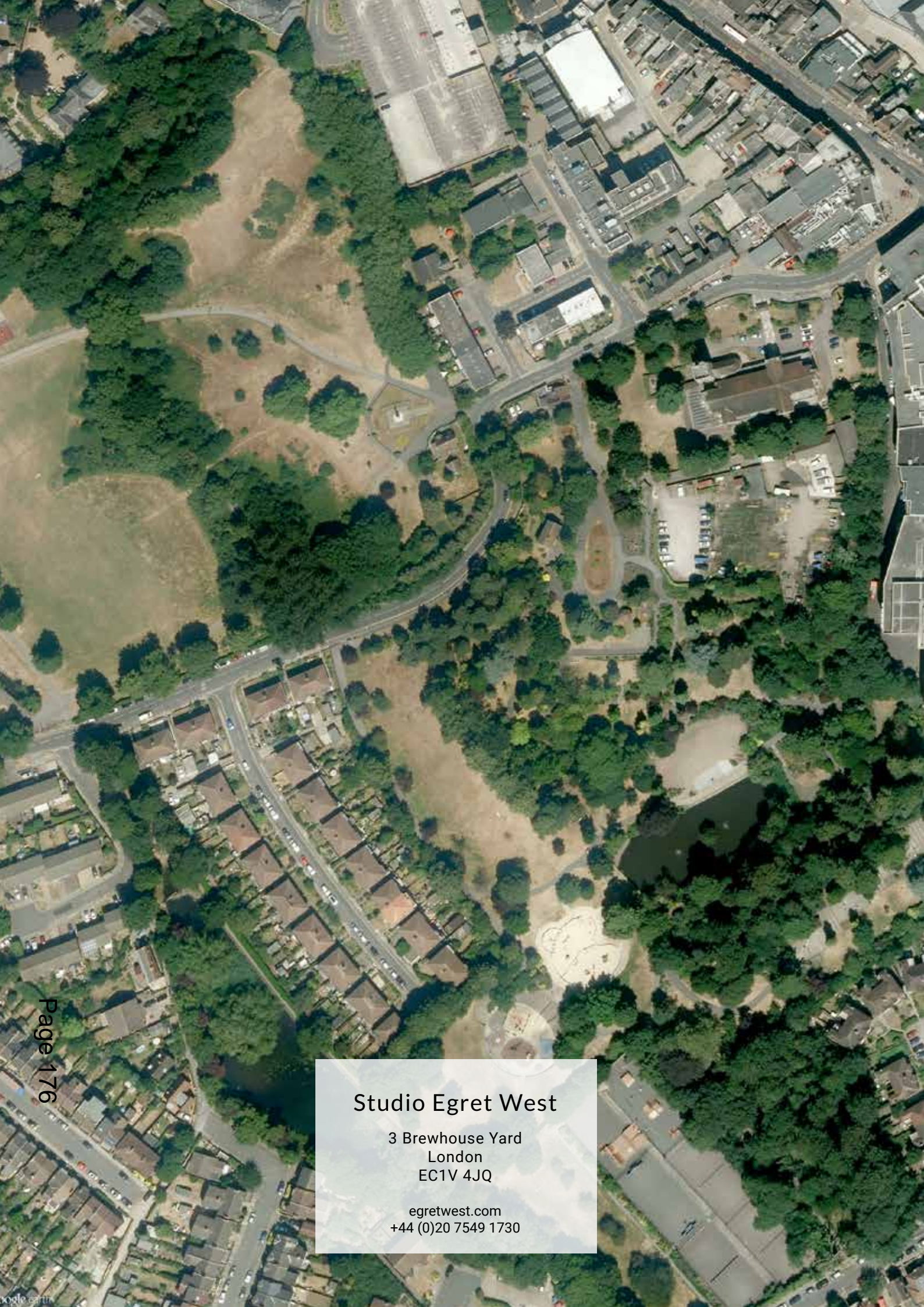
- The market needs to be carefully considered in the evolving high street design
- High street proposals should strengthen the market
- The majority of market traders do not want to be moved from their current location
- Public realm improvements have the opportunity to represent Bromley's heritage and culture
- Shop frontages and façades should be considered in the improvements

6.2

Risks

Following the completion of Design Stage 1 we have identified the following risks:

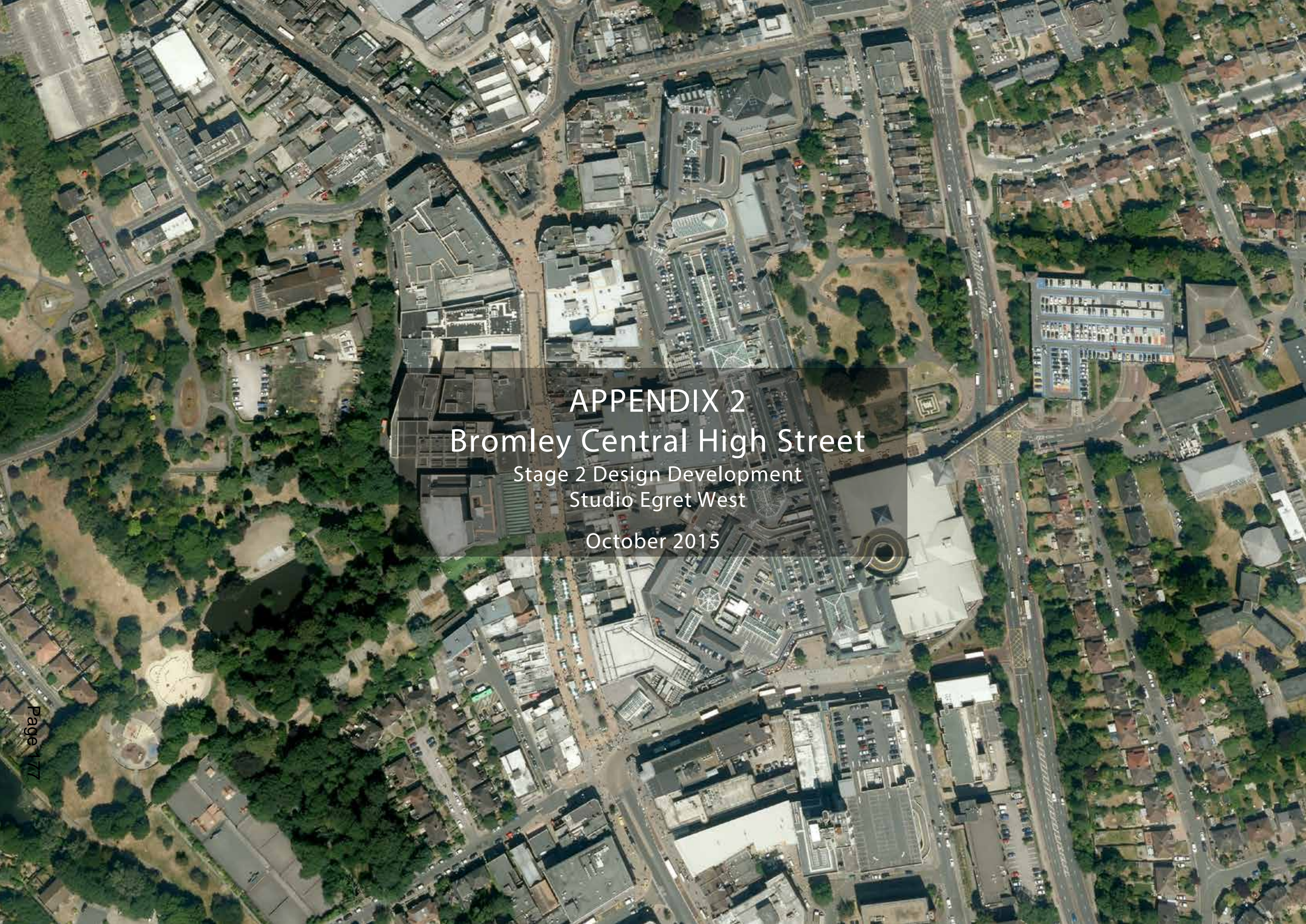
- Services. Accommodating foundation and planting depths are currently risk items. We require further engineering input and specialist advice in order to fully determine the design constraints of below ground services.
- Cost and affordability. As part of Design Stage 2 we will be engaging with a cost consultant to test the feasibility of emerging designs.
- Market layout. Following a consultation with market traders and other key stakeholders it is apparent that changes to the market layout are a contentious item. Support from Quarterbridge (Retail, market and development consultants) will be crucial to ensure the design works from a market layout point of view
- Public support. Whilst the public consultation events highlighted a lot of support for the High Street's initial ideas it is important that as the design moves forward we address the communities concerns. Markets and future maintenance of the high street are particular areas where people have concerns.



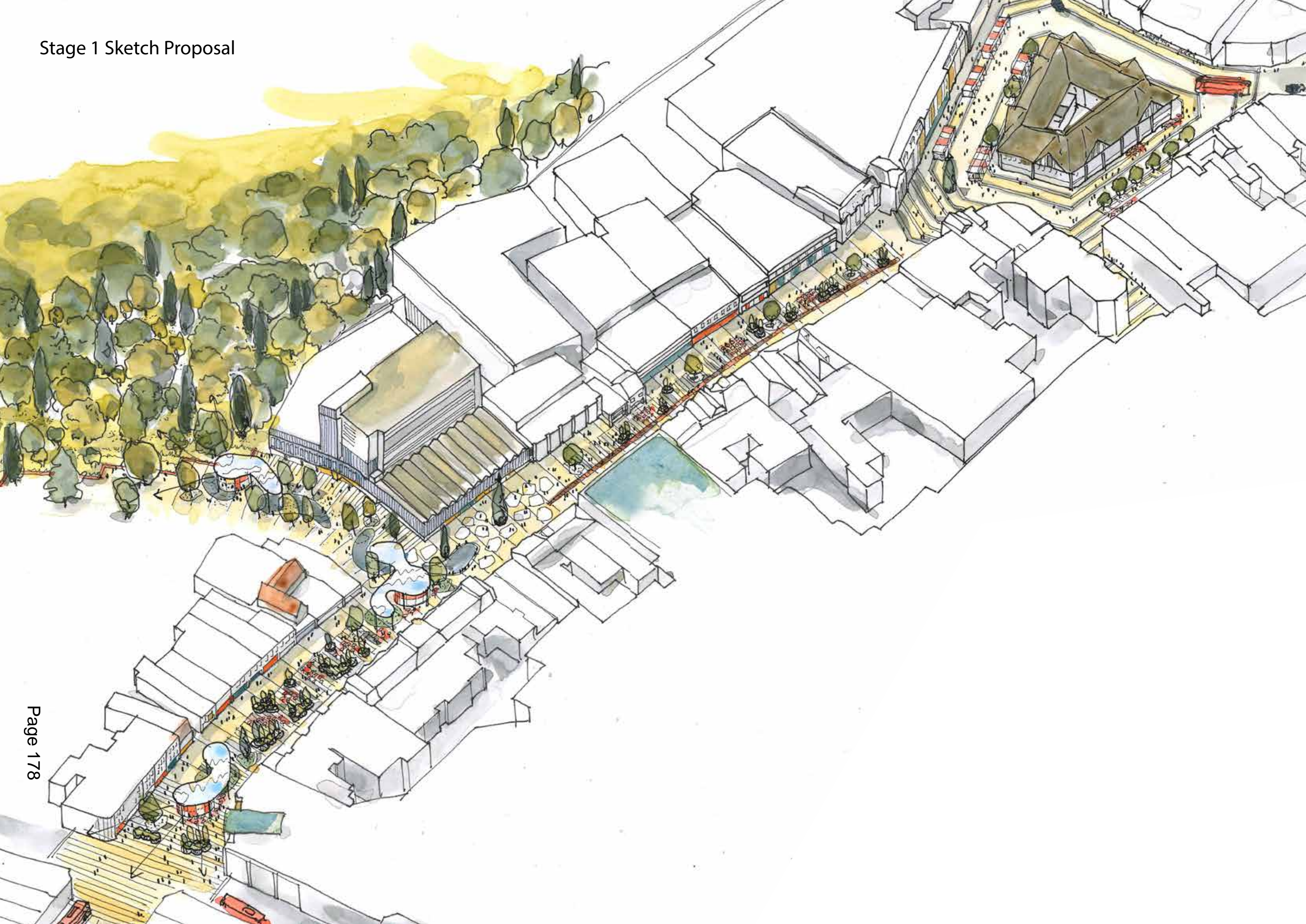
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APPENDIX 2
Bromley Central High Street
Stage 2 Design Development
Studio Egret West
October 2015



Stage 2 Emerging High Street General Arrangement

High Street Character Areas

- 1. Elmfield Arrival Space
- 2. High Street Garden
- 3. Park Plaza
- 4. Churchill Square
- 5. Market Street
- 6. Market Square



Elmfield Arrival Space



High Street Garden



Scattered fixed individual seating



Feature banding

Outdoor seating space for high street cafes

Paving banding breaks up overall paving carpet and aligns the high street with the individual shop units

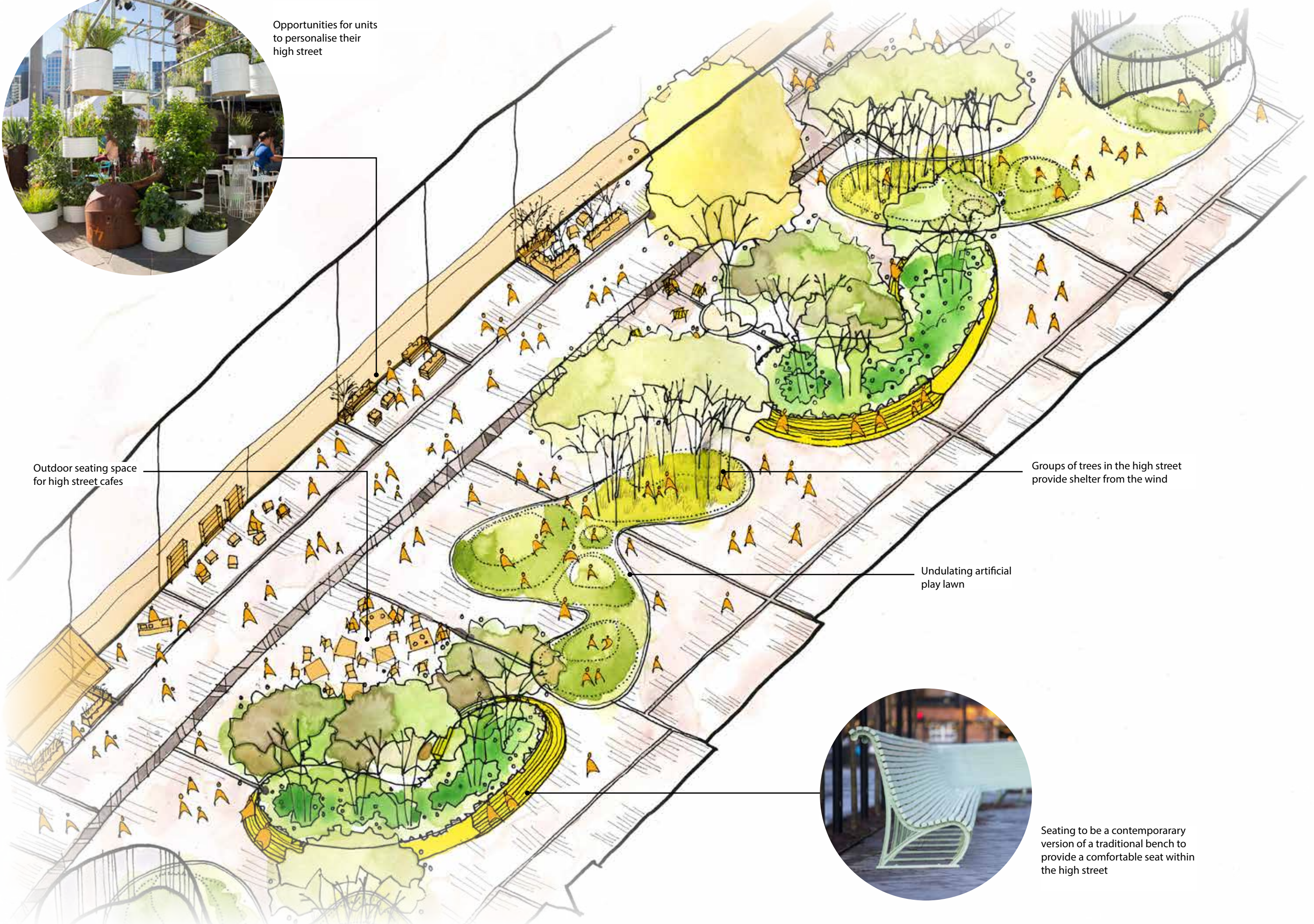
Raised planting bed creates space to sit and provides shelter and seasonal colour



Permanent use of artificial lawn to create a fun, relaxing and playful high street



Opportunities for units to personalise their high street



Outdoor seating space for high street cafes

Groups of trees in the high street provide shelter from the wind

Undulating artificial play lawn



Seating to be a contemporary version of a traditional bench to provide a comfortable seat within the high street

Park Plaza



Outdoor seating space for potential kiosk cafe



Parkland trees



Scattered fixed individual seating



Broom shaped motifs inlaid in ground with resin bound surface for parkland character

Churchill Square

Broom shaped motifs inlaid in ground with resin bound surface around to bring the parkland character through into the high street and define a fun flexible space in the heart of the street



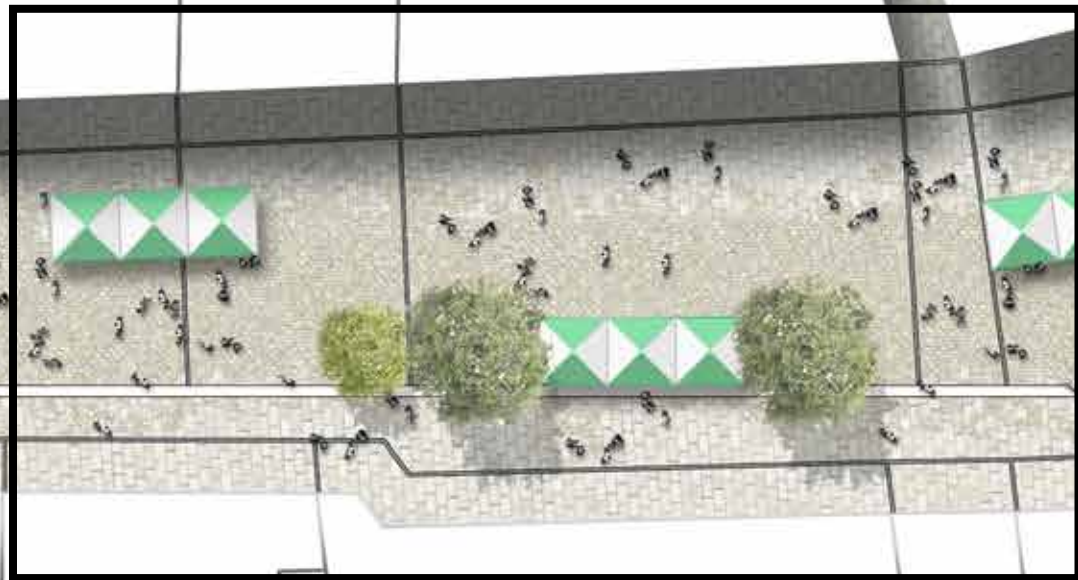
Flexible space for seasonal events and changing uses

Market Street

Outdoor seating space for high street cafes



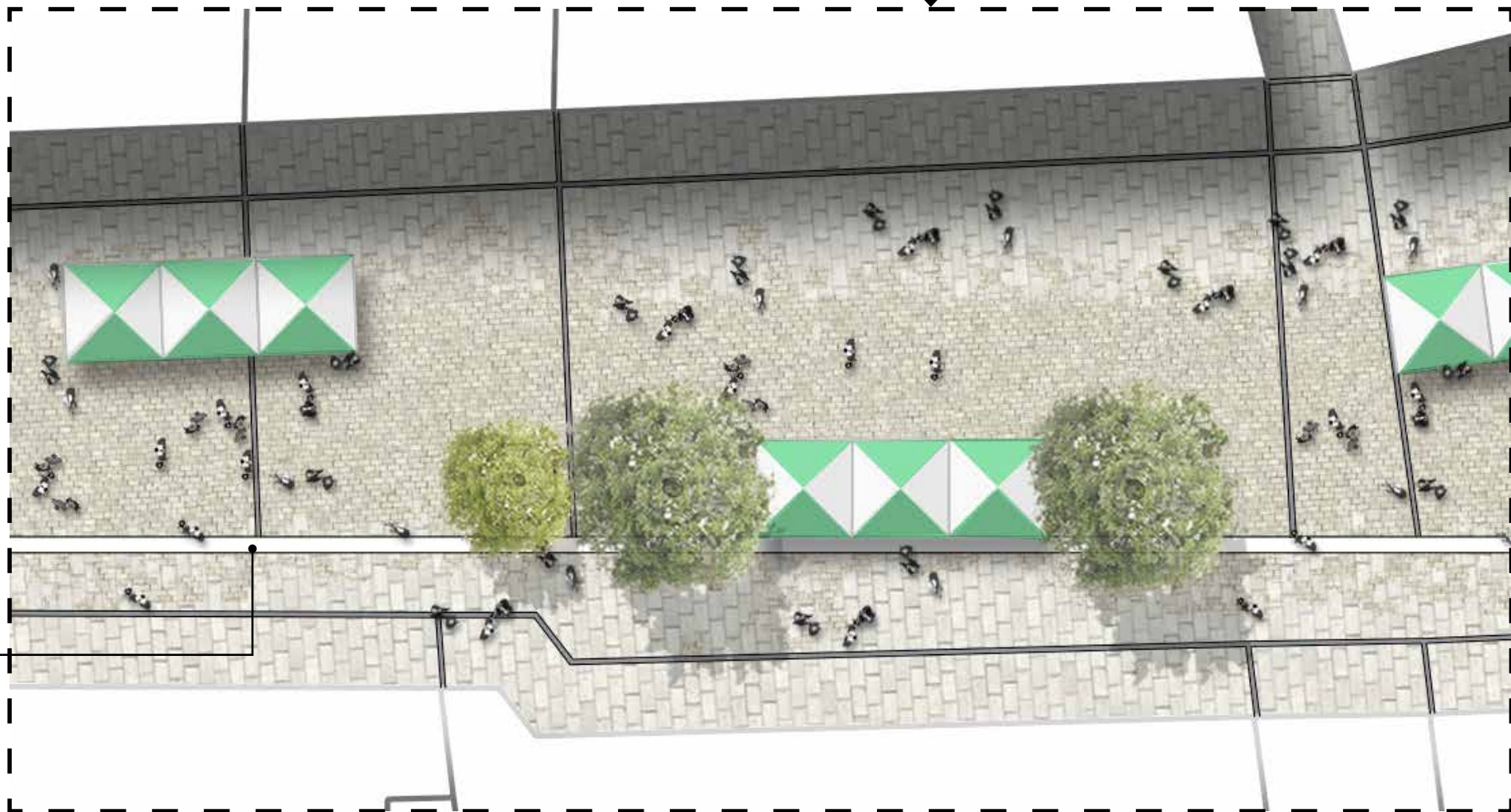
Staggered market stall configuration



Grouped street trees to break up the wind



Feature banding creates a continuous ribbon that flows through the high street



Staggered market stall configuration to promote better circulation



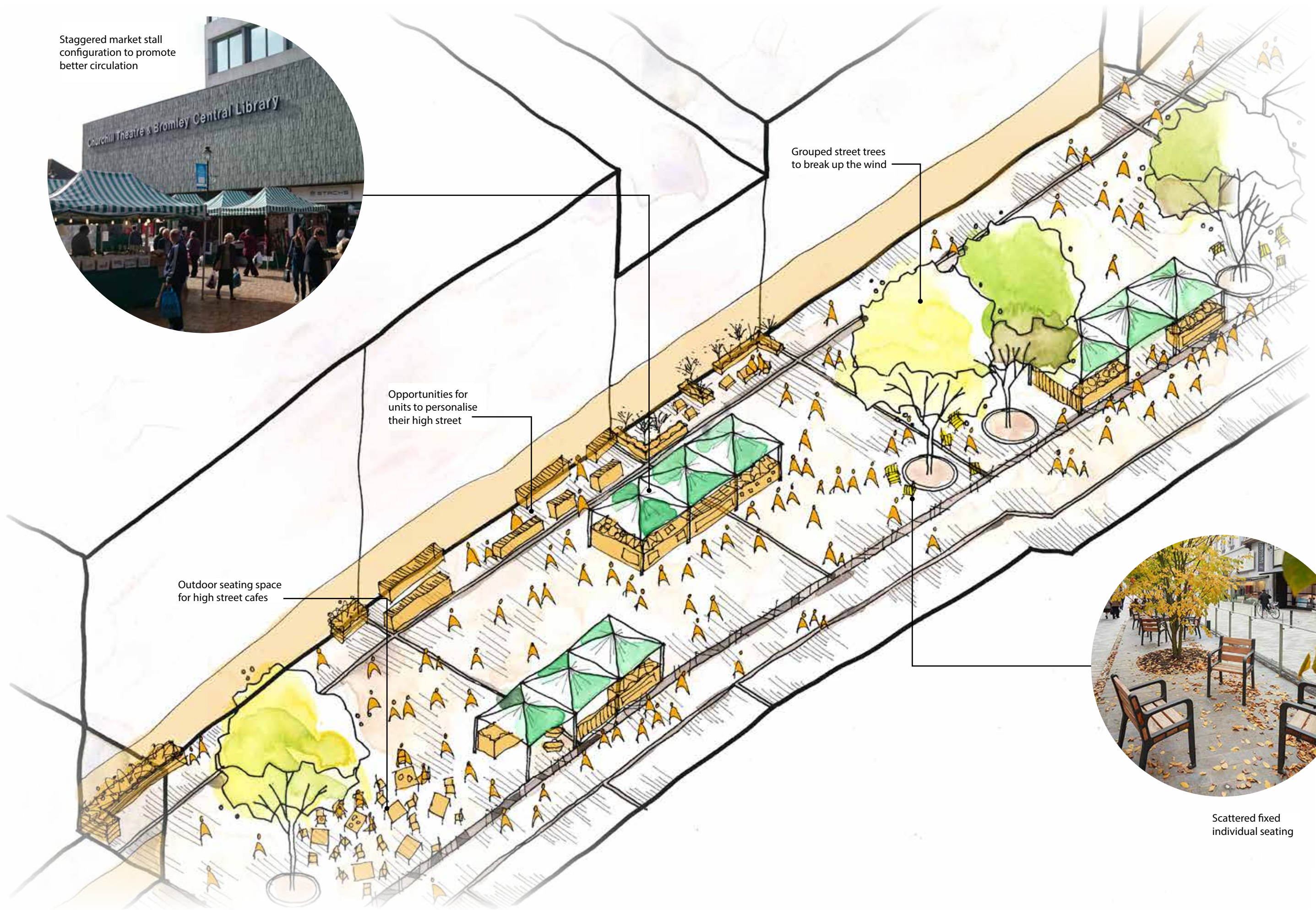
Grouped street trees to break up the wind

Opportunities for units to personalise their high street

Outdoor seating space for high street cafes



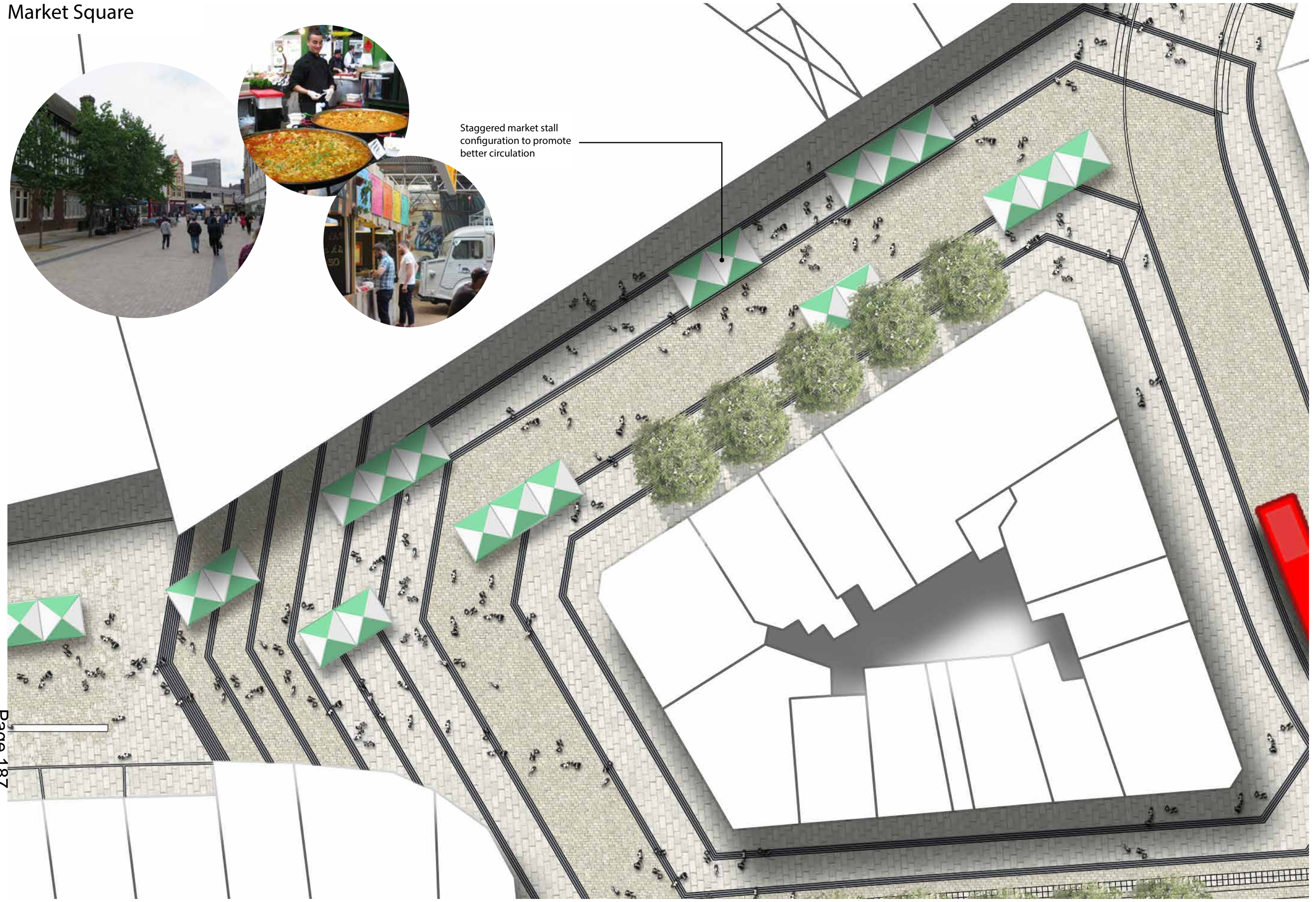
Scattered fixed individual seating



Market Square



Staggered market stall configuration to promote better circulation

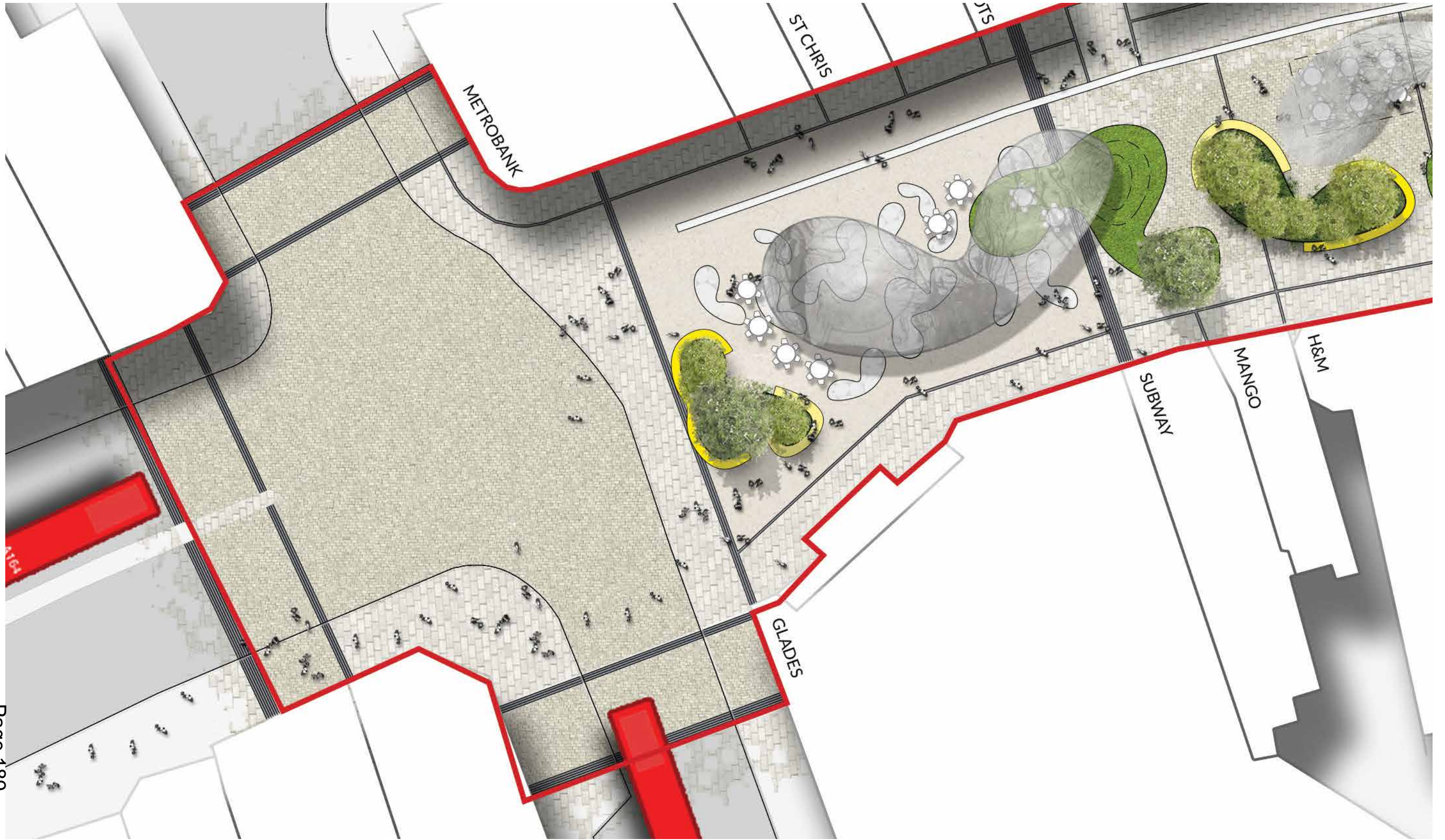


Emergency Service Access Route

- 1. Access to high street controlled by bollards
- 2. Vehicles to pass under pavillion canopy - required height clearance to be provided
- 3. Market stall layout staggered to allow vehicles to meander between stalls



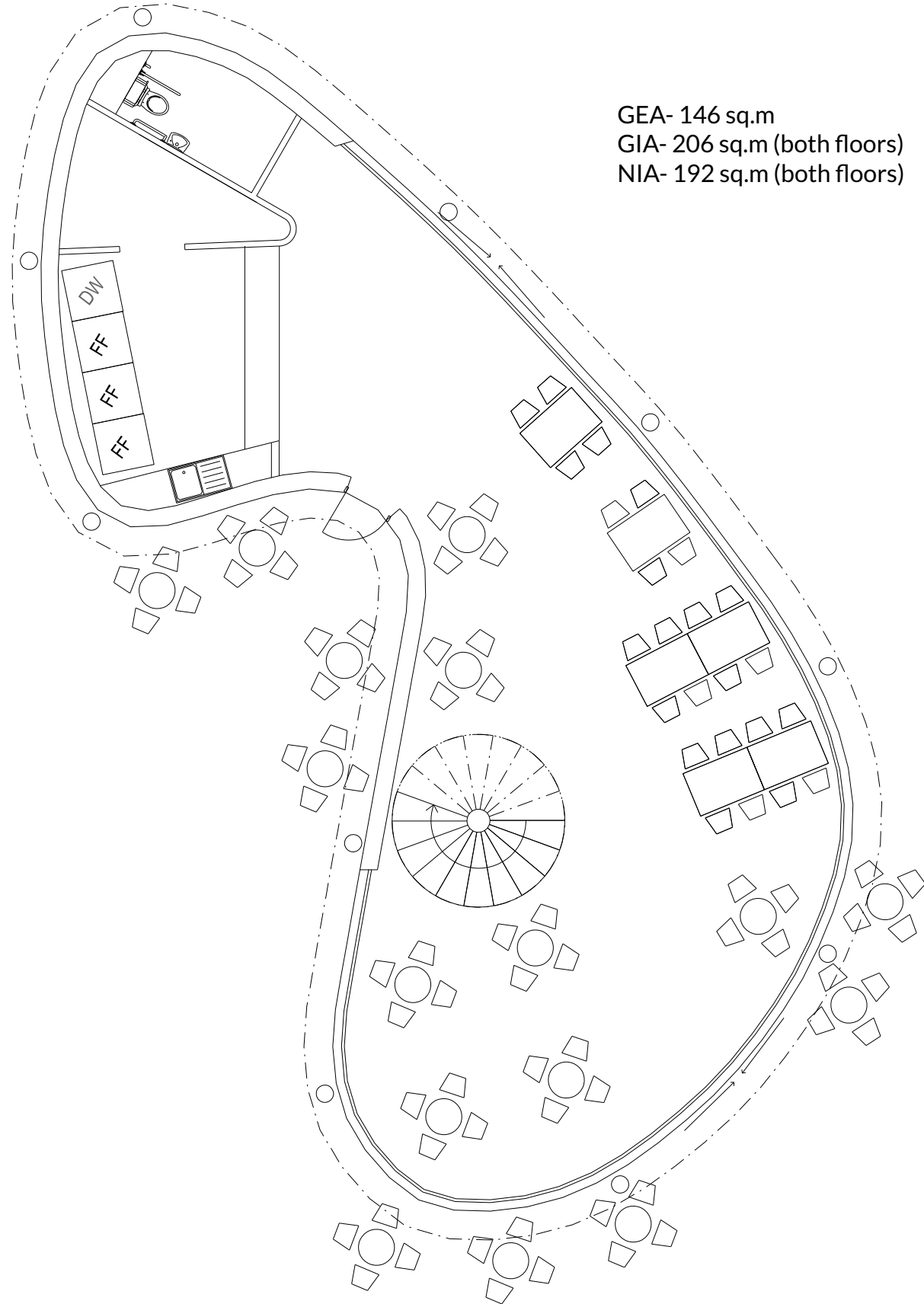
High Street Pavilion



High Street Pavilion

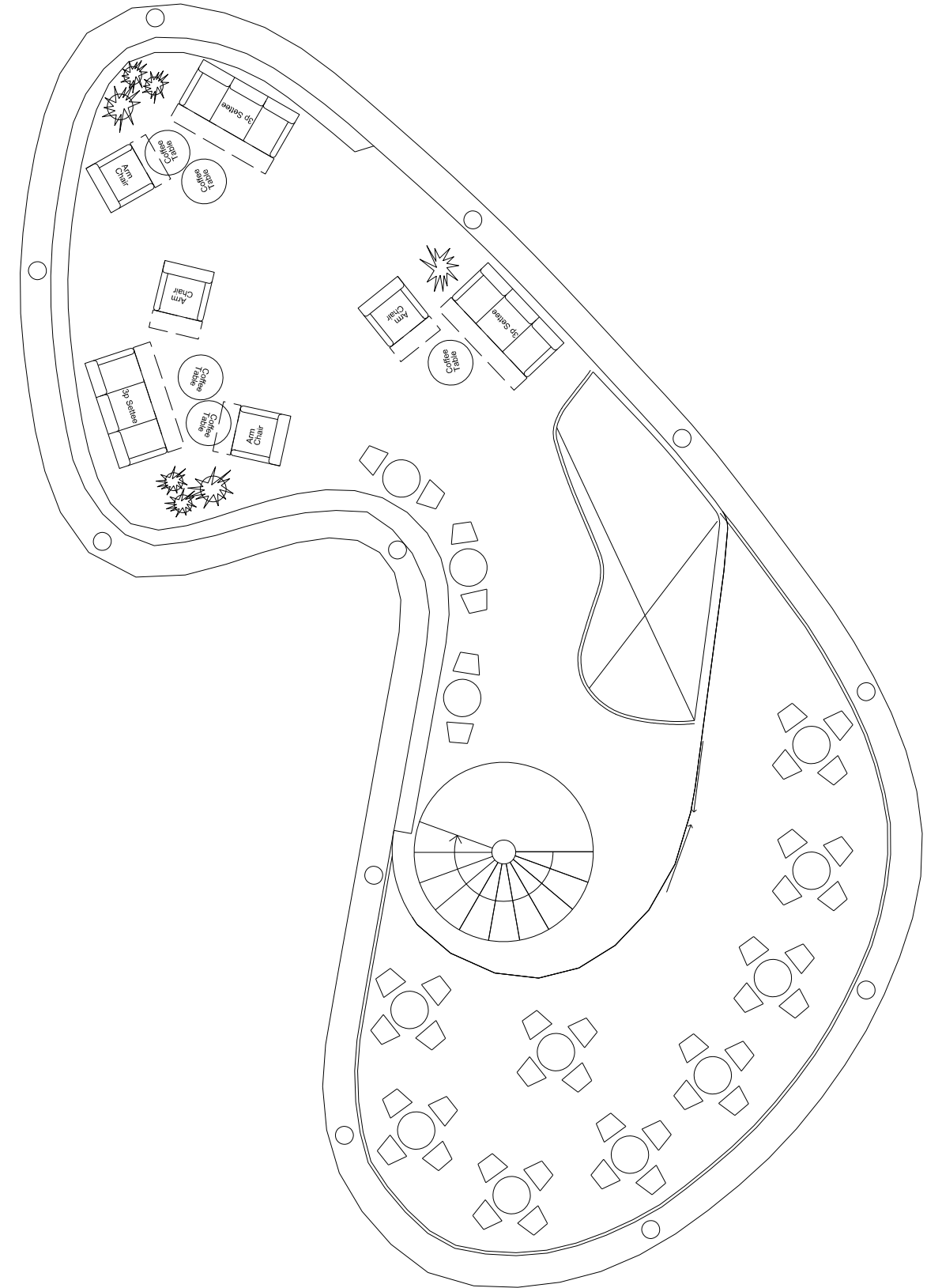
Cafe Use

Groundfloor Plan



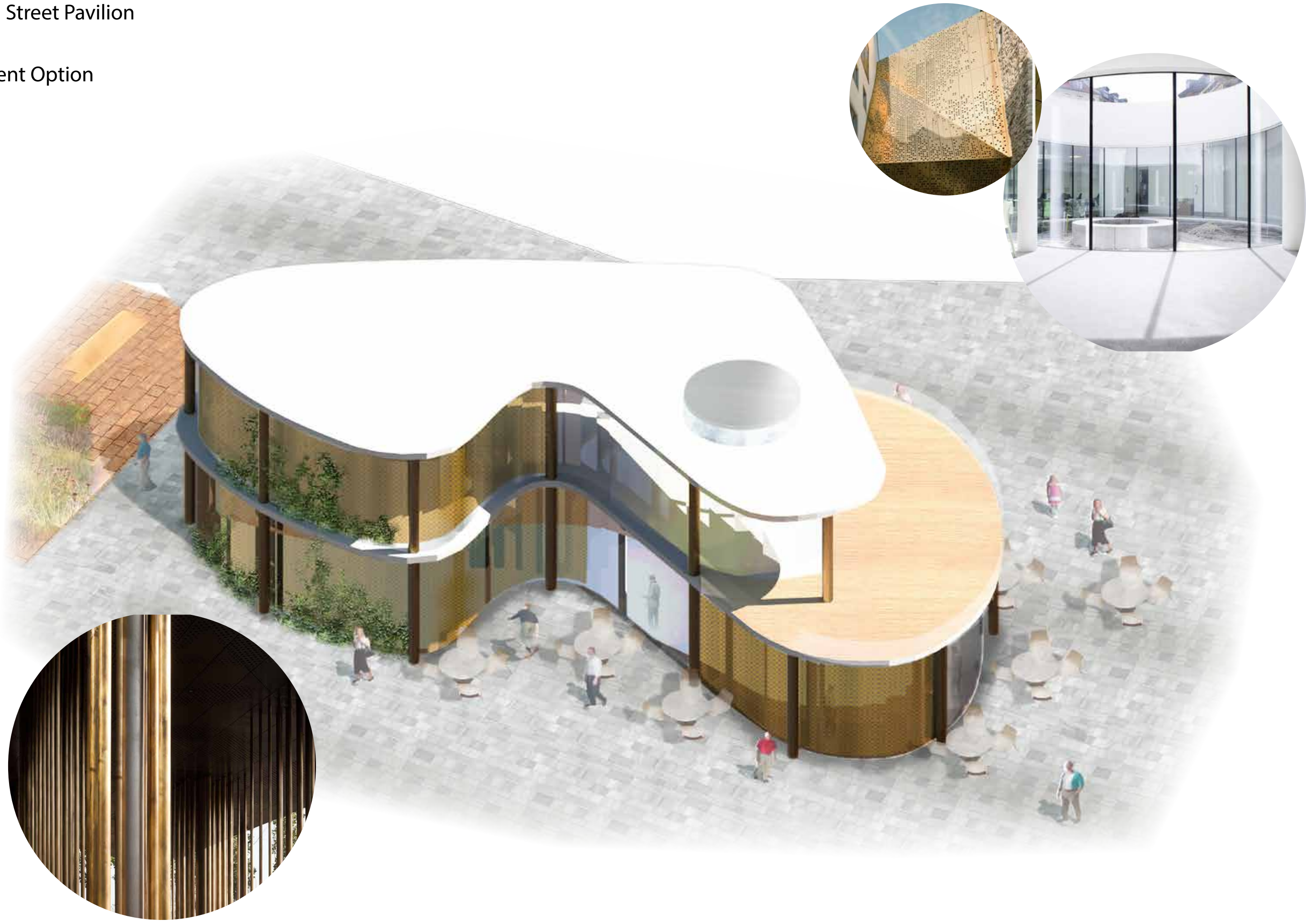
GEA- 146 sq.m
GIA- 206 sq.m (both floors)
NIA- 192 sq.m (both floors)

First floor Plan



High Street Pavilion

Current Option



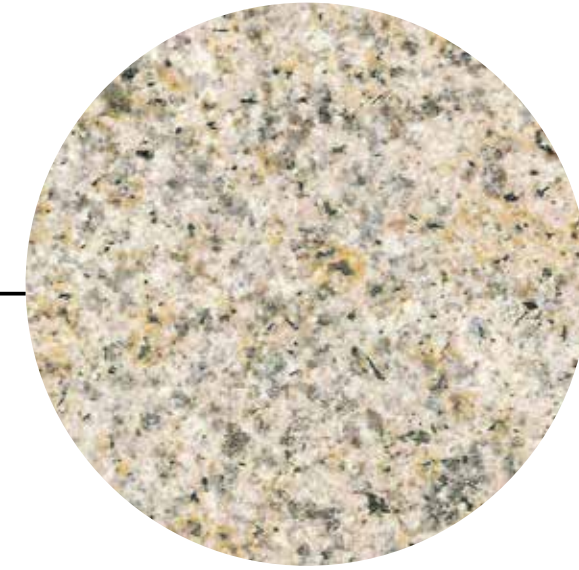
Paving

Paving Carpet

For continuity we intend to carry through a similar palette of materials as used for Market Square and East Street.

Yellow Rock Granite

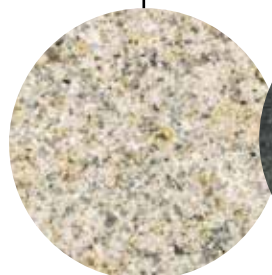
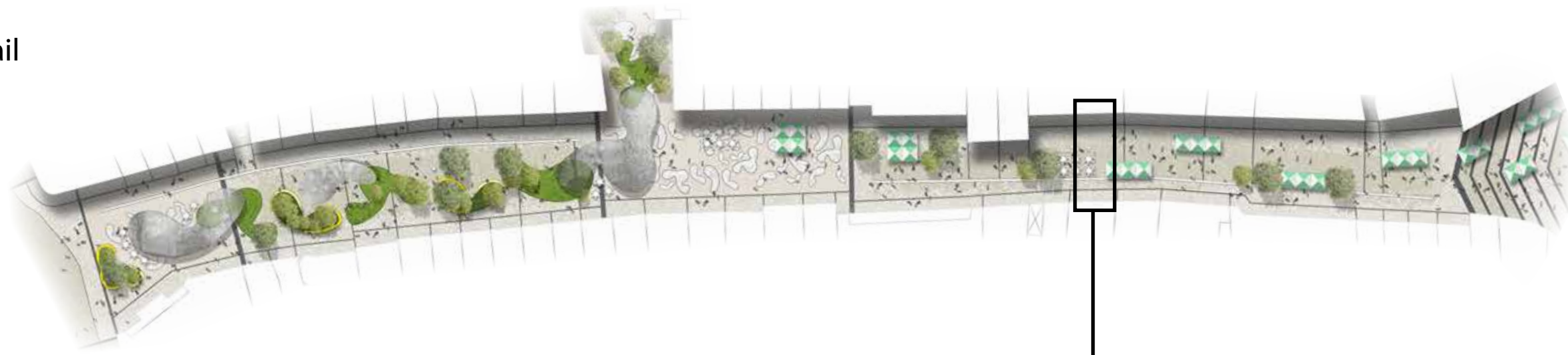
Barleycorne Granite



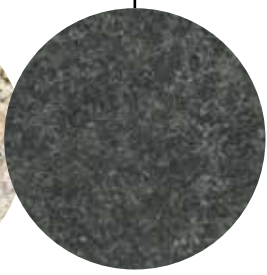
Crystal Black Granite



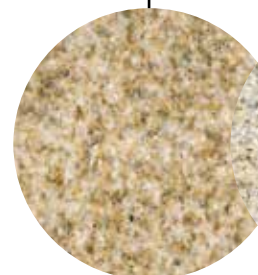
Paving Detail



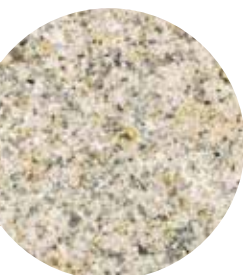
Barleycorne Granite



Crystal Black Granite



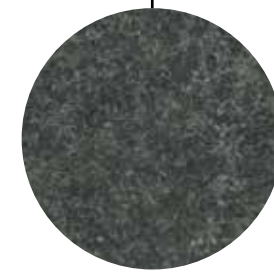
Yellow Rock Granite



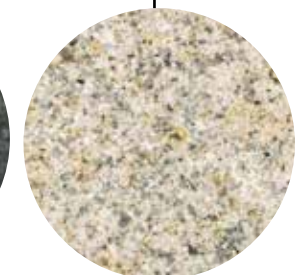
Barleycorne Granite



Bronze Banding Detail

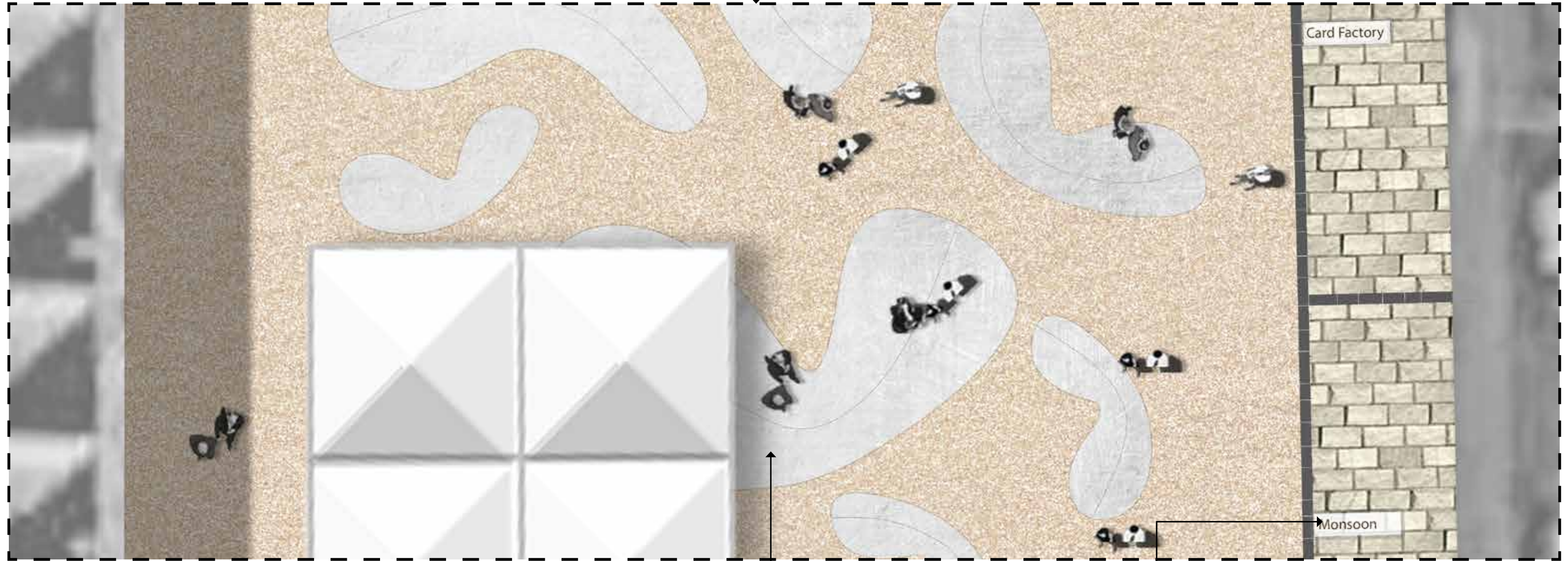
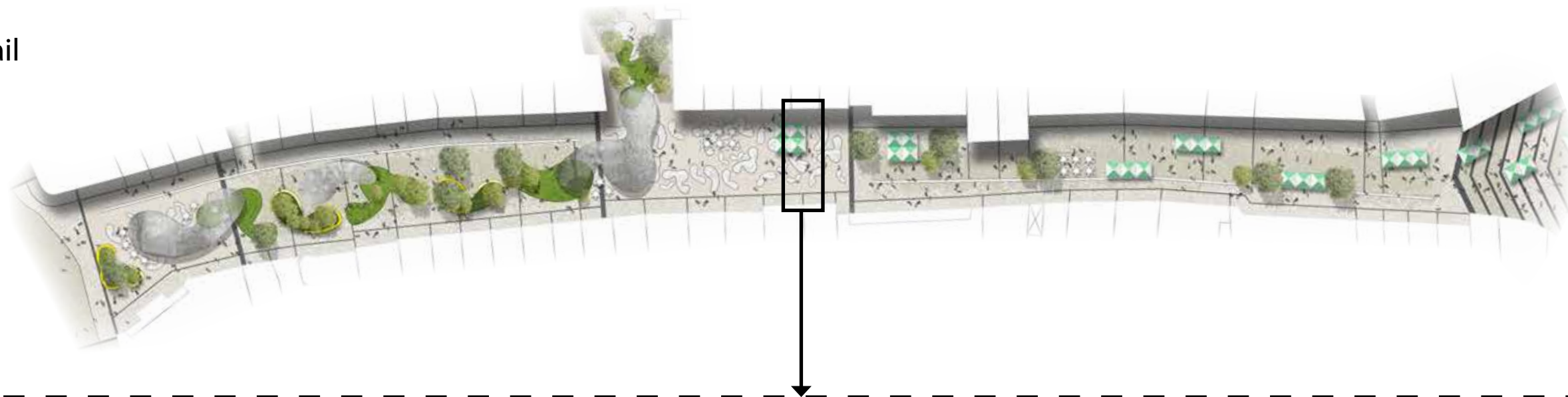


Crystal Black Granite



Barleycorne Granite

Paving Detail



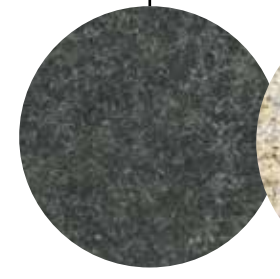
Resin bound gravel surface



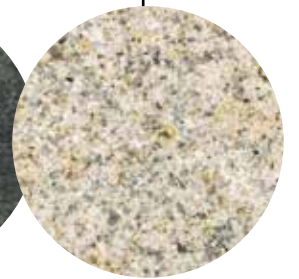
Concrete Broom Flowers



Integrated floor tile signage



Crystal Black Granite



Barleycorne Granite

Seating

Following consultation with the public we have identified a desire for comfortable public realm seating within the high street.

As part of the high street garden event benches were painted in bright colours, this intervention proved popular. We would like to pursue this concept as a permanent piece of street furniture which is both traditional but innovative.



Lighting

We intend to keep light fixings off the ground to limit street clutter. Suspended catenary lighting and building mounted lights will be used to achieve this.



Street Trees

One of our key design principles is to green the high street. The introduction of new street trees will make a significant contribution to this.

We intend to use street trees to break up gusting winds planting a variety of multistem and single stem semi-mature trees, placing them in staggered positions for the optimum wind reduction arrangement.



Multi-stem trees offer good wind protection



Feature lighting highlight tree canopies



Sheltered seating below trees



Groups of trees for effective shelter belt



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Report No.
DRR15/104

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

Date: 2nd December 2015

Decision Type: Non-Urgent Executive Non-Key

Title: **BECKENHAM PUBLIC REALM IMPROVEMENTS**

Contact Officer: Kevin Munnely, Head of Renewal
Tel: 020 8313 4582 E-mail: kevin.munnely@bromley.gov.uk

Chief Officer: Director of Regeneration & Transformation

Ward: Copers Cope, Clockhouse, Kelsey & Eden Park

1. Reason for report

- 1.1 The details of this report were previously included in the Town Centre Development Programme Update report (DRR15/098) which was scrutinized by the Renewal & Recreation Policy Development and Scrutiny Committee on the 27th October 2015. Executive approval is now sought for Council match funding for the original improvement scheme which was granted in October 2013. Since then the scheme has been subject to review at the request of Transport for London and stakeholders. Whilst the scheme scope has increase to cover the whole of the High Street area, there has been a corresponding increase in costs. Transport for London has agreed in principle to increase their funding by £950k.
- 1.2 In the absence of confirmation of alternative funding sources it is requested that an additional £240k is set aside from capital receipts to match fund the additional TfL contribution of £950k, bringing the Council's total match funding to £1.152m which represents 24% of the total scheme cost of £4.697m.

2. RECOMMENDATIONS

- 2.1 **Members of the Executive approve the allocation of £240k from Capital Receipts for the enhanced Beckenham Town Centre Improvement Project. The release of the Capital funding will be subject to the formal approval by Transport for London of additional funding of up to £950k to support the enhanced improvement programme.**
- 2.2 **To increase the capital estimate of the scheme by £1.44m to £4.697m, subject to Full Council approval.**

2.3 In the event that other funds including S106 monies become available, the contribution from capital receipts will be reduced.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Quality Environment Vibrant, Thriving Town Centres:
-

Financial

1. Cost of proposal: £4.697m
 2. Ongoing costs: Non-Recurring Cost
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £3.257m
 5. Source of funding: TfL funding, Capital Receipts and Earmarked Reserve for Members priorities
-

Staff

1. Number of staff (current and additional): 4 FTE
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Non-Statutory - Government Guidance:
 2. Call-in: Applicable:
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Incorporated in the body of the report

3. COMMENTARY

- 3.1 The Council received notification on 16 December 2013 that Transport for London had approved the Beckenham Initial Scheme Design (Step 1) bid and that funding of £310k was allocated to cover Design and Development costs. This funding was to be used to cover the costs of undertaking survey work and producing and consulting on an outline scheme design. This initial funding allocation also included the costs of working up a detailed design to contract stage drawings. The original estimated cost of the concept scheme was £3.257m and in support of the bid the Executive on 16th October 2013 approved the allocation of £912k (£762k Capital Receipts & £150k Members Initiative earmarked reserves) to match fund the TfL allocation of £2.345m towards the improvements.
- 3.2 Since the approval of funding for the design phase of the project, the Council has been working with the design team and external stakeholders to refine the scope, design and costings of the scheme. The outline design stage is now complete and the resulting design has been presented to the Beckenham Town Centre Working Party (2nd July 2015), the Bromley Town Centre Member Working Party (1st October 2015) and Renewal & Recreation PDS (27th October 2015) for their endorsement. Work is now moving on to completing the detailed design stage prior to anticipated implementation in mid- 2016. It is still subject to final stage sign off by both TfL and the Council's Executive.

Revised Scheme Design

- 3.3 The original concept design upon which the original Step 1 bid was based has been amended to reflect the specific input from:
- Urban Design London (TfL) Design Surgery June 2014.
 - Traffic Modelling February 2015.
 - Public Consultation 2014-15.

The design team have worked closely with stakeholders, including the Beckenham Town Centre Working Party, to refine specific design elements, and the revised design has benefited from feedback from site visits this group have undertaken. The proposed changes, many of which were requested by TfL, have resulted in a significantly improved scheme, which will enhance delivery and add to the original bid outputs and outcomes. Proposed changes and benefits include:

- Adopting a focus on investing in improving the origin and destination points in the High Street. This has included upgraded treatment of the spaces around the Odeon Cinema, Sainsbury and Lidl forecourts, Beckenham Green, Kelsey Square and the Station forecourt.
- Enhanced improvements at Beckenham Green that integrate the space better with the High Street and St George's Church. Note that Beckenham Junction and Beckenham Green were cited as top priorities in the public consultation.
- Feedback from stakeholder site visits to Richmond and Twickenham have influence the redesign of the crossing treatment, with an increase in the quality of material on footway and a simpler asphalt treatment on the carriageway.
- The most substantial change from the original scheme scope is the proposal to replace the whole of the footway in the High Street instead of undertaking limited maintenance works outside of the junction areas. It is now proposed to upgrade the whole length of the High Street from the War Memorial to Beckenham Junction by replacing the existing footway

surface with new high-quality paving. It is also now proposed to resurface the whole of the road carriageway.

Scheme Assurance and Delivery

- 3.4 In addition to the work outlined above, the design team has worked closely with a number of other internal teams to ensure that the scheme is buildable, that the impacts (particularly on traffic) are understood and that the scheme meets local expectations. The Borough's Highway Engineering team have scrutinised the designs to ensure that they meet all the necessary engineering design standards and detailing. A topographical survey was undertaken and the designs transposed onto the accurate plan. The team has advised on issues such as drainage, vehicle turning requirements at junctions and potential construction methodologies.

The designs have also been subject to traffic modelling to investigate the impact on traffic and congestion, which shows that any journey time increases are within an acceptable limits and do not affect the heavily used A2015 Rectory Road.

As part of the design development process a series of public consultation events were carried out in Spring 2015. A summary of the consultation responses is attached as Annex 1, along with of the consultation's conclusions on the priority of improvement projects, which led to many of the design changes. This consultation confirms that the revised improvement scheme has significant local stakeholder support.

Revised Cost Plan

- 3.6 As part of the review the Council also undertook a detailed scheme costings exercise. This exercise identified the significant costs differences between the original Step 1 budget estimations and the more detailed Work Stage C revised scheme drawings. The design team have worked with the engineering team to attempt to reconcile the cost differences and eliminate any unnecessary costs items. The revised scheme has then been costed using the Council's Framework Agreement with F M Conway. The main items driving the cost increases include:
- Term Contract Price Inflation Increase (£400k)
 - Proposed replacement of all footway surfaces in the High Street. (£250k)
 - Enhancement of surface treatment to origin and destination hotspots (£309k)
 - Full Carriageway Resurfacing (£272k)
- 3.7 The estimated cost of the revised scheme is now £4.697m, which represents an increase in costs of 44% on the estimated cost of the original concept scheme. Transport for London have agreed to review their funding support as part of the detailed design stage within an additional £950k funding envelope, making their maximum contribution to the improvement project £3.295m. Subtracting the previous Council capital allocation of £912k made in October 2013, leaves a potential funding shortfall of £490k. This figure will be reduced to £240k as provision will be sought to allocate £250k from the Borough's 2016/17 Principal Road Maintenance allocation to contribute the resurfacing of the High Street, which has previously been highlighted as a priority area following a condition survey.
- 3.8 In addressing the resulting funding shortfall of £240k officers are currently in discussions with Network Rail on integrating their proposed improvement works to Beckenham Junction Station, so these improvements can contribute to meeting the costs of the proposed improvements to the station forecourt and pedestrian linkages to the High Street. Officers are also examining the

allocation of S106 funding from the Glaxo Smith Kline's S106 agreement, which can be used for initiatives that promote employment opportunities, to contribute to the funding shortfall.

- 3.9 The Bromley Town Centre Outer London Fund Post Project Evaluation Report produced by Regeneris Consulting considered the employment impacts of the town centre improvements in Bromley Town Centre.

The report produced the following conclusions:

- In Bromley North Village, where the project target output for jobs was 43, the actual jobs created post project were twice the target (a total of 86)
- Businesses in the area indicated that 25% of these jobs created were attributable to the physical improvements;

Based on the findings of this study it is estimated that the revised Beckenham scheme, calculating floor area to FTE jobs using an accredited formula contained in the Homes and Communities Agency's Employment Densities Guide and taking into consideration that vacant retail spaces alone are returned into retail use, excluding the charity shops, the potential estimated job increases attributable to the scheme would equate to between 27 to 60 jobs with a figure of £20,000 average salary costs has been equated to each job created.

- 3.9 TfL acknowledge that additional funding will be required to cover the cost of the detailed design work as part of the Design & Development stage, and they have allocated a further £32k in 15/16 to cover this, bringing the detailed design budget allocation to £342k. As was the case in Bromley North Village it is proposed to use the Council's Highway Term Contractor F M Conway to undertake the detailed design for this improvement scheme. It is anticipated that this work will take approximately 5/6 months to complete. Further reports will be brought back to the R&R PDS and Executive Committees to update on design, costs and funding.

4. POLICY IMPLICATIONS

- 4.1 Work delivering the Town Centres Development Programme is entirely consistent with Policy Objectives set out in Building A Better Bromley and the Renewal & Recreation Portfolio Business Plan 2014/15. The work of the Renewal team links to the Building a Better Bromley priorities by working towards the provision of Vibrant and Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

- 5.1 The estimated costs of the Beckenham Improvement scheme have been revised following the detailed design work and input from TfL. The costs have increased by 44% and are now estimated to be £4.697m. Paragraph 3.6 above, details the main variations and the table below summarises the variances of both the costs and funding: -

Design, Development and Implementation costs	Original Estimate	Latest Estimate	Variance
	£'000	£'000	£'000
Stage 1 Design and Development costs			
Transport model & survey work	45	45	0
Feasibility & outline design	70	70	0
Detailed design & consultation	195	227	32
	310	342	32
Implementation costs			
Capital works including contingency	2,747	4,155	1,408
Scheme management costs	200	200	0
	2,947	4,355	1,408
Total estimated scheme costs	3,257	4,697	1,440
Funding			
TfL (subject to formal approval)	2,345	3,295	950
Earmarked reserve balance for Beckenham Improvements	150	150	0
Capital Receipts (subject to approval)	762	1,002	240
Principal Road maintenance 2016/17 allocation from TfL	0	250	250
	3,257	4,697	1,440

- 5.2 The Council had previously agreed a contribution of £912k towards the scheme and TfL have now informally confirmed a maximum contribution of £3.295m, which includes the £342k for the design and development costs. This leaves a potential funding shortfall of £490k.
- 5.3 Provision will be sought to allocate £250k from the Borough's 2016/17 Principal Road Maintenance allocation from TfL, to contribute to the resurfacing of the High Street, which reduces the potential shortfall to £240k. Officers are investigating various options to address this shortfall including entering into discussions with Network Rail about the integration of their proposed improvement works to Beckenham Junction Station and the potential use of the S106 contribution from the Glaxo development. The first part of the S106 contribution would be expected to be received 18 months after the start date of the development, estimated to be around Summer 2017.
- 5.4 In the absence of confirmation of alternative funding sources it is requested that an additional £240k is set aside from capital receipts to match fund the additional TfL contribution of £950k , bringing the Council's total match funding to £1.152m which represents 24.5% of the total scheme cost of £4.697m.

6. LEGAL IMPLICATIONS

- 6.1 None for the purposes of this report.

7. PERSONNEL IMPLICATIONS

- 7.1 None for the purposes of this report.

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

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ANNEX 1 - BECKENHAM TOWN CENTRE

Summary of findings from consultation on concept designs

Section 1 – Introduction

This note highlights the main findings from the recent consultation exercise run by Bromley Council in order to seek views on the concept designs for the Beckenham town centre public realm scheme. The consultation was held over the four week period from 2 to 27 March 2015. The consultation focused on the RIBA Stage 2 concept designs prepared by East Architects.

The remainder of the note is structured as follows:

- **Section 2** – summarises the **main objectives and key audiences** for the consultation exercise;
- **Section 3** – outlines the **consultation activities and events** that took place during the consultation period;
- **Section 4** – explains **how the Council has recorded feedback** from residents and key stakeholders during the consultation exercise;
- **Section 5** – highlights the **key findings** from the consultation exercise;
- **Section 6** – identifies the **main implications for the concept designs**; and
- **Section 7** – makes recommendations for the **dissemination of the key findings**.

The note includes the following appendices:

- **Appendix A** – Concept plans used for the public exhibition boards; and
- **Appendix B** – Consultation feedback form.

Section 2 – Consultation objectives and key audiences

The main objectives for this consultation exercise were as follows:

1. To remind people of the overall scheme objectives and reinforce the shared ambition to deliver something very special in Beckenham town centre;
2. To explain the key elements of the concept design for the Beckenham town centre public realm scheme, including the provisional traffic modelling results;
3. To show what can be delivered given the funding that we currently have available for the scheme;
4. To show what could be achieved if we were able to secure additional funding for Beckenham;
5. To gather views and priorities from the local communities which will enable us to finalise the concept designs before moving to the next stage of design development; and
6. To explain what happens next and the overall timetable for delivering the improvements to the public realm in Beckenham town centre.

Key audiences

The consultation exercise was aimed at the following key audiences:

- Ward Councillors and other key elected Members;
- Businesses in Beckenham, especially those with a frontage on the High Street;
- Beckenham Town Team;
- Resident associations;
- Members of the public; and
- Transport for London as the key funding partner.

Promotion of the consultation exercise

The consultation exercise was promoted in the following ways:

- Bromley Council news releases issued in advance of and during the consultation exercise;
- Bromley Council website;
- Updates on social media;
- Letter circulated by e-mail to Beckenham businesses and other stakeholders;
- Leaflets which were hand delivered to all businesses on Beckenham High Street; and
- Leaflets which were hand delivered to all residential streets adjoining the High Street.

Although the consultation exercise was widely promoted in advance of the main activities taking place, we did receive some comments from residents who felt that they had not been given sufficient notice of the public exhibition in particular.

Section 3 – Consultation activities and events

The consultation exercise included the following activities and events:

- **Public exhibition** – we held a public exhibition of the concept designs at Citygate Church from 11:30 am to 8 pm on Thursday, 12 March 2015. The exhibition was manned by staff from East Architects and from Bromley Council. There were a total of 128 visitors throughout the day, with many people staying for considerable periods of time to scrutinise the plans in detail and to discuss their views with staff;
- **Copers Cope Area Residents' Association AGM** – East Architects and Bromley Council attended the Copers Cope Area Residents' Association AGM on 18 March 2015. The audience of 75 people heard a presentation on the concept designs followed by a lively question and answer session; and
- **Beckenham Business Association** – East Architects and Bromley Council presented the concept plans to Beckenham Business Association meeting on 25 March 2015. The attendance was relatively light with only nine local businesses at the meeting. Even so, the discussion which followed the presentation generated some very valuable feedback.

Section 4 – Recording feedback

The consultation exercise generated a rich range of valuable feedback on the concept plans for Beckenham High Street. We have recorded feedback received in the following ways:

- **Conversations at consultation events** – we have reflected the views expressed during conversations and the formal question and answer sessions at the main consultation events;
- **Feedback forms** – we have captured the views expressed in a total of 32 feedback forms submitted by hand, by post and online; and
- **E-mail feedback** – we have also reflected the views expressed in 51 e-mails sent to the beckenhamimprovements@bromley.gov.uk mailbox that was created for the consultation exercise.

Section 5 – Key findings

What people like most about the plans

The overriding view emerging from the consultation exercise was that there is clearly a very strong groundswell of opinion which welcomes the concept plans for Beckenham High Street. Consultees welcomed the aspiration to create something very special for Beckenham, recognising that the time has now come for significant investment in the town centre.

The consultation feedback form asked respondents “what do you like most about the concept plans for Beckenham town centre?” The following aspects of the proposals were identified by respondents as being the things which they like most about the concept plans:

- The proposals for the **Albemarle Road/High Street junction and the related plans for Beckenham Green**. Many people like the idea of opening up Beckenham Green to the High Street, although some respondents noted that this would remove an effective screen to traffic noise and make the boundary of the Green less secure for young children;
- The prospect of **fewer heavy goods vehicles (HGVs) using the High Street** as a result of the Albemarle Road/High Street junction improvements. However, some residents of Rectory Road raised concerns about the extra HGV movements that would affect their homes if HGV traffic were diverted away from the High Street;
- **Feature lighting** – the proposals for enhanced lighting throughout the High Street and feature lighting in special places were strongly welcomed;
- **Enhanced pedestrian experience** – many people felt that the concept plans would enhance the experience of pedestrians and shoppers using Beckenham High Street;
- The proposals for **wider pavements** where possible without snarling up traffic were seen as being a key factor in enhancing the pedestrian experience on the High Street;
- The aspirations to **de-clutter the High Street** and to provide a **coherent, high quality public realm** with well-chosen and carefully positioned street furniture were both very well-liked by respondents. There was a clear feeling that the plans would make the High Street more “user friendly” than at present;
- **Safer crossings** – many people recognised the benefits of enhanced crossing points for the High Street, both on the southern side of the Bromley Road junction and elsewhere along the High Street; and

- **War Memorial junction** – there was a clear feeling that investment is needed at the War Memorial junction which is generally seen to be a rundown gateway to Beckenham High Street. Most people welcomed the working assumption in the concept plans that the War Memorial will not be moved from its current location.

What people do not like about the plans

The consultation feedback form asked respondents “is there anything that you do not like about the concept plans?” The following aspects of the proposals were identified by respondents as being the things which they do not like about the concept plans:

- **Pedestrian access to the War Memorial roundabout** – there was widespread scepticism about the aspiration to provide a surface treatment which would encourage pedestrians to access the War Memorial roundabout. There were concerns in equal measure about the danger to pedestrians and the likely congestion for traffic if people were crossing the carriageway onto the roundabout. There was also a strong feeling that any attempt to widen the footway in front of the Odeon Cinema would not leave sufficient room for two lanes of traffic on that side of the roundabout;
- **Lighting in Beckenham Green** – there was a strong feeling that the existing traditional street lanterns in Beckenham Green should not be replaced with a more contemporary design as they currently contribute to the historic character of this part of the town centre;
- **Beckenham Green boundary with the High Street** – there were some concerns about safety for young children and increased traffic noise for users if the western edge of Beckenham Green were to be made more permeable with the High Street;
- **Cycling provision** – some people felt that the concept plans are “too car-centric” and a number of respondents expressed disappointment that the proposals do not include more dedicated provision for cyclists, including dedicated cycle lanes and enhanced cycle parking; and
- **Shared space pedestrian areas** – there were concerns expressed about the potential for conflict between pedestrians and motorists in shared space areas such as the proposed loading bays at selected points on the High Street footway.

Key priorities for investment

The consultation materials made it clear that there may not be sufficient funding available to deliver the full design intent for Beckenham High Street. With this constraint in mind, the consultation feedback form asked respondents “what are your key priorities for Beckenham town centre?” Table 1 below summarises the main findings.

Table 1 – Priorities for Beckenham town centre

Scheme area	Top priority	High priority	Medium priority	Low priority
Beckenham Junction and Green	59.3%	25.9%	11.1%	3.7%
Bromley Road junction	15.4%	30.8%	38.5%	15.4%
Thornton’s Corner	11.1%	18.5%	44.4%	25.9%
Kelsey Square	3.7%	22.2%	51.9%	22.2%
War Memorial junction	38.5%	42.3%	0%	19.2%
Lighting	33.3%	29.6%	14.8%	22.2%
Street furniture and signage	11.1%	25.9%	44.4%	18.5%
Parking and loading bays	22.2%	22.2%	25.9%	29.6%

The results shown in Table 1 are based on a total sample size of 27 people who completed this question in the consultation feedback form. Given the relatively small sample size, some caution is necessary when interpreting these results.

Notwithstanding this caveat, Table 1 reveals that the two areas given the highest priority for investment are as follows:

- **Beckenham Junction and Beckenham Green** – 85.2% of respondents see this area as being either a top priority or a high priority for the town centre; and
- **War Memorial Junction** – 80.8% of respondents see this area as being either a top priority or a high priority for the town centre.

Of the thematic elements of the scheme identified by the consultation materials, the proposed lighting improvements were seen as the most important, with 62.9% of respondents identifying lighting as either a top priority or a high priority for the town centre.

The proposed treatment of parking and loading bays on the High Street provoked the most divided opinion of all the potential priorities for investment. For this element of the concept plans there was an even distribution of responses from top priority through to low priority.

Other comments and observations

The consultation exercise also generated the following comments, observations and questions on the concept plans for Beckenham High Street:

- How will the aspiration to reduce HGV movements on the High Street be realised in practice? Many people found it difficult to make the link between the Albemarle Road/High Street junction improvements and HGV movements along the High Street;
- What about an additional diagonal pedestrian crossing from Beckenham Junction station to Beckenham Green?
- There is a need to maintain the space for six parking bays at the train station outside Regency Cars. The representatives from Regency Cars who attended the public exhibition were not at all convinced about the proposals for a shared space approach to the new parking bays;
- There is also a need to tackle the poor quality of the shop fascia signage along the High Street. This concern was raised by a number of respondents;
- The War Memorial should be left where it currently resides in the roundabout;
- There is a need to ensure the correct phasing of traffic lights on the High Street to facilitate optimum traffic flows and maintain safety for pedestrians;
- There was a strong feeling that more trees should be planted along the High Street and at the War Memorial junction;
- What will the Council do to ensure that the disruption to local businesses is kept to a minimum during the construction of the scheme;
- How will independent, local businesses survive if the improvements drive up rents; and
- For new paving, careful thought should be given to the choice of material to ensure that the new surface opens up the look and feel of the High Street as much as possible.

Section 6 – Implications for the concept designs

The key implications arising from the consultation exercise for the concept designs for Beckenham High Street are as follows:

- How do we balance the aspiration to open up views of (and access to) the War Memorial with the strong concerns about safety for pedestrians?
- How do we balance the aspiration to increase the permeability between Beckenham Green and the High Street whilst maintaining a recognisable boundary edge to the western side of the Green?
- Do the benefits of opening Beckenham Green to the High Street outweigh the disadvantages of doing so?
- Do the proposals for the High Street maximise the potential to include provisions which will promote more and safer cycling?

I have asked Julian Lewis from East Architects to give some thought to these questions during the process of finalising the concept plans for the High Street. There may also be other design-related questions which occur to Julian on reviewing this note.

Section 7 – Dissemination of the consultation findings

Charlie Parish from TfL has already expressed an interest in the findings from the consultation exercise. We can include Section 5 of this note on key findings in the forthcoming paper to TfL on the revised Major Scheme bid for Beckenham town centre. In the meantime, it would be worth sharing the complete note with Charlie Parish and colleagues from TfL.

Once the purdah period has expired, the consultation findings should be shared with the following key audiences:

- Beckenham Town Centre Working Party;
- Beckenham Town Team;
- Beckenham Business Association; and
- Copers Cope Residents Association.

It would also make sense for the Council to issue a press release highlighting the key findings from the consultation exercise. This paper could be supplied as a note to editors to support the press release and also be made available to the general public via the Council website.

**Mark Teasdale
Consultant
Renewal Team
29 April 2015**

Report No.
ES15075

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

For Pre-Decision Scrutiny by Environment PDS Committee on:

Date: 24th November 2015

Decision Type: Non-Urgent Executive Non-Key

Title: CROYDON ROAD RECREATION GROUND BANDSTAND RESTORATION

Contact Officer: Dan Jones, Assistant Director, Street Scene and Greenspace Tel: 020 8313 4211 email: dan.jones@bromley.gov.uk

Chief Officer: Nigel Davies, Executive Director of Environment and Community Services

Wards: Kelsey & Eden Park

1. Reason for report

To outline the funding proposals for the restoration of the Croydon Road Recreation Ground bandstand, in Beckenham, consisting of a two-stage Heritage Lottery Fund (HLF) grant and a small amount of match funding.

Member decisions are required in advance of notification of the Stage 1 grant outcome, in order to be able to acknowledge and accept the Development Grant within the timescales required by the HLF.

2. **RECOMMENDATIONS**

That the Executive agrees:

- 2.1 **To accept the £27.3k Development Grant (subject to HLF approval) and relevant terms and conditions from the Heritage Lottery Fund to assist with the development of a Stage 2 application.**
- 2.2 **To approve in principle the submission of a HLF Stage 2 application and acceptance of associated terms and conditions for restoration costs and related community events and activities programme. This would include the condition to maintain the structure over the next 20 years.**

- 2.3 Agree in principle, to add the scheme to the Capital Programme with an estimated cost of £156k, subject to a further report on the outcome of the Stage 2 application.**
- 2.4 To the setting up of an earmarked reserve to hold monies raised by donations and fundraising.**
- 2.5 That the earmarked reserve is to be used to contribute towards the future maintenance of the bandstand and for the delivery of an events and activities programme through small annual grants.**

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Excellent Council; Quality Environment
-

Financial

1. Cost of proposal: £338.7k, split between Capital £156k and Revenue £182.7k
 2. Ongoing costs: N/A as contained within existing budgets
 3. Budget head/performance centre: Parks and Green Space and Capital Programme
 4. Total current budget for this head: £302.1k, £4.5m and £19.6k
 5. Source of funding: Grant funding from the Heritage Lottery Fund, existing revenue budget and donations
-

Staff

1. Number of staff (current and additional): Two - one 0.6 FTE for 6 months fixed-term contract and one 1 FTE for 18 months fixed-term contract, both employed by The Landscape Group
 2. If from existing staff resources, number of staff hours: 312 hours (based on ~3 hr/week of TLG staff time across 24 months to Line Manage the Project Managers and oversee delivery)
-

Legal

1. Legal Requirement: Not Applicable
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All visitors using Croydon Road Recreation Ground
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Ward Councillors are supportive of the project. One Ward Member from Clock House Ward is currently Treasurer of the Friends of Croydon Road Recreation Ground.

3. COMMENTARY

Overview

- 3.1 The bandstand in Croydon Road Recreation Ground, Beckenham, is Edwardian, built by McCallum & Hope Ltd of Glasgow. It is Locally Listed and has been the venue for many musical performances, including one of Beckenham's most famous residents, David Bowie who played on the bandstand at the Beckenham Free Festival at the park in 1969 which was organised by himself and The Beckenham Arts Laboratory. Recent research has identified that this is the last marked McCallum & Hope bandstand in the country, and is therefore of high architectural value. The bandstand is much-loved by local residents and is a showcase for Edwardian craftsmanship and design.
- 3.2 A specialist structural survey carried out November 2013 identified the condition of the bandstand was deteriorating. Significant repair works are needed to prevent further decline, which could ultimately result in removal of the asset if not remedied. Croydon Road is now the last remaining bandstand in the Council's ownership.
- 3.3 Community consultation has demonstrated significant local support for the restoration activities, alongside increased opportunities for the wider public to learn more about and engage with the bandstand's heritage through events and activities, which have been incorporated into the wider project for delivery. A wide variety of volunteer opportunities will also be created as part of the project delivery with appropriate training and mentoring provided.
- 3.4 Based on feedback from existing and potential users, there is also a need for improvements to facilitate easier utilisation of the bandstand by musical and theatrical groups. For example, the current floor space of the bandstand is not large enough to accommodate some performance groups e.g. use by an orchestra. The project will therefore include the purchase of temporary staging and installation of a suitable flat base i.e. circular pathway which have been incorporated into the design to maximise the space on offer and increase the variety and number of groups using the bandstand.

Fundraising Approach

- 3.5 The original fundraising strategy for the restoration project identified The Heritage Lottery Fund (HLF), the largest dedicated funder of heritage in the UK, as a potential grant funder. A tender exercise carried out in December 2014 by London Borough of Bromley's Property team identified that the cost of the necessary restoration works had exceeded the original intended grant programme – 'Our Heritage', which provides grants from £10k - £100k. Subsequently, HLF's 'Heritage' programme was instead identified, which provides grants above £100k through a two-stage process, including a Development Stage and Delivery Stage, with individual application processes for each.
- 3.6 For total grant requests of between £100k - £1m from HLF, at least 5% of the total cost of the project must be contributed as 'partnership funding' which can be made up of cash, volunteer time, non-cash contributions, or a combination of all these. Some the partnership funding must be from the organisation's own resources.
- 3.7 Further to advice from HLF, for Stages 1 and 2, London Borough of Bromley (LBB) is the lead applicant with The Landscape Group (TLG) and the Friends of Croydon Road Recreation Ground acting as delivery partners. Through this arrangement, all grant money will initially be paid to LBB. Assuming both stages are successful, LBB's Property Team will procure and oversee delivery of the capital restoration works, with the remainder of the project being delivered by TLG.

- 3.8 A Partnership Agreement has been created for the purposes of the grant between all partner organisations outlining key roles and responsibilities. The grant process will require all partner organisations to abide by HLF's Standard Terms of Grant over £100,000. Any liability under these terms of grant will apply to all partners together and also separately. HLF have advised that, if successful, the terms of this grant-funded project would last for a period of 20 years.
- 3.9 It is worth noting that the grant terms include the need to continue to own and keep exclusive control of the Property, with the applicant not selling, letting or otherwise parting with it or any interest in it, or giving over any rights to anyone else, without HLF's approval beforehand; the terms also require the Property to be maintained in good repair and condition over a period of 20 years and, if restoration works have been carried out, maintained in good condition after this work has been done. As the grant includes the preparation of a Maintenance and Management plan the Property must be maintained, managed, conserved in accordance with the version approved by HLF; the Property must also be insured to the standards set out by HLF. Any digital outputs created as part of the project must be kept up-to-date, with the function as intended, and, must not become obsolete before the fifth anniversary of the completion of the project.
- 3.10 Strategic Property Services have advised that the total planned maintenance cost of the bandstand following restoration works is estimated to be £16,000 over the 20 year period. Some of this work may be carried out in partnership with Friends volunteers. It is anticipated that income from a small-scale personalised bandstand brick scheme will be held in an earmarked reserve and used to supplement any future routine and non-routine repairs to the bandstand (as per 3.26).
- 3.11 The Council's Principal Conservation Officer has been consulted regarding the proposed restoration works and is supportive. Works will be carried out under Local Authority permitted development.

Development Stage

- 3.12 A Stage 1 application was submitted to HLF's Heritage' programme on 14th September 2015. Development Grants are designed to enable the progression of a more detailed second round application. This application requested a Development Grant of £27.3k against a total Development Stage cost of £29.9k. The balance of £2.6k is to be funded by a combination of donations of £0.5k and match funding of £2.1k from LB Bromley.
- 3.13 The costs for the Development Phase include project management from Strategic Property, the employment of a 0.6 FTE Development Project Manager on a fixed-term contract for 6 months by TLG. This post will facilitate any outstanding surveys, consultations or investigations required on the capital restoration works; consult with new and existing audiences to develop a detailed programme of activities to engage people with the bandstand through an Activity Plan; develop detailed timetables and refine projected costings; produce a management and maintenance plan in conjunction with Strategic Property; identify how the project will be evaluated; identify how the project will be procured in-line with HLF's financial guidelines; prepare a communications programme for the project and coordinate all relevant supporting documents for the Stage 2 submission.
- 3.14 In addition to the costs above, there will be a non-cashable contribution of £4.6k in the form of TLG staff time and the equivalent of £1k of volunteer time.
- 3.15 The first-round application should be assessed at the beginning of December 2015. The notification of the Stage 1 outcome is therefore expected later in December 2015. It is anticipated that the Development Stage expenditure will take place between December 2015

and June 2016. Development grants are paid in three instalments; 50% of the grant up-front, 40% once the first instalment of the grant has been spent and the final 10% once the project has been finished.

Delivery Stage

- 3.16 It is anticipated that a second-stage application will be submitted by June 2016 (exact HLF programme dates still to be published for next year) which will meet the criteria of second-round submissions needing to be received up to 24 months after the first-round decision. Second-round applications are assessed within three months, after which a decision is made at the next quarterly decision area meeting. A further report will be brought back to Members to report on the outcome of this application and to seek approval to tender the works.
- 3.17 The delivery phase costs of £308.8k are split between capital and revenue over an 18 month period. The capital works, equipment and associated project management costs are estimated to be £156k and the revenue costs are estimated to be £152.8k. It is expected that an application will be made for a HLF grant of £274.8k. The balance of £34k will be funded by £16.1k donations secured by the Croydon Road Recreation Ground Friends Group, funding generated from the sale of bricks (£3k) and £14.9k cash match funding from LB Bromley. It should be noted that the estimated delivery costs will be refined as part of development work.
- 3.18 In addition to the costs above, there will be a non-cashable contribution of £29.8k in the form of TLG staff time and the equivalent of £45.3k of volunteer time.
- 3.19 The Delivery grant will fund a 1 FTE Development Project Manager on a fixed-term contract for 18 months by TLG who will deliver the project including the identified Activity Plan.
- 3.20 Subject to grants process timings and success, it is anticipated that the capital works could be completed by Summer 2017 at the latest. In this scenario, events and activities to encourage use of the bandstand as part of the project will be on-going until March 2018, with expenditure covering September 2016 - April 2018.
- 3.21 £14.9k of The Council's devolved budgets to TLG will act as the cash match funding towards the project, with £9.4k contributing to capital costs and £5.5k towards the revenue costs.
- 3.22 £29.8k of a non-cashable contribution in the form of TLG staff time will go towards the project's Delivery stages. There will also be the equivalent of £45.3k of volunteer time.
- 3.23 Croydon Road Recreation Ground has a strong Friends Group, which has actively been fundraising to help with the restoration costs. They have held a number of fundraising activities which have included two David Bowie inspired concerts which have raised an impressive £16.1k as mentioned in 3.17 above.
- 3.24 In partnership with the Friends, Officers established a 'Buy-a-bandstand-brick' scheme in Summer 2014. This scheme enables members of the public, community groups and businesses to purchase personalised bricks costing £100, which will be incorporated into the circular pathway around the newly restored bandstand. Bricks will also be available to purchase after the pathway has been installed, thus providing a potential on-going source of income. £35 tickets are also available for an exclusive launch party event on the bandstand. In total a sum of £3.5k has been raised to date, £0.5k of which has been used to part fund the development stage.
- 3.25 Bricks and tickets will continue to be sold as part of the targeted promotional campaign, which can be used to contribute further to the costs.

Future

- 3.26 To facilitate the on-going use and maintenance of the bandstand to a good standard, it is also proposed that an earmarked reserve be established to enable income raised through fundraising activities such as the 'Buy-a-Bandstand-Brick' scheme can be set aside. It is proposed that this reserve will be used to support any future repairs for the bandstand (routine and non-routine) and on-going community events and activities in the vicinity/recreation ground. It is expected that this will take the form of a small annual grant to enable the Friends group to deliver these activities.

4. POLICY IMPLICATIONS

- 4.1 The Environment Portfolio Plan 2014/17 includes the Key Outcome [3] "Conserve and enhance Bromley's parks and green spaces"; in particular meeting 6 of the 9 elements identified:

- [3.1] Maintain the quality, appearance and cleanliness of parks, open spaces and the countryside;
[3.3] Develop and maintain paths and other hard landscaping features in parks, open spaces and the countryside
[3.4] Improve our environment through forging deeper links with Friends of Parks groups
[3.6] Apply for external investment funding for green space improvements in partnership with stakeholders
[3.8] Promote and support public use of parks and green spaces for community events and activities:
[3.9] Ensure that good value for money is provided when work is commissioned to maintain and improve Bromley's parks and green spaces

5. FINANCIAL IMPLICATIONS

- 5.1 This report outlines a proposal to restore the Croydon Road Recreation Ground Bandstand by seeking external funding through a two-stage Heritage Lottery Fund.

- 5.2 The table below summarises the estimated costs and funding for the Development stage: -

	£'000
Estimated costs	
Professional fees	8.8
Development project manager (0.6fte)	14.9
Other costs	6.2
	<u>29.9</u>
Funding	
HLF grant	27.3
Cash match funding (parks budget & fundraising)	2.6
	<u>29.9</u>

- 5.3 In addition to the funding listed above, there will be non-cashable contributions totalling £5.6k in the form of TLG staff time and volunteer time.
- 5.4 The Development Grant will be used to prepare a full application for the delivery of the scheme including capital costs for restoration works and equipment, as well as revenue costs for a development project manager, events and activities.
- 5.5 It should be noted that if the Stage two application is not submitted the Council would be required to pay back the HLF Development grant of £27.3k.
- 5.6 The report is requesting that the scheme is added to the capital programme with an estimated cost of £156k, subject to a successful stage two HLF bid. There should also be a revenue grant of £128.2k for an 18 month period to the end of March 2018. A further report will be brought

back to Members to confirm the outcome of the application and to seek approval to tender for the capital works.

5.7 The table below summarises the estimated costs and funding for the Delivery Stage of the project that will be undertaken during 2016/17 and 2017/18: -

	Capital	Revenue	Total
	£'000	£'000	£'000
Estimated Costs			
Capital works & equipment	148.1	0.0	148.1
Professional fees	7.9	0.0	7.9
Development Project manager	0.0	79.7	79.7
Travel/Training costs	0.0	21.3	21.3
Professional Fees	0.0	20.3	20.3
Equipment & materials	0.0	18.3	18.3
Events, publicity/promotions	0.0	11.0	11.0
Evaluation	0.0	2.2	2.2
	156.0	152.8	308.8
Funding			
HLF grant	146.6	128.2	274.8
Cash match funding (parks budget)	9.4	5.5	14.9
Cash match funding from donations & fundraising	0.0	19.1	19.1
	156.0	152.8	308.8

5.8 In addition to the funding listed above, there will be non-cashable contributions totalling £75.1k in the form of TLG staff time and volunteer time to undertake the delivery of the scheme.

5.9 All project costs must be procured in-line with HLF's financial guidelines and it is a requirement of the grant that the Council agrees to fund the maintenance of the bandstand for a period of 20 years, as outlined in 3.9 and 3.10 above. Strategic property officers have confirmed that the total estimated maintenance works required over this period would be £16k. It is expected that income raised from fundraising would meet at least half of these costs. The balance of the maintenance costs would be met from the Parks and Green Space revenue budget.

5.10 There will be no additional impact on the Council's budget as the maintenance cost of the structure is already included in revenue budgets.

5.11 This report is also proposing that an earmarked reserve be set up to hold monies that have been raised through donations and fundraising. It is intended to use the reserve to supplement any routine or non-routine maintenance works and to be passed to the Friends group in the form of a small annual grant to enable further fundraising to take place through a programme of activities and events.

5.12 An agreement will have to be drawn up to ensure that TLG indemnify the Council against having to pay back any of the grant as a result of the actions of TLG staff.

6. PERSONNEL IMPLICATIONS

6.1 The grant proposes recruitment of a two temporary members of staff to be employed by TLG; this will be a new post holder(s); the terms and condition of grant indicate all staff posts must be advertised.

Non-Applicable Sections:	Legal implications
Background Documents: (Access via Contact Officer)	

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Report No.
ES15081

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **Executive**

For Pre-Decision Scrutiny by Environment PDS Committee on:

Date: **24 November 2015**

Decision Type: Non-Urgent Executive Non-Key

Title: **STREET ADVERTISING SITE CONTRACT GATE REPORT**

Contact Officer: Andrew Rogers, Communications Executive
Tel: 0208 461 7670 E-mail: Andrew.Rogers@bromley.gov.uk

Chief Officer: Nigel Davies, Executive Director of Environment & Community Services

Wards: Borough-wide

1. Reason for report

Two advertising contracts, both of which generate income for the Council, will expire in July 2016. One contract concerns advertising at bus stops and the Council has been notified by Transport for London (TfL) that it will not involve the Council in any future contractual arrangements. The second contract, with Clear Channel, concerns free-standing poster sites and it is the Council's intention to tender this activity as a concession contract. The anticipated contract value (if let for another fifteen year term) is approximately £1.3m and, in accordance with the Council's Contract Procedure Rules, the Executive's approval is sought.

2. **RECOMMENDATIONS**

That the Executive:

- 2.1 **agrees the proposed tender activity in respect of the existing (free-standing) advertising sites, so the new arrangements can commence on expiry of the current contract**
- 2.2 **agrees that officers separately tender a contract to identify and develop additional new income generating advertising options / sites**
- 2.3 **notes TfL's position regarding expiry of the bus shelter advertising contract and supports the officers in seeking Counsel's opinion in challenging TfL's position.**

Corporate Policy

1. Policy Status: Existing Policy: Carbon Management Programme
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: Estimated Income: £1.3m
 2. Ongoing costs: Potential income of £89k p.a
 3. Budget head/performance centre: Traffic / Street Lighting
 4. Total current budget for this head: £179k
 5. Source of funding: Contract income within the existing revenue budget for 2015/16
-

Staff

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

Legal

1. Legal Requirement: None:
 2. Call-in: Applicable:
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Background

- 3.1 The Council has two main income generating contracts in place whereby an advertising provider pays the Council a fee based on the number of sites.
- 3.2 In 2001, the Council entered into two 15-year contracts with the More Group, both of which expire in July 2016.
- 3.3 The first of these is a tri-partite agreement with the third party being London Buses. This authorised More Group (which became Adshel and is now Clear Channel) to sell advertising on bus shelters. The Council received income from both Transport for London (London Buses) and Clear Channel in respect of this contract, with the payment based on the number of bus shelters having advertising. This sum has increased over time with inflation and in 2014/15, the Council received approximately £88k. The Council has been given notice by TfL of its intention to terminate this contract on expiry. The Council has since learnt that TfL has let an advertising contract, including advertising on bus shelters, to JC Decaux and this arrangement excludes the Council. Therefore the Council will no longer receive an income from this contract. TfL has been asked to explain its position and they have cited legal advice indicating they do not require the Council's consent as the Highway Authority as they can exercise similar powers regarding bus shelters through their Transport Authority status. The Council is seeking legal advice concerning this, which has delayed re-letting these contracts.
- 3.4 The second contract is exclusively between the LB Bromley and Clear Channel, with payments received by the Council in respect of advertising on free standing units, with payment based on the numbers of units. In 2014/15, the Council received some £89k in total (based on 23 units). Examples may be seen in Bromley High Street with some units subsequently installed on lamp columns in Sevenoaks Way. Clear Channel has advised that the lamp column advertising will not be able to continue indefinitely as the units were prototypes and replacement parts are no longer manufactured. Clear Channel has also indicated that there may be alternative solutions which could be considered on a longer term basis.
- 3.5 Proposal Summary
- Two contracts are proposed:
- re-tendering the 'free-standing' advertising contract and
 - developing new advertising opportunities
- 3.6 Free-standing advertising contract: An initial 10 year agreement with an option to extend for 5 additional years would give the same contract length as the existing contracts. A new long-term contract would also encourage the successful contractor to invest in state of the art technology in the knowledge that returns could be generated over time, with digital display advertising both becoming more popular and commercially lucrative.
- 3.7 The income associated with the new free-standing site contract may differ from the current income – depending on the value of the tenders. It also should be noted that this value may be reduced in the first year if a new contractor is awarded the contract, given the time needed to replace infrastructure – reducing 2016/17 income. Similarly, income would be reduced by approximately half if the lamp column mounted advertising ceases. Equally, additional sites may be identified later in the contract term, which would increase the contract's total value. This uncertainty will be reflected in the 2016/17 draft budget.

- 3.8 New advertising opportunities contract: A five agreement with an option to extend for five years to identify and implement new sites not covered by the free-standing contract. In practice this could involve an individual, advertising agency, or company identifying new opportunities and bringing them to fruition.

4. POLICY IMPLICATIONS

- 4.1 This report accords with the Building a Better Bromley's 'Excellent Council' ambition in relation to 'scrutinising everything we do and how we do it to provide efficient services' and 'continue a financial strategy that focuses on stewardship and sustainability
- 4.2 The advertising supplier would be expected to ensure that all advertising complied with guidelines laid down by the Advertising Standards Authority and the Council's own guidelines.

5. FINANCIAL IMPLICATIONS

- 5.1 The Council's two main existing advertising income contracts will expire in July 2016.
- 5.2 It is unlikely that the TfL Bus Shelter contract will be renewed on expiry as TfL has given formal notice, subject to the outcome of legal advice. This will result in a loss of income of £65k in 2016/17 and £90k from 2017/18 thereafter. Officers are currently in the process of identifying savings to offset this potential shortfall of income in future years, in order to balance the budget.
- 5.3 This report recommends that the existing free-standing site contract will be retendered for a further 15 year term. The current income associated with this contract is £89k p.a. creating a total estimated contract value of £1.3m based on current activity and numbers of existing sites.
- 5.4 The report also recommends that a second contract is tendered to identify and develop additional income generating opportunities from new advertising options /sites. At this moment in time it is not possible to quantify what, if any additional income might result from this tendering exercise. The results of this procurement will be reported back to Members in 2016.

6. LEGAL IMPLICATIONS

- 6.1 Transport for London has notified the Council in writing the current Bus Shelter advertising contract will terminate on expiry. The Council is considering its options, including obtaining Counsel's opinion on this issue.
- 6.2 Consideration is also being given to the permissions required in respect of bus shelter advertising, including the Council's Highway Authority role
- 6.3 Advertising in an 'outside' public place requires planning consent and it will be the responsibility of the advertising provider to secure planning permission and any variations which may be required and ensure public safety in terms of the infrastructure.

7. PROCUREMENT IMPLICATIONS

- 7.1 Procurement's advice has been sought in respect of the most suitable tendering arrangements and this is set out in Contracting Proposals and Procurement Strategy section below.
- 7.2 The procurement process has been made more complex due to the uncertainty caused by TfL's decision to terminate the bus shelter contract on expiry and the Council's need to consider its options and take advice on the legality and consequences of TfL's position.

8. STAKEHOLDER CONSULTATIONS

- 8.1 Stakeholder consultation has not been considered necessary since there is no change on the current arrangements. In the event of additional advertising sites being identified, which require planning consent, then the public's views would be sought at that stage.

9. MARKET CONSIDERATIONS

- 9.1 Traditionally, advertising companies have been interested in sites where there is high footfall, with main roads, High Streets and transport interchanges being typical examples. Some companies also look for a 'high quality' environment. In more recent years, other smaller advertising companies have entered the market and have sought to sell advertising in more unusual places, including private forecourts and motorway service stations and other areas where there is a recognised footfall. This has presented opportunities for some other property or vehicle fleet owners.
- 9.2 There are a limited number of companies active in this sector and officers have identified a number of potential tenderers.
- 9.3 Any new contract should seek to encourage suppliers to work to maximise potential advertising revenue, by working with the Council to develop new advertising sites, utilising digital format where possible, whilst also allowing the Council to continue to use the channels to promote its own services where possible.
- 9.4 The free-standing contract is likely to attract tenders – including Clear Channel which the Council has a good working relationship – because it's an established market with already identified sites in place.
- 9.5 It's less clear how the new advertising opportunities contract tenders will be structured (because this is a non-mainstream market) and it is not clear how many suppliers may be interested.

10. OUTLINE CONTRACTING PROPOSALS & PROCUREMENT STRATEGY

- 10.1 It is proposed that both contracts will be tendered as a 'concession contract'. A concession contract is an agreement whereby a supplier has rights to exploit works or services, advertising in this case, benefitting both the contracting authority and the supplier.
- 10.2 The EU regulations on awarding concession contracts are anticipated to change, with new regulations to come into effect by April 2016. Given the timescales involved, it is the Council's intention to tender in conformity with the 2006 regulations. The general provisions of the 2006 regulations will be reflected in the 2016 regulations and are also part of the Council's own procurement rules.
- 10.3 Both contracts will be tendered to ensure the Council receives best value from any new arrangement and will be evaluated in line with the Council's Contract Procedure Rules and in particular a 60/40 price/quality split to allow the sites to ensure that sites are well maintained and complement the StreetScene.

11. SUSTAINABILITY / IMPACT ASSESSMENTS

- 11.1 This decision has been judged to have no or a very small impact on local people and communities. In the event of an advertising proposal requiring Planning consent, then these issues would be addressed, as appropriate, as part of that process.

Non-Applicable Sections:	Personnel Implications Customer Profile Service Profile / Data Analysis
Background Documents: (Access via Contact Officer)	

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