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DATE: 28 January 2016

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  
10 FEBRUARY 2016 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 MEETING HELD ON 13TH JANUARY 2016**  
(Pages 5 - 16)

a) to confirm the minutes of the meeting held on 13<sup>th</sup> January 2016

b) Matters Arising report

**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 Thursday 4<sup>th</sup> February 2016.

**5 2016/17 COUNCIL TAX** (Pages 17 - 44)

**6 CAPITAL PROGRAMME MONITORING Q3 2015/16 & ANNUAL CAPITAL REVIEW  
2016 TO 2020** (Pages 45 - 60)

- 7 **PROPOSAL FOR THE COUNCIL'S PUBLIC HEALTH BUDGET 2016/17 AND 2017-18** (Pages 61 - 68)
- 8 **CONTRACT AWARD FOR SUPPORTED LIVING SERVICES - SCHEME 1 (3 PROPERTIES) - SUMMARY REPORT** (Pages 69 - 72)
- 9 **HOUSING IT SYSTEM (CONTRACT EXTENSION)**  
To Follow
- 10 **GATEWAY REVIEW 0,1 & 2 APPROVAL OF 2016/17 OPERATIONAL BUILDING MAINTENANCE BUDGETS, PLANNED MAINTENANCE PROGRAMME AND PREFERRED PROCUREMENT OPTION** (Pages 73 - 86)
- 11 **BROMLEY ADULT EDUCATION COLLEGE UPDATE** (Pages 87 - 148)
- 12 **OPPORTUNITY SITE B TWEEDY ROAD DESIGN GUIDANCE AND DISPOSAL** (Pages 149 - 168)
- 13 **REVIEW OF CORPORATE CUSTOMER SERVICES IT SYSTEMS** (Pages 169 - 174)
- 14 **CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**
- 15 **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.

<u>Items of Business</u>	<u>Schedule 12A Description</u>
16 <b>EXEMPT MINUTES OF THE MEETING HELD ON 13TH JANUARY 2016</b> (Pages 175 - 180)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
17 <b>CONTRACT AWARD FOR SUPPORTED LIVING SERVICES - SCHEME 1 (3 PROPERTIES) APPENDIX (DETAILS)</b> (Pages 181 - 186)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**18 HOUSING IT SYSTEM (CONTRACT EXTENSION)**

To Follow

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

**19 CAPITAL RECEIPTS (Pages 187 - 188)**

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 13 January 2016 starting at 7.00 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 and Councillor Angela Wilkins

### **329 APOLOGIES FOR ABSENCE**

There were no Member apologies.

However, apologies were conveyed on behalf of the Director of Regeneration and Transformation who was unable to attend the meeting.

### **330 DECLARATIONS OF INTEREST**

Councillor Morgan declared a personal interest in view of his daughter being a Director of Kier Property Services.

Councillor Kate Lymer also declared a personal interest by virtue of her mother working in Public Health and Councillor Peter Fortune declared a personal interest as a Non-Executive Director of Affinity Sutton.

### **331 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 25TH NOVEMBER 2015, 2ND DECEMBER 2015 AND 15TH DECEMBER 2015**

Minutes of the above meetings were agreed.

A current update would also be provided on any legal advice concerning TfL's notice that it would no longer involve the Council in contractual arrangements for bus stop advertising (and any cost sharing for the advice with other London boroughs).

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

Six questions were received for oral reply. Details of the questions and replies are at **Appendix A**.

**333 DRAFT 2016/17 BUDGET AND UPDATE ON COUNCIL'S  
FINANCIAL STRATEGY 2017/18 TO 2019/20**

**Report FSD16001**

Approval was sought for the Council's initial draft Budget for 2016/17 including additional savings for 2016/17 and 2017/18 and actions to reduce the Council's medium term "budget gap".

Details were also provided of the provisional four year local government financial settlement and the new social care precept. Changes impacting on L B Bromley from the Spending Review and Autumn Statement 2015 and the Provisional 2016/17 Local Government Financial Settlement were also included in Report FSD16001.

There continued to be outstanding issues and areas of uncertainty. Any further updates would be included in the 2016/17 Council Tax report to the Executive's next meeting.

The Leader highlighted that the administration had formulated a robust response to the Local Government settlement.

Concerning the Better Care Fund and Independent Living Fund, details were awaited of funding for Bromley. The reduction in the Council's Settlement Funding Assessment of 48.5% by 2019/20 was also highlighted, the reduction being the third highest in London.

It was recommended that the initial draft budget be considered by each PDS Committee (the draft budget was considered by Care Services PDS Committee the previous evening) and comments would be considered at the Executive's next meeting when considering the 2016/17 Council Tax report.

The Leader also commended the Director of Finance in compiling the draft budget, Members fully acknowledging the Director's work on the budget.

**RESOLVED that:**

- (1) the initial draft 2016/17 Budget be agreed, including the savings for 2016/17 and 2017/18 detailed at Appendix 6 to Report FSD16001;**
- (2) the initial draft 2016/17 Budget be referred for each portfolio to the relevant PDS Committees for consideration;**
- (3) the financial projections for 2017/18 to 2019/20 be noted;**
- (4) there continue to be areas of financial uncertainty which will impact on the final 2016/17 Budget and future year forecasts;**
- (5) the setting of the schools budget, mainly met through Dedicated Schools Grant, be delegated to the Education Portfolio Holder, allowing for**

consultation with Head Teachers, Governors and the Schools Forum (see section 12.4 of Report FSD16001);

(6) the outcome of consultation with PDS Committees be reported to the next meeting of the Executive;

(7) the proposed contribution of £320,350 in 2016/17 to the London Boroughs Grant Committee be agreed (see section 11 of Report FSD16001);

(8) Where consultation has not already commenced, officers begin the process of consulting on the savings proposals prior to finalising the implementation of the savings at Appendix 6 of Report FSD16001;

(9) the outcome of the 2016/17 Provisional Local Government Financial Settlement be noted (see section 4.7 of Report FSD16001);

(10) the significant remaining budget gap of an estimated £26.7m per annum by 2019/20 be noted and that any decisions made for the 2016/17 Budget would have an impact on the future years' projections; and

(11) any final decision by Executive on recommended Council Tax and Social Care Precept levels to Council would normally be undertaken at the next Executive meeting.

### **334 GATEWAY REPORT - TEMPORARY ACCOMMODATION**

#### **Report CS16007**

In view of procurement costs for temporary accommodation and forecast demand, it was necessary to source an adequate supply of temporary accommodation to meet requirements for the next three to five years.

It was recommended that L B Bromley enter into a new contract with Orchard and Shipman (the current contract expiring April 2016) for management leasing arrangements over a three year period, with an option to extend for two years. It was also proposed that other existing providers for private sector/housing association leased properties continue after their contracts with the Council expire in 2017.

Further units would also be necessary particularly with a declining availability of leased properties, a higher percentage of advance block bookings being preferred to ad-hoc nightly paid arrangements (the risk of over-booking being mitigated by an annual review of requirements).

Work was ongoing across London to drive down rates but given rising rental costs, inner-London boroughs were increasingly forced to place households in outer-London. This resulted in over 50% of L B Bromley temporary accommodation placements being out of borough. Such placements were not always cheaper and caused difficulties, including a risk of costly legal challenge.

Use of a Dynamic Purchasing System (DPS) would also enable continued access to a range of quality assured providers who had submitted indicative prices. The DPS would be advertised as two lots allowing the Council to call off a range of contracts, including short term nightly arrangements on a block booking and spot-purchase basis, and contracts for long term leasing/private sector units. The London Boroughs of Lewisham, Southwark, Lambeth and Croydon had also indicated an interest in joining with L B Bromley to create a regional DPS.

Further information related to block contracts for nightly paid accommodation and a new contract with Orchard and Shipman was provided under exempt proceedings for the meeting.

The Leader thanked the Assistant Director, Housing Needs for her work in this area.

**RESOLVED that:**

- (1) the Housing Division continue current arrangements with Housing Associations to access temporary accommodation through formal nomination agreements;**
- (2) the Housing Division continue to pursue cost effective block contracts for temporary accommodation both in private sector leasing and nightly paid accommodation;**
- (3) officers to set up a Dynamic Purchasing System (DPS) from which the Housing Division can procure both private sector leased and nightly paid temporary accommodation - all current providers being expected to sign up as providers on the DPS with the DPS being developed in collaboration with the South East London Housing Sub-region and L B Bromley being lead borough; and**
- (4) a new contract with Orchard and Shipman be entered into for three years from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2019 with the option to extend for a further two years - Orchard and Shipman being expected to sign up as a provider on the DPS.**

**335 CRYSTAL PALACE PARK - REGENERATION PLAN**

**Report DRR16/009**

In progressing work to develop an alternative management option for Crystal Palace Park and further capital improvements in line with the park Masterplan, officers had undertaken a procurement exercise to appoint a multi-disciplinary team to develop and deliver a Regeneration Plan for the park.

The Plan follows the £2.4m Crystal Palace Park Improvement Scheme currently being delivered and was part of the works required to achieve a



sustainable future for the park under the management of a Trust or similar body.

Report DRR16/009 outlined the tender process and process of evaluation, tenders having been evaluated on a 60% price and 40% quality weighting criteria.

The Leader was pleased that it was possible to start delivering on improvements.

**RESOLVED that details of the tender process undertaken by officers be noted prior to a decision on contract award being considered under exempt proceedings of the meeting.**

### **336 LOCAL GREEN SPACE**

#### **Report DRR15/112**

Agreement was sought to the process for inviting local communities to nominate sites for assessment as Local Green Space. This included a six week consultation on the draft criteria to assess potential Local Green Space sites and a revised Draft Local Green Space Policy. The suggested approach was triggered by the decision on 15<sup>th</sup> July 2015 that a petition to designate allotments at Bull Lane, Chislehurst as Local Green Space should be taken into consideration as a formal submission as part of the Local Plan process.

Report DRR15/112 outlined the proposed criteria for assessment which had been considered and endorsed by the Local Development Framework Advisory Panel. The Local Green Space designation would only be appropriate where it added value to existing designations.

Since including Draft Policy 8.21 on Local Green Space in the Draft Policies and Designations Document (2014), work had evidenced that the policy should be amended to more effectively reflect the aims of the designation to protect the “*unique special qualities*” of land designated Local Green Space. The qualities would be set out in a written statement, a “*Statement of Significance*” included as an appendix to the Local Plan.

Report DRR15/112 outlined the former Draft Policy on Local Green Space and the amended draft policy. The report also set out the proposed six week consultation process. The Council’s website would feature a comments form enabling consultees to comment on both the draft policy and the proposed assessment criteria.

Sites submitted for consideration as Local Green Space designation, including Bull Lane allotments, would be assessed against the criteria. Conclusions would be reported to the Development Control Committee and Executive to agree sites for inclusion in the Draft Local Plan as proposed Local Green Space.

**RESOLVED** that the following be agreed:

**(1) the Draft Local Green Space policy set out at Appendix 3 to Report DRR15/112;**

**(2) the proposed criteria for assessment of sites set out at paragraph 2.2 to Report DRR15/112;**

**(3) the proposed consultation process providing the opportunity -**

- **for local communities to comment on the draft Local Green Space policy and the proposed site assessment criteria and**
- **to submit sites for consideration by the Council as Local Green Space, as set out at Section 4 to Report DRR15/112.**

**337 REVISIONS TO THE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

**Report DRR15/109**

Approval was sought to publish a revised draft Statement of Community Involvement (SCI) for public consultation, the current statement having been adopted by the Council in 2006. The revised statement remained a legal requirement setting out the Council's approach to consultation under the planning application process and Local Plan process.

The updated statement reflected legislative and regulatory changes since 2006 as well as consultation techniques in the light of technological advances and other changes. The statement also suggested that consultation techniques, such as focus groups and public meetings should be subject to criteria including appropriateness and availability of staffing/ financial resources.

It was planned to consult with the public in early 2016. Officers would also give consideration to a suggestion in discussion related to use of MyBromley.

**RESOLVED that Appendix 1 to Report DRR15/109 be agreed as the draft Statement of Community Involvement document for consultation.**

**338 LOCAL DEVELOPMENT SCHEME 2015-17**

**Report DRR15/110**

The Local Development Scheme (LDS) 2015/17 outlined the revised timescale for preparing the Local Plan.

The LDS included the development plan documents (DPD) subject to independent examination. For L B Bromley this comprised the borough-wide Local Plan and review of the Bromley Town Centre Area Action Plan following

adoption of the Local Plan. The LDS also outlined an indicative timescale for preparing a local Community Infrastructure Levy and a new Planning Obligations Supplementary Planning Document (SPD).

When adopted, the Local Plan, along with the London Plan and the Bromley Town Centre Area Action Plan, would form the Development Plan for the Borough, setting out policies against which to consider planning applications.

**RESOLVED that the Local Development Scheme for 2015-17 as set out at Appendix 1 to Report DRR15/110 be agreed as the formal management document for production of the Bromley Local Plan.**

**339            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.

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

**341            EXEMPT MINUTES OF THE MEETINGS HELD ON  
2ND DECEMBER 2015 AND 15TH DECEMBER 2015**

Exempt minutes of the meetings held on 2<sup>nd</sup> December 2015 and 15<sup>th</sup> December 2015 were agreed.

**342            EXTENSION OF THE EXCHEQUER SERVICES CONTRACT**

**Report FSD16004**

Members approved a two year extension of the Exchequer Services contract with Liberata UK Ltd (April 2018 to March 2020) and agreed the draw-down of funding for the costs of implementing a debt management system.

**343            CRYSTAL PALACE PARK - REGENERATION PLAN**

**Report DRR16/009**

Having noted in Part 1 proceedings the tender and evaluation processes for a contract to deliver the Crystal Palace Park Regeneration Plan, Members considered details of the bids received under exempt proceedings and made a decision on award of contract.

*Executive*  
13 January 2016

**344 INVESTMENT PROPERTY REVIEW - ESTATE SHOPS**

**Report DRR15/108**

Report DRR15/108 provided a review of the Council's Estate Shops, Members deciding to retain all shopping parades currently in Council ownership given the income generated rather than dispose of the assets to realise capital receipts.

**345 GATEWAY REPORT - TEMPORARY ACCOMMODATION - APPENDIX 2**

**Report CS16007**

A Part 2 appendix to Report CS16007 provided further information related to block contracts for nightly paid accommodation and a new contract with Orchard and Shipman.

Chairman

The Meeting ended at 8.35 pm

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**Decision Maker:** Executive

**Date:** 10<sup>th</sup> February 2016

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

**Title:** **MATTERS ARISING FROM PREVIOUS MEETINGS**

**Contact Officer:** Keith Pringle, Democratic Services Officer  
Tel. 020 8313 4508 E-mail: keith.pringle@bromley.gov.uk

**Chief Officer:** Director of Corporate Services

**Ward:** N/A

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1. Reason for report

1.1 **Appendix A** updates Members on matters arising from previous meetings.

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2. **RECOMMENDATION**

2.1 **The Executive is invited to consider progress on matters arising from previous meetings.**

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Executive Minutes

### Corporate Policy

1. Policy Status: Existing Policy The Executive receives an update on matters arising from previous meetings at each meeting.
  2. BBB Priority: Excellent Council
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### Financial

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

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

1. Legal Requirement: Non-Statutory - Government Guidance
  2. Call-in: Not Applicable
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### Customer Impact

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

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

<u>Minute Number/Title</u>	<u>Executive Decision/Request</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
<b>11<sup>th</sup> February 2015</b>				
<b>138. Community Services Integration</b>	It was agreed that options towards an integrated community health and care service would be explored with the borough's existing community health services provider, Bromley Healthcare (BHC), and their commissioners, Bromley Clinical Commissioning Group (BCCG). Recommendations could then be provided to Members in June 2015.	Integration of health and social care is being explored with Bromley CCG. Proposal for community health contract is to be reported to Executive in early 2016. It is intended to approach the Care Services PDS Committee initially before reporting to the Executive.	Director of Public Health and Assistant Director, Commissioning	To be confirmed
<b>2<sup>nd</sup> December 2015</b>				
<b>300. Budget Monitoring 2015/16</b>	<p>(i) Concerning the Council's Growth Fund it was understood that a sum of £3.5m set aside to support growth in the Biggin Hill area had not yet been used. The Portfolio Holder for Renewal and Recreation indicated that a number of initiatives were being considered for Biggin Hill including renting of the West Camp buildings to businesses. The Leader suggested an item on this to the Executive which PDS could review.</p> <p>(ii) Noting that the SEN transport budget comprised a significant sum (and was currently projected to overspend by £343k), Cllr Fawthrop felt that it was necessary to know what action will be taken to bring the</p>	<p>A report on the Growth Fund would be brought to the Executive in March/ April 2016</p> <p>A more detailed breakdown will be provided in the next (third) budget monitoring report for 2015/16.</p>	<p>Assistant Director, Corporate Projects and Transformation</p> <p>Director of Finance</p>	<p>March/April 2016</p> <p>The third budget monitoring report will be provided to Executive on 23<sup>rd</sup> March 2016.</p>

	expenditure back into line. The Leader agreed that a more detailed breakdown was needed.			
<b>310. Street Advertising Site Contract Gate Report</b>	<p>With the contract for advertising at bus stops expiring in July 2016, TfL had given notice that it would not involve the Council in future contractual arrangements. The Council was seeking legal advice on this and the Deputy Leader suggested a cost sharing approach with other boroughs facing the same position. However, some boroughs received no income from advertising at bus stops - the position at L B Bromley was possibly unique. The Leader asked to be informed of the position when known. Members agreed the recommendations, the Leader looking to see that any possibility of cost sharing for legal advice is explored further, including the viability of such an approach.</p>	Concerning TfL's position on advertising at bus stops and a cost-sharing approach with other boroughs for legal advice, officers are looking into the matter and costs can be shared if appropriate.	Communications Executive	Ongoing



Report No.  
FSD16017

## London Borough of Bromley

### PART 1 - PUBLIC

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Decision Maker: **Executive**

Date: **10<sup>th</sup> February 2016**

Decision Type: Non-Urgent Executive Key

**TITLE: 2016/17 Council Tax**

Contact Officer: Peter Turner, Director of Finance  
Tel: 020 8313 4338 E-mail: peter.turner@bromley.gov.uk

Director: Director of Finance

Ward: Borough wide

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#### 1. REASON FOR REPORT

- 1.1 This report identifies the final issues affecting the 2016/17 revenue budget and seeks recommendations to the Council of the level of the Bromley element of the 2016/17 Council Tax. Confirmation of the final GLA precept will be reported to the Council meeting on 22nd February 2016. The report also seeks final approval of the "schools budget". The approach reflected in this report is for the Council to not only achieve a legal and financially balanced budget in 2016/17 but to have measures in place to deal with the medium term financial position (2017/18 to 2019/20).
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#### 2. RECOMMENDATIONS

2.1 The Executive is requested to recommend to Council that it:

- (a) Approves the schools budget of £85.9m which matches the estimated level of Dedicated Schools Grant (DSG), after academy recoupment;
- (b) Approves the draft revenue budgets (as in Appendix 2) for 2016/17;
- (c) Agrees that Chief Officers identify alternative savings within their departmental budgets where it is not possible to realise any proposed savings reported to the previous meeting of the Executive held on 13<sup>th</sup> January 2016;
- (d) Approves a contingency sum of £15.3m (see section 5);

- (e) Approves the following provisions for levies for inclusion in the budget for 2016/17:

	£'000
London Pension Fund Authority *	499
London Boroughs Grant Committee	320
Environment Agency (Flood defence etc.) *	248
Lee Valley Regional Park *	395
<b>Total</b>	<b>1,462</b>

\* Provisional estimate at this stage

- (f) Notes the latest position on the GLA precept, which will be finalised in the overall Council Tax figure to be reported to full Council (see section 11);
- (g) Considers the “Bromley element” of the Council Tax for 2016/17 to be recommended to the Council, including a general increase and the adult social care precept, having regard to possible “referendum” issues (see section 15);
- (h) Approves the approach to reserves outlined by the Director of Finance (see Appendix 4);
- (i) Notes that any decision on final council tax level will also require additional “technical” recommendations, to meet statutory requirements, which will be completed once the final outcome of levies are known at the full Council meeting (see 15.9);
- (j) Executive are requested to consider whether it is minded to accept the four year funding offer (see Section 16);
- (k) Agrees that the Director of Finance be authorised to report any further changes directly to Council on 22nd February 2016.

## Corporate Policy

Policy Status: Existing Policy

BBB Priority: Excellent Council

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## Financial

1. Cost of proposal: N/A
  2. Ongoing Costs: Recurring costs – impact in future years detailed in Appendix 1
  3. Budget head/performance centre: Council wide
  4. Total budget for this head £136m Draft 2016/17 Budget (excluding GLA precept)
  5. Source of funding: See Appendix 2 for overall funding of Council's budget
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## Staff

1. Number of staff (current and additional): total employees – full details will be available with the Council's 2016/17 Financial Control Budget to be published in March 2016
  2. If from existing staff resources, number of staff hours – N/A
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## Legal

1. 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 is applicable
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## Customer Impact

Estimated number of users/beneficiaries (current and projected) - the 2016/17 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.

## Ward Councillors Views

1. Have ward councillors been asked for comments? N/A
2. Summary of Ward Councillor comments: Council wide

### **3. PREVIOUS REPORTING TO MEMBERS**

- 3.1 There was a presentation for the Members Finance Seminar on 21st July 2015 which is available on “One Bromley” which provides some detailed financial context.
- 3.2 The “Draft 2016/17 Budget and Update on the Council’s Financial Strategy 2017/18 to 2019/20” was reported to the Executive on 13<sup>th</sup> January 2016. Key matters reflected in the report included:

(Please note appendices and sections shown below refer to the report to the meeting of the Executive on 13<sup>th</sup> January 2016)

- (a) Approach to Budgeting, Financial Context and Economic Situation which can impact on Public Finances (Section 3 and Appendix 1);
- (b) Changes since the 2015/16 Budget that impact on the Financial Forecast (Section 4);
- (c) Council Tax Levels, Government Funding and Spend Levels (Appendix 2);
- (d) Spending Review and Autumn Statement 2015 and Provisional 2016/17 Local Government Financial Settlement (Appendix 3);
- (e) Latest Financial Forecast including real changes and saving proposals (Section 6 and Appendices 4-6)
- (f) Detailed Draft 2016/17 Budget (Section 7 and Appendix 7);
- (g) Options being undertaken with a “One Council” approach (Section 8 of the report);
- (h) Identifying further savings (Section 9);
- (i) Future Local Authority Landscape (Section 10);
- (j) Issues for Future Years (Section 15);
- (k) Consultation (Section 18 and Appendix 8);
- (l) Risk Areas within each Portfolio (Section 19 and Appendix 9)

All of the above should be considered with this report as part of finalising the 2016/17 Budget and council tax levels.

### **4. 2016/17 DRAFT BUDGET AND CHANGES SINCE LAST MEETING OF THE EXECUTIVE**

- 4.1 The last report to the Executive identified a significant “budget gap” over the four year financial planning period. The main updates are shown below:
- (a) The Draft 2016/17 Budget reported to the last meeting of the Executive included a provision for further government grant losses of £0.5m to reflect uncertainty on awaited grant allocations for Public Health, Independent Living Fund, Housing Benefit Administration and various other grants. At the time of writing this report some of these grant allocations have not yet been announced. A verbal update will be provided at the meeting;
  - (b) The Provisional 2016/17 Local Government Financial Settlement was announced on 17<sup>th</sup> December 2015 and the final outcome following the consultation period is expected to be announced by the second week of February;
  - (c) Bromley CCG have received their Better Care Fund allocations and an inflation uplift in funding has resulted in an increase in the Council’s element of the income by £431k which is reflected in the updated financial projections;

- (d) Latest information available indicates that the Council's increase in income from the business rate share will improve from £200k to £300k in 2016/17;
- (e) The Draft 2016/17 Budget includes an increase in the Council's Investment Fund with monies available from New Homes Bonus in 2016/17. The Government have confirmed that the previous year's top-slice of funding will not apply in 2016/17 and that, despite consultation proposals to reduce funding in future years, the 2016/17 allocation of funding will not be affected. The use of these monies (£7.4m) would enable the generation of additional investment income of £185k in 2016/17 with further income of £165k in future years.
- (f) The DCLG have provided provisional estimates for 2016/17 New Homes Bonus which equates to £7,402k compared with the original estimate of £7,300k assumed in the previous report to the Executive. The additional monies would result in a corresponding increase in the contribution to the Investment Fund.

4.2 A summary analysis of key variations in the draft 2016/17 Budget, compared with the 2015/16 Budget, including further saving options required to balance the budget for 2016/17 and changes since the report to the meeting of the Executive on 13<sup>th</sup> January 2016 (see 4.1), are shown in Appendix 1 and summarised below.

Variations Compared with 2015/16 Budget	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
<b>Cost Pressures</b>				
Inflation	2.6	7.3	11.9	16.6
Grant Loss	14.6	24.7	30.6	36.4
Impact of Chancellors Summer Budget on future costs e.g. further changes on welfare reform, new Living Wage etc.	4.3	8.0	10.8	13.5
Real Changes (reported previously)	0.9	2.6	5.0	6.2
Total Additional Costs	22.4	42.6	58.3	72.7
<b>Income/ savings</b>				
Saving proposals (reported previously and see 4.1)	-15.7	-19.0	-19.9	-20.0
Full year effect of savings agreed as part of 2015/16 Budget	-2.9	-2.9	-2.9	-2.9
Acquisition of residential properties to accommodate homeless families and "gifting" of scheme to pension fund	-0.5	-3.2	-4.1	-4.6
Reduction in Council's Central Contingency Sum	-1.8	-1.8	-1.8	-1.8
Impact of revised Treasury Management Strategy	-0.6	-0.6	-0.6	-0.6
Addt. Income from Business Rate Share	-0.3	-0.3	-0.3	-0.3
Increase in property numbers (council tax base)	-0.7	-0.7	-0.7	-0.7
Total income/ savings	-22.5	-28.5	-30.3	-30.9
<b>Other Proposed Changes</b>				
New Homes Bonus	-7.4	-6.5	-3.3	-2.5
New Homes Bonus – contribution to Investment Fund	7.4	6.5	3.3	2.5
Collection Fund Surplus (2014/15)	-4.9	0.0	0.0	0.0
Collection Fund surplus set aside as one off support towards meeting funding shortfall in 2018/19	4.9	0.0	-4.9	0.0
Fall out of 2013/14 collection fund surplus to support 2015/16 Budget	5.3	5.3	5.3	5.3
	5.3	5.3	0.4	5.3
Impact of 3.99% increase in Council tax (Including Adult Social care precept of 2%)	-5.2	-10.5	-15.9	-21.3
<b>Remaining "Budget Gap"</b>	<b>0.0</b>	<b>8.9</b>	<b>12.5</b>	<b>25.8</b>

*The above table shows, for illustrative purposes the impact of a council tax increase of 3.99% in 2016/17 (including adult social care precept). Each 1% council tax increase generates on-going annual income of £1.3m.*

- 4.3 These variations are subject to any final decision on Council Tax levels. Appendix 2 derives an illustrative 'Bromley element' Council Tax of £1,071.27 (1.99% general increase plus 2% adult social care precept) and Appendix 3 includes the Draft 2016/17 Central Contingency Sum. Appendix 2 is based on draft portfolio budgets, the draft contingency provision and the latest assumptions for levies. This sum excludes the GLA precept.
- 4.4 The above table identifies that a balanced budget can be achieved for 2016/17 and the Council will need to identify further savings in future years to achieve a balanced budget in the medium term. The remaining "budget gap" of £8.9m in 2017/18 rising to £25.8m per annum in 2019/20 highlights that the Council, on a roll forward basis, has a "structural deficit" as the ongoing budget has increasing costs relating to inflation and service pressures as well as the ongoing loss of Government grants. These changes are not being funded by a corresponding growth in income. The "budget gap" may increase or reduce as a result of a number of variables in future years.
- 4.5 The Council has to plan for a very different future, i.e. several years of strong financial restraint. The future year's financial projections shown in Appendix 1, includes the Government's provisional allocations of ongoing reductions in Government funding in 2017/18, 2018/19 and 2019/20. Any projections over the next four years need to be treated with caution as there remains significant uncertainty relating to any future changes arising from new welfare reforms, the medium term impact of the Care Act and future new burdens. The full Devolution of Business Rates by end of 2019/20 will create new risks for the Council. It is important to recognise that the downside risks remain as well as limited opportunities for improvement in the overall financial position in future years.
- 4.6 Further changes will be required, prior to the report to full Council on 22nd February, for the finalisation of the Council Tax, to reflect latest available information on levies and the GLA precept.
- 4.7 The key growth pressures reported to the previous meeting of Executive are summarised below:

	2016/17 £'000	2019/20 £'000
Continuation of conversion of maintained schools remaining to academies reducing net funding to the Council	921	921
Homelessness/impact of welfare reforms	300	2,400
Removal of contracted out national insurance from 2016/17	982	982
Impact of changes to Adult Education (mainly reduction in grant funding)	382	382
Waste collection and disposal	87	1,039
Cost of freedom passes (mainly usage)	678	1,200
Provision for future years cost pressure not included above		1,500
Changes agreed by Executive in December 2015 which mitigate against impact of Deregulation Act	-1,000	-1,000
Provision for inflation in 2016/17 Budget no longer required	-1,300	-1,300
Essential Users Car Allowances	-150	-300
Other growth pressures (net)	-28	346
Total	872	6,170

- 4.8 If further growth pressure continues in these areas, as well as other areas, then further cost pressures will increase the future years “budget gap”.
- 4.9 In considering action required to address the medium term “budget gap”, savings for 2016/17 were reported to the previous meeting of the Executive and there are additional changes identified in section 4.1 of this report (summarised below). The savings reported previously to Executive were reported through PDS Committees and their comments will be circulated separately prior to the meeting of the Executive.

	2016/17 £'000	2017/18 £'000
Reduction in staffing and further efficiencies	940	940
Changes in service delivery	6,510	9,120
Contract Efficiencies	2,363	2,811
Additional income	4,504	4,719
Invest to Save/other investment	1,303	1,303
Other Savings	70	70
<b>Total</b>	<b>15,690</b>	<b>18,963</b>

## 5. DRAFT 2016/17 CENTRAL CONTINGENCY SUM

- 5.1 Details of the 2016/17 Draft Contingency Sum of £15,298k have been included in Appendix 3. This sum allows for proper financial planning and ensures the council is prepared for changes in financial circumstances. There may be further changes to the Central Contingency to reflect allocations to individual Portfolio Budgets which will be reflected in the Financial Control Budget. This will ensure that budget holders will have all their individual budgets updated early in the financial year. Such changes will not impact on the Council’s overall 2016/17 Budget.

## 6. EARMARKED RESERVES

- 6.1 At the meeting of the Executive on 13<sup>th</sup> January 2016, Members agreed as part of the draft 2016/17 Budget the setting aside of the 2016/17 New Homes Bonus as a contribution to the earmarked reserve for the Investment Fund. This equates to £7.4m, based on latest estimates.
- 6.2 As reported to the Executive previously, the Council has reduced its level of general reserves (general fund reserves in 1997 were £131 million). Part of the reduction reflects the funding towards the Invest to Save Fund, Growth Fund and Investment Fund. These funds will help support the achievement of sustainable savings/income to the Council. The Council will continue to seek opportunities to increase the Growth Fund and Investment Funds to support the purchase of investment properties (generating income) as well meet future plans to invest in employment growth areas of Biggin Hill, Bromley Town Centre and the Cray Business Corridor.
- 6.3 Reserves are one off monies and are utilised to resource investment in schemes that will deliver long terms savings, support economic development, create employment opportunities and enable income opportunities as well as have sufficient resources to manage financial risks during this unprecedented period of austerity. It is not financially sustainable to use Council reserves as part of the revenue budget to fund ongoing service costs.
- 6.4 The position on reserves is reported to Executive as part of the final accounts report in June each year as well as the Council Tax report to Executive in February each year. Bromley’s

overall reserves are expected to remain below average for London and have to be considered in the context of an underlying “budget gap” of £26m per annum by 2019/20.

- 6.5 The Council has general reserves remaining of £20m as at 31/3/2015. A full breakdown of reserves including earmarked reserves is detailed in Appendix 4.
- 6.7 If the existing general reserves are released now to fund service initiatives, delay savings or reduce council tax there would be a resultant “opportunity cost” relating to a corresponding loss in interest earnings/investment opportunities and further acceleration of the anticipated exhaustion of reserves which is not recommended. Any increase in service levels or initial protection would only be very short term. Reserves can only be used as a one-off contribution to revenue spending and would not provide a sustainable solution to maintaining local government services.

## **7. 2015/16 FINANCIAL MONITORING**

- 7.1 The most recent financial monitoring position was reported to Executive on 2<sup>nd</sup> December 2015. The full year impact of savings in social care, changes in grant funding for Adult Education and the impact of in-year Public Health funding reductions, and other variations, including, for example, the future containment of costs within Portfolio Budgets have been reflected in the draft 2016/17 Budget. Directors continue to identify options to manage these other cost pressures.

## **8. THE SCHOOLS BUDGET**

- 8.1 As a precursor to the introduction of the National Funding Formula which will be implemented for 2017/18, as announced in the Chancellor’s Spending Review statement, Department for Education made changes to the Dedicated Schools Grant funding allocations for 2015/16 as part of the Fairer Funding Reforms. As a result, Bromley received an additional £19.5m schools block funding reflecting the low levels of funding in previous years.
- 8.2 The latest funding for the Schools’ Budget was reported to the previous meeting of the Executive which included an additional £562k to be added to the high needs for 2016/17, but no increase in the per-pupil funding rate.
- 8.3 The Schools ‘Budget includes the delegated budgets for individual schools and also other pupil-led services such as Special Educational Needs, pre-school provision and pupils excluded from schools. The ring fenced Dedicated Schools Grant (DSG) funds the Schools' Budget, and so there is no funding required from the Revenue Support Grant or Council Tax.
- 8.4 The ring-fencing of this grant results in a continuation of minimal scope to redirect resources from the Schools Budget to other services.
- 8.5 The use of the DSG is subject to consultation with Members, Governors, Head Teachers, the Schools Forum and other interested parties. The Education Portfolio Holder made a final decision, following this consultation, at the meeting of the Education Budget Sub-Committee on 14<sup>th</sup> January 2016.

## **9. LEVIES**

- 9.1 Miscellaneous levies must be charged to the General Fund and shown as part of Bromley’s expenditure on the Council Tax bill. The levy figures in Appendix 2 are based on the latest information but many are still provisional. Any changes will be reported at the meeting of the



Council on 22nd February 2016 and will impact on the final council tax level. The London Boroughs Grants Committee is required to apportion its levy on a population basis but the other levying bodies must use the Council Tax base.

## 10. COLLECTION FUND

- 10.1 It is a statutory requirement to maintain a Collection Fund at arms length from the remainder of the Council's accounts.
- 10.2 The Council has a non-recurring collection fund surplus of £4.9m reflected in the 2014/15 Provisional Final Accounts report to Executive in June 2015. As part of medium term financial planning, the financial forecast assumes that the surplus will be used towards reducing the Council's "budget gap" in 2018/19.
- 10.3 There have been no changes to the council tax base since the previous meeting of the Executive.

## 11. THE GREATER LONDON AUTHORITY PRECEPT

- 11.1 The GLA's 2016/17 Draft Budget has been issued for consultation and includes proposals for a reduction of 6.4% in existing GLA precept levels for 2016/17. The final GLA precept for 2016/17 is expected to be announced after the Assembly has considered the Mayor's draft consolidated budget on 22nd February 2016.

## 12. COUNCIL'S CAPITAL PROGRAMME, UTILISATION OF GENERAL RESERVES AND BUILDING MAINTENANCE

- 12.1 The latest estimated general fund (revenue) balance at 31<sup>st</sup> March 2016 was £20.4m as shown in the "Budget Monitoring 2015/16" report to the December 2015 meeting of Executive, is provided below:

	2015/16 Projected Outturn £Million
General Fund Balance as at 1 <sup>st</sup> April 2015	20.0
Impact of net projected underspends reflected in the 2015/16 budget monitoring report	+2.1
Adjustment to Balances: Carry forwards (funded from underspends in 2014/15)	-1.7
Estimated General Fund Balance at 31 <sup>st</sup> March 2016 (end of year)	20.4

- 12.2 Bromley's Capital programme is mainly funded by external government grants and contributions from TfL. There are, however, a number of schemes funded from capital receipts.
- 12.3 The "Capital Programme Monitoring Q3 2015/16 & Annual Capital Review 2016 to 2020" report highlights the financial implications of the proposed capital programme and the impact on revenue balances. Members were previously advised of the importance of the financial strategy of retaining rolling programme schemes within the Council's revenue budget (final

year of transfer of rolling programme to revenue was in 2009/10) and to avoid dependency on revenue reserves to support the revenue budget. However, given the ongoing financial constraints and opportunities to reduce costs in the medium term, it may be necessary to reconsider the approach. The Executive Director of Environment and Community Services will be submitting a report to a future meeting considering upfront funding of footway and carriageway planned maintenance.

- 12.4 Alongside the introduction of the new prudential code for capital spending, the Director of Finance is required to report to the council on the appropriateness of the level of reserves held by the council and the sustainability of any use of reserves to support the revenue budget. The detailed advice is contained in Appendix 4.
- 12.5 The 2016/17 Draft Budget includes the Council's building maintenance programme. Details of the utilisation of these monies are reported elsewhere on this agenda.

### **13. CONSULTATION**

- 13.1 Executive, at its meeting on 13<sup>th</sup> January 2016, requested that the "Draft 2016/17 Budget and Update on Council's Financial Strategy 2017/18 to 2019/20" report and the saving options are considered by individual PDS Committees. PDS Committees comments relating to the report in January will be circulated separately. Such consideration will enable the Executive to take into account those views as part of agreeing its final recommendations to the Council meeting on 22<sup>nd</sup> February 2016 where the 2016/17 Budget and Council Tax will be agreed.
- 13.2 Two separate resident association meetings and a wider public meetings relating to "Bromley Council Budget 2016-17" in November/December 2015 with a web survey seeking the public's views online (with a closing date of 8<sup>th</sup> December 2015) were held and the outcome was reported to the previous meeting of the Executive.
- 13.3 Meetings have taken place with Head Teachers, Governors and the Schools Forum. Following consultation, spending decisions were taken by the Education Portfolio Holder on 14<sup>th</sup> January 2016.
- 13.4 Consultation papers have been sent to Bromley Business Focus, Federation of Small Businesses (Sevenoaks & Bromley Branch) and the 20 largest business ratepayers in the borough. At the time of writing this report no responses have been received.
- 13.5 Chief Officers' indicative saving options were referred to the Executive in January and, where appropriate, the consultation process is being undertaken and the outcome to date will be reported to a future meeting.

### **14. POSITION BY DEPARTMENT – KEY ISSUES/RISKS**

- 14.1 There remain risks arising from the scale of budget savings required to address the budget gap as well as the cost pressures arising from new burdens and the impact of Government policy changes including welfare reforms and the new Living Wage. Action will need to be taken to contain, where possible these cost pressures, managing the implementation of savings or seeking alternative savings where required.
- 14.2 Details of the potential risks which will be faced in future years, as part of finalising the 2016/17 Budget, were reported to the previous meeting of the Executive. The level of balances held and provisions set aside in the central contingency provide significant safeguards against any adverse financial pressures.

## 15. COUNCIL TAX LEVEL 2016/17

- 15.1 The current overall Council Tax (Band D equivalent) includes the “Bromley element” relating to the cost of the council’s services and various levies of £1,030.14 in 2015/16 and a further sum of £295.00 for the GLA precept (providing a total Band D equivalent Council Tax of £1,325.14).
- 15.2 For 2016/17 every £1m change in income or expenditure causes a 0.8% variation in the “Bromley element” of the Council Tax. Each 1% council tax increase generates ongoing annual income of £1.3m.
- 15.3 As part of the Provisional 2016/17 Local Government Financial Settlement, council tax freeze grant is no longer available from 2016/17.
- 15.4 As part of the Localism Act, any council tax increase of 2% or above in 2016/17 (2% per annum for 2013/14 to 2015/16) will trigger an automatic referendum of all registered electors in the borough. If the registered electors do not, by a majority, support an increase of 2% and above then the Council would be required to meet the cost of rebilling of approximately £100k. The one off cost of a referendum is estimated to be £400k.
- 15.5 Councils are able to levy the adult social care precept on top of the existing freedom to raise council tax by up to 2% without holding a referendum.
- 15.6 If the Council chose to agree a Bromley element 3.99% council tax increase, including the social care precept, and the GLA precept reduction was 6.4% there would be an overall combined council tax increase of around 1.7%.
- 15.7 The table below identifies the changes required to the draft 2016/17 Budget to achieve different levels of increases in the Bromley element of the council tax. An increase of 3.99%, including 2% for the adult social care precept, has been assumed in the 2016/17 Draft Budget at this stage.

Increases in Council Tax Levels

Bromley Element % Increase in 2016/17 including adult social care precept	Additional Income 2016/17 £'m
Freeze	NIL
1.0	1.3
2.0	2.6
3.0	3.9
3.99*	5.2
5.0 ^	6.5

\*Assumed in draft 2016/17 Budget. Adult social care precept of 2% equates to additional income of £2.6m per annum. ^ Would be subject to a council tax referendum

- 15.8 Any decision on council tax levels will need to be based on a medium term view and therefore not only consider the financial impact on 2016/17 but also the longer term impact over the four year forecast period.
- 15.9 The Council Tax Referendum Principles are expected to be confirmed as part of the final Local Government Finance Settlement 2016/17 expected by mid-February and may change the

existing calculation. Any final recommendations on council tax levels will need to take into account any changes to statutory requirements.

- 15.10 In 2015/16 Bromley has the lowest settlement funding per head of population in the whole of London (2<sup>nd</sup> lowest in 2016/17). Despite this, Bromley has retained the lowest council tax in outer London (other low grant funded authorities tend to have higher council tax levels). This has been achieved by having the lowest cost per head of population in outer London. Despite being a low cost authority, Bromley has achieved general savings of over £60m since 2011/12 but it becomes more challenging to achieve further savings with a low cost base. Bromley's lowest Council Tax in outer London is particularly noticeable when compared to other low grant funded boroughs that in some cases have the highest level of Council Tax. More details were included in the "Draft 2016/17 Budget and Update on Council's Financial Strategy 2017/18 to 2019/20" report to the meeting of the Executive on 13<sup>th</sup> January 2016.
- 15.11 Members are asked to consider the impact of the latest draft budget on the level of Council Tax for 2016/17, having regard to all the above factors, including the Director of Finance comments in Appendix 4.

## **16. FUNDING SETTLEMENT AND FIXED FUNDING OFFER**

- 16.1 Details of the Provisional Local Government Finance Settlement were reported to the previous meeting of the Executive and the final settlement is expected by mid- February. The Leader has met with Greg Clark, Secretary of State and the local MPs to express concern about the settlement. The Leader and the Director of Finance have separately written to the Government as part of the response to the consultation. A significant number of points have been raised and the concerns relate to the higher than average reduction in funding, "lock in" of previous low funding levels, no transitional protection, no recognition that lower cost authorities such as Bromley have less scope to achieve further savings and no account is taken of London related additional cost pressures (e.g. homelessness and increasing population). The changes also result in a reduction in the future allocation of Better Care Fund which the Council proposes should continue to be distributed using the adult social care formula.
- 16.2 The Council has received provisional funding allocations for a four year period 2016/17 to 2019/20 which is welcomed. The Government has stated that any Council accepting this four year funding "offer" will have to publish an efficiency plan. Details of the specific requirements of the efficiency plan are awaited.
- 16.3 The Government have qualified the "offer" by stating that the final grant determination in future years will still be subject to future changes arising from unforeseen events, business rate multiplier changes, impact of transfer of functions and mergers. The settlement does not address Members concerns about the low base level/ starting point grant funding to Bromley which impacts on funding over the next four years and means that detailed consideration will need to be given about whether to sign up to the "offer". However, recent press reports have indicated that Greg Clark, Secretary of State, has advised that it represents a minimum funding offer and it is also important to note that there may be downside risks to the Council in not signing up, particularly if further austerity measures are introduced by the Government. Executive are requested to consider whether it is minded to accept the four year funding offer.

## **17. MEDIUM TERM FINANCIAL PLANNING**

- 17.1 The detailed approach of the Council towards budgeting over the medium to longer term was reported to Executive on 13<sup>th</sup> January 2016 and the draft 2016/17 Budget and future years forecasts reflect the impact of this approach.

- 17.2 The Council will receive a reduction in the Settlement Funding Assessment of 48.5% per annum by 2019/20, which compares with the England average of 31.8% (real terms reduction of 52.2%). Although there are significant cuts facing local government, the Chancellor repeated the aims of devolution as part of the Spending Review and Autumn Statement 2015, which includes “transforming local government, enabling it to be self-sufficient by the end of Parliament”. The Government views the new flexibilities such as the future growth forecasts from business rates, to be fully devolved to local government by 2019/20, scope to raise a 2% rise in council tax (adult social care precept) and the ongoing ability to increase council tax as methods which can significantly mitigate against the impact of grant reductions.
- 17.3 The Budget Strategy has to be set within the context of a reducing resource base, with Government funding reductions continuing until 2020 – the on-going need to reduce the size and shape of the organisation to secure priority outcomes within the resources available. There is also a need to build in flexibility in identifying options to bridge the budget gap as the gap could increase further. The overall updated strategy has to be set in the context of the national state of public finances, with austerity continuing given the level of public sector debt, and the high expectation from Government that services should be reformed and redesigned with devolution contributing to the transformation of local government. There is also an on-going need to consider “front loading” savings to ensure difficult decisions are taken early in the budgetary cycle, to provide some investment in specific priorities, to fund transformation and to support invest to save opportunities which provide a more sustainable financial position in the longer term. In addition the Council will need to consider future council tax increases to mitigate against higher than average government funding reductions and the need to meet new burdens. Any decisions will need to consider the finalisation of the 2016/17 Budget as well as the longer time frame where it is now clear that the continuation of the period of austerity up to 2020 remains.
- 17.4 The report includes proposals to retain investment resources (new homes bonus) to meet the “sustainability” requirements. There will be increasing financial volatility, uncertainty and risk and the Council faces the challenge of delivering a balanced budget over the medium term. Stewardship and delivering sustainable finances are increasingly important during the ongoing period of austerity which impacts on local government funding. It is probable that the situation will remain volatile in the medium term requiring ongoing changes in our detailed approach but the framework should be one of tight financial forecasts and control linked to a clear strategic service direction.
- 17.5 For financial planning purposes, the financial forecast assumes a council tax increase of 3.99% per annum over the next four years to compensate for the higher proportion of funding reductions, to reduce the level of social care savings and provide funding to meet increasing social care costs, demographic cost pressures and to meet the ongoing “budget gap”.
- 17.6 Given the scale of savings identified and any inherent risks, the need for longer term financial planning, the significant changes that may follow with a new Government relating to new burdens (there were many changes introduced by the previous coalition Government that resulted in net additional costs for the Council), effect of ongoing population increases and the potential impact of other public agencies identifying savings which impact on the Council’s costs, a prudent approach has been adopted in considering the Central Contingency Sum required to mitigate against these risks. If the monies are not required during the year the policy of using these resources, in general, for investment to generate income/savings and provide a more sustainable financial position should continue. To illustrate the benefit of the investment approach the Council has budgeted income totalling

£13.0m (latest position) from a combination of treasury management income and rents from investment properties. Without this income, equivalent service reductions may be required. Investment in economic growth (Growth Fund) will also be key to generate additional business rate income.

- 17.7 The council has taken a prudent approach to identify and deliver front loading efficiency savings. This, together with being debt free and having healthy reserves places the council in a stronger position to respond to the challenges that will undoubtedly arise. The strategy needs to remain flexible and the Council's reserves resilient to respond to the impact of volatile external events and the structural budget deficit during this austerity period.

## **18. POLICY IMPLICATIONS**

- 18.1 The Council's key priorities are included within the Council's "Building a Better Bromley" statement and include:

- A Quality Environment
- Regeneration
- Vibrant Thriving Town Centres
- Supporting our Children and Young People
- Supporting Independence
- Safer Bromley
- Healthy Bromley

## **19. PERSONNEL IMPLICATIONS**

- 19.1 Staff, departmental and trade union representatives are being consulted individually and collectively on any adverse staffing implications arising from the budget options. Managers have also been asked to encourage and facilitate staff involvement in budget and service planning

## **20. LEGAL IMPLICATIONS**

- 20.1 The Council is required to fix its Council Tax by the 11th March in any year. The Local Authorities (Standing Orders) (England) Regulations 2001 and the Local Authorities (Functions and Responsibilities) Regulations 2000 (as amended) deal, amongst other things, with the process of approving the budget. Under these provisions and the constitution, the adoption of the budget and the setting of the council tax are matters reserved for the Council upon recommendation from the Executive. Sections 31A and 31B to the Local Government Finance Act 1992 (as amended by sections 73-79 of the Localism Act 2011) set out the way in which a billing authority calculates its budget requirement and basic amount of Council Tax. The main change being replacing the need to calculate a budget requirement for a financial year with the obligation to calculate a Council tax requirement. These calculations are required to be presented to and be subject to formal resolution by the Council
- 20.2 Schedule 5 to the Localism Act 2011 inserted a new section 52ZB in the 1992 Act which sets out the duty on billing authorities, and precepting authorities to each determine whether their relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive, the provisions in relation to the duty to hold a referendum will apply (see Section 15 of the Report). This replaced the previous power of the Secretary of State to "cap" local Authority budgets.

- 20.3 The introduction of the Education Act 2005 has changed the procedure for the setting of schools budgets. The Act has introduced the concept of a funding period, which allows for the introduction of multiple year budgets rather than the setting of financial year budgets.
- 20.4 The Schools Finance (England) Regulations 2005 introduced under the provisions of the new Section 45AA of the School Standards and Framework Act 1998, place a requirement on the LEA to determine schools budgets by the 31<sup>st</sup> March. Notice of a schools determination must be given to maintained schools governing bodies. Contained within the regulations is a designated procedure that allows the LEA to predetermine schools budget and the individual schools budget. There is also a provision allowing amendment to the determination, but any reduction in budget can only be proportionate to any reduction in the dedicated schools grant that has been received.
- 20.5 The making of these budget decisions is a statutory responsibility for all Members. Section 106 of the Finance act 1992 provides that Members who are present and who are 2 months or more in arrears with their Council Tax must declare this to this meeting and the budget meeting and not vote on budget recommendations.
- 20.6 The Local Government Act 2003 included new requirements to be followed by local authorities, which includes the CIPFA Prudential Code. This includes obligations, which includes ensuring the adequacy of future years reserves in making budget decisions.
- 20.7 In setting the proposed budget, due regard has been necessary to relevant considerations including equality, human rights, proportionality, reasonableness, need to maintain our statutory obligations, legitimate expectation and the Council's priorities The Public Sector Equality Duty, at section 149 of the Equality Act 2010, requires public bodies such as the Local Authority to consider all individuals when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities. The Act covers discrimination because of a 'protected characteristic' which includes age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 20.8 In fulfilling our equalities duty, and in particular the specific equalities duty, regard has been had to the impact of budget proposals and savings options on those with 'protected characteristics' including the potential for cumulative impact on some groups from separate work streams arising from this budget, As part of the budget setting process where appropriate impact assessments have been performed at service level where service managers and frontline staff will be involved in implementing the changes and fully understand the customer base and likely impact on them. Where any proposals are found to have a disproportionate impact on a particular group, the Council will consider what actions can be taken to avoid or mitigate the impact.
- 20.9 In some instances detailed analysis will be undertaken after the budget has been set but before a policy arising from the budget is implemented. In these instances the council will comply with its legal obligations including those relating to equalities and consultation and if a proposal is deemed to be unsustainable after such detailed work or where a disproportionate impact on a protected group is identified consideration will be given to any necessary mitigation, rephrasing or substitution of the proposed service changes.

<b>Background documents</b>	<p>Capital Programme Monitoring Q3 2015/16 and Annual Capital Review 2016 to 2020, Executive, 10<sup>th</sup> February 2016;  Gateway review 0,1 &amp; 2 approval of 2016/17 operational building maintenance budgets, planned maintenance programme and preferred procurement option, Executive, 10<sup>th</sup> February 2016  2016-17 Dedicated Schools Grant, Education Budget Sub-Committee, 14<sup>th</sup> January 2016  Draft 2016/17 Budget and Update on Council's Financial Strategy 2017/18 to 2019/20, Executive, 13<sup>th</sup> January 2016  Budget Monitoring 2015/16, Executive, 2<sup>nd</sup> December 2015;  Provisional Final Accounts 2014/15, Executive 10<sup>th</sup> June 2015;</p>
<b>Financial Considerations</b>	<p>Covered within overall report</p>



## FINANCIAL FORECAST 2016/17 TO 2019/20

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
<b>Bromley's Budget Requirement in 2015/16 (before funding from Formula Grant)</b>	196,281	196,281	196,281	196,281	196,281
Formula Grant and Business Rate Share	-67,380	-67,380	-67,380	-67,380	-67,380
	128,901	128,901	128,901	128,901	128,901
Increased costs (1.2% per annum rising to 2% from 2018/19)		2,632	7,363	11,991	16,614
Net reduction in core funding (includes estimates of the impact of Care Act Funding and other core grants)		13,348	23,048	28,548	33,948
Impact of revised Treasury Management Strategy - Interest on Balances		-600	-600	-600	-600
Potential impact of Living Wage announced in Chancellors Summer Budget 2015 e.g. further changes on welfare reform, new living wage etc.		4,250	8,000	10,750	13,500
Increase in cost of homelessness to reflect cuts in Welfare spending announced in Chancellor's Provision in Council's Central Contingency sum not required		-1,848	-1,848	-1,848	-1,848
Increase in council tax base		-670	-670	-670	-670
Additional income from business rate share to reflect new developments in borough		-300	-300	-300	-300
Reductions in Government Funding - Public Health (provisional estimate)		1,266	1,641	2,051	2,461
		2,098	6,223	9,383	12,543
Real Changes and other Variations (see section 4.7)					
Education, Care and Health Services (mainly homelessness)		1,603	2,303	3,003	3,703
Environment		106	600	1,103	1,612
Renewal and Recreation		22	44	67	90
Other (mainly council wide)		-859	-871	-133	-735
Provision for future years cost pressures not included above		0	500	1,000	1,500
Sub total - real changes and variations		872	2,576	5,040	6,170
<i>New Homes Bonus</i>		-7,402	-6,500	-3,250	-2,500
<i>Contribution to Investment Fund</i>		7,402	6,500	3,250	2,500
		0	0	0	0
Collection Fund Surplus 2014/15		-4,912	0	0	0
Fall out of previous years collection fund surplus used to support 2015/16 Budget		5,264	5,264	5,264	5,264
Collection Fund surplus set aside as one off support towards meeting the funding shortfall in 2018/19		4,912	0	-4,912	0
Remaining Sum to be met from Council Tax/Budget Options		153,115	173,375	184,215	203,440
Full year effect of savings agreed as part of 2015/16 Budget		-2,870	-2,915	-2,915	-2,915
Acquisition of residential properties to accommodate the homeless (Executive 2nd December 2015)		-457	-1,450	-2,408	-2,890
"Gifting" of residential properties investment to pension fund (Executive 2nd December 2015)		0	-1,700	-1,700	-1,700
Proposed Savings (see section 4.9)		-15,690	-18,963	-19,848	-19,941
		-19,017	-25,028	-26,871	-27,446
Increase in council tax (assume 1.99% per annum) *		-2,592	-5,235	-7,931	-10,523
2015/16 Council Tax Income	-128,901	-128,901	-128,901	-128,901	-128,901
<b>Remaining "Budget Gap"</b>	0	2,605	14,211	20,512	36,570
Impact of Adult Social Care Precept (assume 2% per annum) *		-2,605	-5,262	-7,972	-10,736
<b>Remaining "Budget Gap"</b>		0	8,949	12,540	25,834

\* Included for illustrative purposes. Any decision on council tax and adult social care precept levels will be part of the annual council tax setting meeting.

## SUMMARY OF DRAFT 2016/17 REVENUE BUDGET - PORTFOLIO

2015/16 Final Budget £'000	Portfolio/Item	2016/17 Draft Budget £'000	2015/16 Band "D" Equivalent £
102,680	Education	92,166	727.69
Cr 97,556	Less costs funded through Dedicated Schools Grant	Cr 85,879	Cr 678.05
5,124	Sub total	6,287	49.64
102,794	Care Services	94,571	746.68
32,095	Environment	31,271	246.90
2,120	Public Protection and Safety	1,959	15.47
9,214	Renewal and Recreation	8,952	70.68
30,327	Resources	28,869	227.93
7,542	Non Distributed Costs & Corporate & Democratic Core	7,579	59.84
189,216	Total Controllable Budgets	179,488	1,417.14
20,980	Total Non Controllable Budgets	11,521	90.96
Cr 793	Total Excluded Recharges	Cr 711	Cr 5.61
209,403	Portfolio Total	190,298	1,502.49
Cr 19,698	Reversal of Net Capital Charges	Cr 10,203	Cr 80.56
Cr 2,741	Interest on General Fund Balances	Cr 3,491	Cr 27.56
4,400	Contribution to Investment Fund	7,402	58.44
Cr 2,964	Set Aside/Utilisation of Prior Year Collection Fund Surplus	4,912	38.78
14,003	Central Contingency Sum	15,298	120.77
	Levies		
475	- London Pension Fund Authority *	499	3.94
340	- London Boroughs Grants Committee	320	2.53
236	- Environment Agency *	248	1.96
376	- Lee Valley Regional Park *	395	3.12
203,830	Sub Total	205,678	1,623.91
Cr 67,380	Revenue Support Grant and Business Rate Retention	Cr 56,680	Cr 447.52
Cr 89	Local Services Support Grant	Cr 15	Cr 0.12
Cr 2,300	Collection Fund Surplus	Cr 4,912	Cr 38.78
Cr 4,400	New Homes Bonus	Cr 7,402	Cr 58.44
Cr 760	New Homes Bonus - London Top Slice (2015/16)	Cr 986	Cr 7.78
128,901	Bromley's Requirement (excluding GLA)	135,683	1,071.27

\* Final allocations awaited

## 2016/17 CENTRAL CONTINGENCY SUM

£'000

**Renewal and Recreation**

Planning appeals - changes in legislation	60
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**Grants included within Central Contingency Sum**

Lead Local Flood Authorities grant related expenditure (LSSG)	213
Tackling Troubled Families Grant Expenditure	426
Tackling Troubled Families Grant Income	Cr 426
SEND Implementation Grant Expenditure	177
SEND Implementation Grant Income	Cr 177

**General**

Provision for Unallocated Inflation	1,569
Impact of Chancellor's Summer Budget 2015 on future costs	4,250
Increase in cost of homelessness/impact of welfare reforms	2,983
General provision for risk/uncertainty	2,193
Provision for risk/uncertainty relating to volume and cost pressure	1,432
Impact of conversion of schools to academies	921
Other assumed reductions in grant funding (details awaited)	200
Retained Welfare Fund	450
Further reduction in Public Health grant (not yet allocated at this stage)	347
Deprivation of Liberty	314
Growth for waste services	267
Grants to voluntary organisations - pump priming funding	275
Other Provisions	341
Alternative Funding to be identified (Public Health)	Cr 958
Increase in C Tax Support from 19% to 25% - Cost of Collection	217
Acquisition of residential properties	Cr 457
HR/Finance impact of academy conversions	Cr 69
Care Act - Provision for additional costs	750

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 15,298

*There will be further changes to the Central Contingency to reflect allocations to individual Portfolio budgets prior to publication of the Financial Control Budget.*

## LEVEL AND USE OF RESERVES AND ROBUSTNESS OF THE 2016/17 BUDGET

### 1. Background

With the introduction of the prudential approach to capital investment, Chief Financial Officers in local authorities are required to have full regard to affordability when making recommendations about the local authority's future capital programme. Such consideration includes the level of long-term revenue commitments. In considering the affordability of its capital plans, councils are required to consider all of the resources available to it/estimated for the future, together with the totality of its capital plans and revenue forecasts for the forthcoming year and the following two years. This requires clear and objective attention to the levels and application of the council's balances and reserves. The level of balances and reserves needs to be adequate to ensure that the longer term stewardship of the Council's finances remains effective and the Council maintains "sustainable" finances in the medium term. Medium term planning becomes absolutely key in recognition of the ongoing "structural" budget deficit facing the Council.

### 2. General Reserves

2.1. Bromley has estimated general reserves of £20.4 million as at 31<sup>st</sup> March 2016 as well as earmarked reserves (Section 3). Key to any financial strategy is the retention of sufficient reserves (including earmarked reserves) for the following reasons:

- (a) To provide some "contingency" reflecting the financial risks facing the Council. The scale of budget reductions and associated impact, the need to manage effectively action to reduce the longer term "budget gap" and recent government changes which include the transfer of risks from central to local government provides significant new risks for longer term planning purposes;
- (b) To provide alternative one off funding to offset the impact of any overall large overspends facing the Council;
- (c) To provide adequate resources for spend to save initiatives which, following investment, can provide real longer term financial and service benefits;
- (d) To provide support in financing the capital programme, particularly to assist in funding key initiatives;
- (e) To provide financial support (income) to the revenue budget through interest earnings, which will reduce as balances are gradually reduced;
- (f) To utilise short term monies available from any "front loading" of savings to assist in managing the key risks facing the Council and fund key initiatives preventing the further deterioration in the "sustainability" of the Council's finances;
- (g) To provide investment to seek a long term alternative to current income streams;
- (h) To provide funding (e.g. severance costs) to enable the release of longer term ongoing savings;
- (i) To set aside income available, that does not provide a permanent income stream, towards one off investment in the community for schemes that meet the Council's priorities;
- (j) To buy time to identify further savings needed whilst avoiding "knee jerk" actions to deal with future budget deficits;
- (k) To assist the council to achieve as much stability as possible for both longer term service delivery and planning the moving of resources to areas of agreed priority.

- 2.2 In order to assess the adequacy of unallocated general and earmarked reserves when setting the budget, account must be taken of the strategic, operational and financial risks facing the authority. This is an important aspect of Bromley's approach to risk management. An "Annual Governance Statement" signed by the Chief Executive and the Leader of the Council covers, for example, the processes to fully underpin the Council's system of internal control.
- 2.3 Setting the level of reserves is just one of several related decisions in the formulation of the medium term financial strategy and the budget for a particular year. Account needs to be taken of the key financial assumptions underpinning the budget alongside a consideration of the authority's financial management arrangements.
- 2.4 Bromley's reserves have reduced from £131m to £54m (general reserves) between 1997 and 2011. The Council had previously agreed to set aside part of these reserves towards an Invest to Save Fund and to fund the Growth Fund and Investment Fund. The latest projected level of general reserves remaining is £20.4m. It was previously estimated that reversing the current strategy of eliminating the ongoing dependency on the use of reserves to support the revenue budget and abandoning the transfer of rolling programmes to revenue would have eliminated the Council's overall general reserves by 2016/17 which is not sustainable. Further details were reported in the Annual Capital Review reports. However, given the ongoing financial constraints and opportunities to reduce costs in the medium term, it may be necessary to review the approach to rolling programmes. The Executive Director of Environment and Community Services will be submitting a report to a future meeting considering upfront investment in footway and carriageway planned maintenance.
- 2.5 The most significant gain to balances was following the housing transfer to Broomleigh in 1992. Opportunities to generate additional capital resources and reserves through disposal of surplus assets should continue to be vigorously pursued, however, there are unlikely to be opportunities to again generate the very substantial level of reserves held in the past.
- 2.6 Latest projections in the capital programme indicate that there will be no requirement to fund capital expenditure from revenue balances over the next three years which should enable the current level of balances to be retained. This position could change if there is significant slippage in planned capital receipts.
- 2.7 If the existing general reserves are released now to fund continuing service initiatives and/or significantly reduce council tax further then there would be a resultant "opportunity cost" relating to the corresponding loss in interest earnings and depletion of reserves which is not recommended by the Director of Finance, particularly at this time of financial uncertainty. Funding for any increases in service levels would only be in the short term. If the reserves were used to just balance the budget they would be fully spent in the next few years resulting in greater budget cuts in the future. Using this money to fund services is not a sustainable approach as these reserves are not budgets that are renewed every year. Similar to a savings account – once it is spent, it is gone. Retaining a significant level of reserves provides a major opportunity to fund any transformation/spend to save programmes in future years, as well as provide an ongoing source of significant revenue income to the Council. It becomes increasingly more critical with the future devolution of business rates and associated risks (e.g. future recession) and the organisation moving to become "self-sufficient".
- 2.8 Executive previously agreed that the following principles be applied to determining the use of reserves:

- (a) As a prudent working balance that a target minimum level of general reserves of £15m should be set at this stage for reserves, with higher amounts being retained for specific purposes. The Director of Finance subsequently reviewed the minimum level of general reserves and recommended a minimum sum of £20m to reflect the significant financial uncertainty facing the Council and the need to address the significant ongoing “budget gap”;
- (b) Any support for the capital programme to be focused on areas that can generate business efficiencies and maintain and enhance the Council’s core infrastructure. The programme should be driven by the Council’s asset management plan, which in turn should be derived from the key priorities of the Council;
- (c) Any support for the revenue budget will need to be modest and sustainable in the medium term and the impact of any withdrawal built into future financial plans. From 2008/09 Members agreed to eliminate the continuing use of reserves to support the revenue budget;
- (d) The Council has limited scope to utilise general fund reserves for capital spending in excess of the current capital programme and will need to continue to progress a programme of asset disposals. Given the substantial pressures on the revenue position of the council it would be sensible to focus the spending of the general reserves in excess of the basic level on investments to increase the efficiency of the council, provide income and reduce the cost base rather than in funding the continuation of current practices and patterns of spending.

2.9 Balancing the annual budget by drawing on general reserves is a legitimate short-term option. However, where reserves are to be deployed to finance recurrent expenditure this needs to be explicitly considered including the sustainability of this measure over the lifetime of the medium term financial plan.

2.10 In the context of Bromley’s current financial position the reserves are adequate in 2016/17 and 2017/18. However, the important issue to consider is planning the future use of reserves in the context of the authority’s medium term financial plan and not to focus exclusively on short-term considerations.

### **3. Earmarked Reserves**

3.1 As part of developing a medium term financial plan and preparing the annual budget members need to consider appropriate use of reserves for specific purposes and the levels at which these should be set. Further details on the utilisation of earmarked reserves together with general reserves are provided in section 2.1. The current specific (earmarked) reserves and their estimated uses are:

Description	Balance at 1/4/15	Estimated Net Movement	Balance at 1/4/16	Estimated Movement	Estimated Balance at 1/4/17
	£'000	£'000	£'000	£'000	£'000
<b>EARMARKED BALANCES</b>					
LPSA/LAA Reward Grant Investment Fund	981	-130	851	-190	661
Technology Fund	1,824	-301	1,523	33	1,556
Town Centre Improvement Fund (LABGI)	66	-	66	-	66
Reserve for Potential Redundancy Costs	116	-	116	-	116
Investment to Community (Resources)	624	-75	549	-	549
Works to Property	100	-	100	-	100
Building Control Charging Account	131	-30	101	-	101
Government Grants (c/fwd from previous years)	2,373	-1,377	996	-184	812
Glaxo Wellcome Endowment	179	-19	160	-20	140
Public Halls Fund	7	-	7	-2	5
Investment Fund	33,670	-27,430	6,240	-6,240	-
Invest to Save Fund	13,343	-53	13,290	913	14,203
Bromley Welcare	29	-	29	-	29
One off Member Initiatives	1,039	-60	979	-169	810
Infrastructure Investment Fund	2,000	-19	1,981	-397	1,584
Commissioning Authority Programme	86	-57	29	-	29
Health & Social Care Initiatives – Promise Programme	5,953	-	5,953	-	5,953
Housing Strategy Trading Account	14	-14	-	-	-
Community Right to Bid & Challenge	46	-	46	-	46
Glades Refurbishment	97	-97	-	-	-
Refurbishment of War Memorials	16	-	16	-	16
Key Health & Social Care Initiatives	1,700	-	1,700	-	1,700
Integration of Health & Social Care Initiatives	1,709	-100	1,609	-	1,609
Cheyne woods & Cyphers Gate	187	-18	169	-20	149
Healthy Bromley Fund	3,815	-	3,815	-	3,815
Transformation Fund	4,464	-1,549	2,915	-1,566	1,349
Winter Pressures Reserve	1,542	-	1,542	-	1,542
Collection Fund Surplus Set Aside	2,964	-	2,964	-	2,964
Future Repairs of High Street Properties	7	12	19	12	31
Parallel Fund	2,866	-	2,866	34	2,900
Growth Fund	10,000	6,449	16,449	-3,055	13,394
Health & Social Care Integrated Commissioning Fund	4,550	-	4,550	-	4,550
Bromley Youth Music Trust	77	-77	-	-	-
Financial Planning & Risk Reserve	5,000	-	5,000	-	5,000
Bromley Welfare Fund	970	-125	845	-125	720
LBB Leased Properties Reserve	23	26	49	26	75
Business Rate Risk Reserve	1,200	-	1,200	-	1,200
<b>Sub Total</b>	<b>103,768</b>	<b>-25,044</b>	<b>78,724</b>	<b>-10,950</b>	<b>67,774</b>
<b>PROVISIONS</b>					
Insurance Fund	2,888	112	3,000	-	3,000
<b>OTHER</b>					
School Budget Share Funds	4,544	-1,426	3,118	-1,424	1,694
<b>Total Reserves</b>	<b>111,200</b>	<b>-26,358</b>	<b>84,842</b>	<b>-12,374</b>	<b>72,468</b>
<b>New Reserves Subject to Final Approval</b>					
Contribution to Investment Fund	-	-	7,402	-3,500	3,902
Set Aside of Prior Year Collection Fund Surplus	-	-	4,912	-	4,912
<b>Total Estimated Reserves</b>	<b>111,200</b>	<b>-26,358</b>	<b>97,156</b>	<b>-15,874</b>	<b>81,282</b>

- 3.2 The above table includes new earmarked reserves which are dependent on any final decision on council tax levels. The report includes further provision of £7.4m in 2016/17 relating to new homes bonus to be used to generate income through the acquisition of investment properties.
- 3.3 The report highlights the ongoing “budget gap” (see 4.4 of main report) which results in the Council, on an ongoing basis, having a “structural deficit”. To respond to this, Members have agreed over the last three years to create new earmarked reserves to support longer term investment and provide a more sustainable longer term financial position. This includes setting aside resources to support the Council’s future transformation programmes (invest to save), support acquisition of investment properties to generate sustainable income and the growth fund to support economic development and employment within the borough whilst generating income opportunities. These measures are important to provide sustainable solutions in the longer term.
- 3.4 A summary of other significant areas are:
- School Balances - these are unspent balances of budgets delegated to individual schools and these are legally only available to schools.
  - Insurance Reserves – self-insurance is a mechanism used by a number of local authorities including Bromley. In the absence of any other statutory basis, sums held to meet potential and contingent liabilities are reported as earmarked reserves or provisions.
  - Technology Fund - this represents IT budgets that have been put into a reserve in previous years to allow projects to be carried out across the boundaries of financial years and the utilisation of this will become increasingly important over the next few years.
  - Health and Social Care (various) – there are monies set aside as part of a Section 256 agreement with Bromley Clinical Commissioning Group for the funding of the “Promise” programme and future transformation/integration of health and social care.
- 3.5 In addition there is the pensions reserve – this is a specific accounting mechanism used to reconcile the payments made for the year to various statutory pension schemes in accordance with those schemes’ requirements and the net change in the authority’s recognised liability under IAS19 – employee benefits, for the same period. An appropriation is made to or from the pensions reserve to ensure that the bottom line in the income and expenditure account reflects the amount required to be raised in taxation. This effectively prevents the large deficit on the pension fund needing to be made good from taxation in one year.
- 3.6 The final outcome of the actuarial valuation as at 31/3/13 was that the Council’s pension fund is 82% funded with a total deficit of £128m (including other non-council employees). Decisions on the deficit repayment period of 15 years were made at the meeting of Pensions Investment Sub Committee on 11<sup>th</sup> February 2014. The next triennial actuarial valuation will impact on the budget from 2017/18 to 2019/20 with the following valuation impacting from 2020/21.

#### 4. **Budget Assumptions**

##### 4.1 Treatment of Inflation and Interest Rates

- 4.1.1 The market continues to assume a rise in interest rates, but there is still no real sign of an increase and this is impacting on income from interest on balances. The Bank of England base rate has remained at 0.5% since March 2009 and this is now expected to start to rise slowly from the end of 2016, although this could be later. Credit ratings agencies and our advisers, Capita Treasury Solutions, continue to be cautious and this, together with low interest rates, continues to limit our interest earning capability. There remains a need to ensure that the Treasury Management Investment Strategy finds the right balance between Security, Liquidity



and Yield – in that order – but, notwithstanding that, the Council has, in recent years, explored and invested in alternative products that have increased interest returns at minimum additional risk. The Treasury Management Strategy has been reviewed on a number of occasions in the last two years and Members have approved investment in a property fund and in diversified growth funds and the increasing of lending limits to part nationalised banks which, jointly, have led to estimated additional income of £1.25m in 2016/17. A recent survey by Capita revealed that Bromley is currently achieving the highest returns out of a benchmark group of 15 local authorities, only three of which had a lower risk rating on their current investment portfolio. The alternative investments within Treasury Management relate are based on a longer term investment timeframe of at least 3 to 5 years. The 2016/17 Budget for interest on balances assumes income of £3.49m (i.e. the 2015/16 budget of £2.74m plus additional income from changes to the Treasury Management Investment Strategy £1.25m less loss of interest earnings following use of balances to fund investment property acquisitions £0.5m).

4.1.2 A general allowance of 1.2% has been built into the forecast for 2016/17 increasing to 2% per annum from 2018/19 for contractual running expenses. This compares with current general RPIX increase of 1.3% (Dec. '15).

4.1.3 The 2016/17 Budget includes the impact of the proposed salary increase of 1.2% for staff which is being considered by General Purposes and Licensing Committee on 10<sup>th</sup> February 2016.

#### **4.2 Level and Timing of Capital Receipts**

4.2.1 Details of the level and timing of capital receipts are included in the “Capital Programme Monitoring Q3 2015/16 and Annual Capital Review 2016 to 2020” report elsewhere on the agenda.

#### **4.3 “Demand Led” Budgets**

4.3.1 The major demand led services that currently affect Bromley's budget are homelessness and the impact of welfare reforms. The draft 2016/17 Budget and future years financial forecast includes reasonable estimates of likely changes in activity in the next financial year.

#### **4.4 Financial Standing of the Authority**

4.4.1 Long-term Council Tax collection rates have been consistently high at around 98/99%. Other external debt collection is also high. There are plans to continue to improve the recovery of income across service areas. Any improvement will serve to improve the Council's overall financial position. There remains, however, a risk that collection rates could suffer within the current economic climate. As a debt free authority, Bromley has relatively limited exposure to interest rate movements and changes in interest earnings on external investments have been reflected in the budget based upon likely use of reserves and current interest rates.

#### **4.5 Budget and Financial Management**

4.5.1 Bromley has for many years operated multiyear budget planning. There have been substantial improvements in the quality and accuracy of financial planning in recent years. The introduction of cash targets for service departments has led to greater realism in the projection and management of the volume of service activity. Overspends against the budget had been generally contained in overall terms in previous years. Should overspending be forecast on any service in 2016/17, then balancing the budget will require very positive action if the council is not to overspend in the current and future years.

## **4.6 Financial Information and Reporting**

- 4.6.1 The arrangements for finance staff to report to the Director of Finance, in place since April 2002, have produced far greater clarity of roles and responsibilities. This has led to the production of more accurate budgets and improved the quality of budget monitoring. However the implementation of further savings to revenue budgets for 2016/17 will require even greater scrutiny than was the case in previous years and this will include the capital programme. The Council will need to continue with a rolling service review process to be able to generate savings as part of future years' budgets. The main issue remaining is to ensure that service managers continue to develop even greater ownership of their budgets and have more sophisticated activity and performance information on the service which they are providing. Should there be overspending in 2016/17 then compensating savings will need to be generated.
- 4.6.2 The Council will need to continue to adopt a corporate "One Council" approach in addressing budget pressures and identifying saving options.

## **4.7 Virement Procedures**

- 4.7.1 Currently Bromley does not routinely allow the carry forward of under-spending (and overspending) by service departments as part of its year-end procedures. The Director of Finance remains satisfied however, that the current virement rules allow sufficient flexibility within the year for officers/Members to manage the budget to enable them to contain overspending within overall budgets.

## **4.8 Risk areas**

- 4.8.1 Details were reported to the previous meeting of the Executive.

## **4.9 Link with other plans/strategies**

- 4.9.1 A budget is a service plan/strategy expressed in financial terms and there will be linkages with other strategies and plans across the Council. The proposed budget also takes into account the outcomes of the Public Sector Equality Duty on the council's proposals (see legal considerations of main report).

## **4.10 Insurance Fund**

- 4.10.1 The insurance fund is protected by the existence of external catastrophe insurance, which meets large claims. There is a stop loss of £1.4 million that prevents the council from having to meet losses in excess of this amount on liability claims in any one year. The "Insurance Fund – Annual Report 2014/15", considered by the Resources Portfolio Holder at the meeting of the Executive and Resources PDS Committee on 8<sup>th</sup> October 2015, gives more background information.

## **4.11 Funds and the adequacy of provisions**

- 4.11.1 As is discussed above, the council has both general and earmarked reserves and continues to take a prudent approach to limiting the scope of future year's capital expenditure and other commitments. It is essential that an adequate level of reserves is maintained to reflect the impact of the future years budget gap of £8.9m in 2017/18 rising to £25.8m per annum in 2019/20, "balance sheet" liabilities (e.g. pension fund deficit) combined with the significant

funding reductions facing the Council in this austerity period. The “budget gap” may increase or reduce as a result of a number of variables in future years. Bad debt provisions are reviewed each year as part of the closure of accounts and are subject to audit by the council’s external auditors.

- 4.11.1 The scale of the medium term “budget gap”, coupled with the significant financial uncertainty in the ongoing austerity period makes it important to maintain an adequate level of reserves to ensure the Council has sufficient resilience, flexibility and stability for longer term service delivery. Apart from the need to retain reserves to address risks and uncertainty there are specific reserves to fund invest to save as well as investment in the future towards economic development within the borough (Growth Fund) whilst generating sustainable income and savings to help reduce the future years budget gap. This helps ensure that key measures of sustainable finances and stewardship in the medium term can be realised. The funds retained are adequate to meet the needs of the Council in the medium term. The level of reserves will continue to be kept under review during the Medium Term Financial Planning period.

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Report No.  
FSD16018

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Executive  
Council

**Date:** Executive 10<sup>th</sup> February 2016  
Council 22<sup>nd</sup> February 2016

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

**Title:** CAPITAL PROGRAMME MONITORING Q3 2015/16 & ANNUAL  
CAPITAL REVIEW 2016 TO 2020

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

**Chief Officer:** Director of Finance

**Ward:** All

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1. Reason for report

This report summarises the current position on capital expenditure and receipts following the 3rd quarter of 2015/16 and presents for approval the new capital schemes in the annual capital review process. With regard to the annual bidding process, the main focus has again been on the continuation of existing essential programmes and on externally funded schemes and no new bids are being put forward at this stage. The Executive is asked to approve a revised Capital Programme.

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2. **RECOMMENDATIONS**

The Executive is requested to:

- (a) Note the report, including the rephrasing of a total of £5,456k from 2015/16 into 2016/17 (see paragraph 3.3.6) and agree a revised Capital Programme;
- (b) Approve the following amendments to the Capital Programme:
  - (i) Increase of £79k in 2015/16 to reflect revised grant support from Transport for London for Highways and Traffic schemes (see para 3.3.1);
  - (ii) A net reduction of £6,347k in 2015/16 on the Council's Property Investment Fund scheme to reflect the latest update on successful property acquisitions (see para 3.3.2);

- (iii) Deletion of £13k residual balance on The Hill Multi-Storey Car Park and Bromley Town Centre Car Parking capacity schemes, which have both reached completion. (see para 3.3.3)**
- (iv) To allocate the remaining Highways Section 106 balance of £6k to the relevant schemes; Gosshill Road (£4k) and Orpington Railway Station scheme (£2k) (see para 3.3.4);**
- (v) Section 106 receipts from developers - net increase of £283k to reflect the funding available and the remaining unallocated balance (see para 3.3.5);**

**Recommend to Council that:**

- (i) The new scheme proposals listed in Appendix C be included in the Capital Programme (see para 3.4 & 3.5).**

## 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 decrease of £1,442k over the 5 years 2015/16 to 2019/20, mainly due to the overall net reduction of £6,347k in the Properties Investment Fund scheme and the schemes proposed in the 2016 annual review (£4,456k).
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: Total £183.9 m over 5 years 2015/16 to 2019/20
  5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
- 

## Staff

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

## Legal

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

## Customer Impact

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

## Ward Councillor Views

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

### 3. COMMENTARY

#### Capital Expenditure

- 3.1 This report sets out proposed changes to the Capital Programme following a detailed monitoring exercise carried out after the 3rd quarter of 2015/16 and also seeks approval to the new capital schemes in the 2015 annual capital review process. The report is divided into two distinct parts; the first (paragraphs 3.3.1 to 3.3.6) looks at the Q3 monitoring exercise and the second (paragraphs 3.4 to 3.5) includes details of the proposed new schemes.
- 3.2 Appendix A sets out proposed changes to the Capital Programme following a detailed monitoring exercise carried out after the 3rd quarter of 2015/16. The base position is the revised programme approved by the Executive on 2nd December 2015, as amended by variations approved at subsequent Executive meetings. If all the changes proposed in this report are approved, the total Capital Programme 2015/16 to 2019/20 would decrease by £1,442k, mainly due to the net reduction of £6,347k in the scheme Properties Investment Fund scheme, offset by the schemes proposed in the 2016 annual review (£4,456k). Estimated expenditure in 2015/16 would reduce by £5,456k due to the re-phasing of expenditure from 2015/16 into 2016/17. Details of the monitoring variations are included in Appendices A and B and the proposed revised programme, including the proposed new schemes, is summarised in the table below.

	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL 2015/16 to 2019/20
	£000	£000	£000	£000	£000	£000
Programme approved by Executive 02/12/15	79,925	75,271	14,549	4,486	0	174,231
Variations approved at subsequent Executive meetings (Appendix A)	9,451	1,612	0	0	0	11,063
Approved Programme prior to 3rd Quarter's Monitoring	89,376	76,883	14,549	4,486	0	185,294
Variations identified in Q3 monitoring exercise						
Variations requiring the approval of the Executive (Appendix A)	-6,281	283	0	0	0	-5,998
Variations not requiring approval:						
Scheme rephasings from 2015/16 to 2016/17 (Appendix B)	-5,456	5,456	0	0	0	0
Total Q3 Monitoring variations	-11,737	5,739	0	0	0	-5,998
New schemes (Appendix C)	0	0	0	0	4,456	4,456
Review of Corporate Customer Services I.T System (included elsewhere on the agenda)	0	100	0	0	0	100
<b>Revised Capital Programme</b>	<b>77,639</b>	<b>82,722</b>	<b>14,549</b>	<b>4,486</b>	<b>4,456</b>	<b>183,852</b>
Assumed Further Slippage (for financing purposes)	-2,500	-5,000	2,000	2,000	2,000	-1,500
Assumed New Schemes (to be agreed in future years)	0	0	0	2,500	2,500	5,000
	-2,500	-5,000	2,000	4,500	4,500	3,500
<b>Total revised expenditure to be financed</b>	<b>75,139</b>	<b>77,722</b>	<b>16,549</b>	<b>8,986</b>	<b>8,956</b>	<b>187,352</b>
Rounded for financing statement (Appendix D)	75,140	77,720	16,550	8,990	8,960	187,360



## Q3 Capital Monitoring

### 3.3 Variations requiring the approval of the Executive (£5,998k net decrease)

#### 3.3.1 Transport for London (TfL) – Revised Support for Highways and Traffic Schemes (£79k 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 £79k in 2015/16 has been received from TfL. Grant allocations from TfL change frequently and any further variations will be reported in subsequent capital monitoring reports.

#### 3.3.2 Property Investment Fund (£6,347k reduction in 2015/16):

Members are asked to approve a net reduction of £6,347k in 2015/16 on the Property Investment Fund scheme. This is due to lower associated costs than expected on the acquisition of 33 - 35 Old Christchurch Road, and 4 Tilgate Forest Business Park, (£78k) and a reduction of £6,269k as a planned acquisition approved by the Executive on 7th August 2015 is not progressing now. Several issues related to the tenant's covenant, planning permission and repairs have come to light during the due diligence process and a decision was taken to withdraw from the acquisition.

#### 3.3.3 The Hill Multi-Storey Car Park and Bromley Town Centre Car Parking capacity schemes (£13k reduction in 2015/16);

Following the completion of The Hill and Bromley Town Centre Car Parking schemes, it is recommended that the residual balance on The Hill Car Park scheme (£10k) and the Bromley Town Centre Car Parking scheme (£3k) be deleted from the Capital Programme. The post completion report for these two schemes was submitted to the Environment PDS Committee on 2nd February 2015.

#### 3.3.4 Gosshill Road, Orpington Railway Station and Highways Section 106 unallocated balance:

On 15th July 2015, Members agreed to include the Gosshill Road (£289k) and Orpington Railway Station (£130k) schemes in the Capital Programme. The Gosshill Road project is funded by S106 receipts (£209k) and Transport for London grant (£80k) and the Orpington Railway Station project is funded by S106 receipts (£80k) and Transport for London grant (£50k). In the Capital Programme, there is an unallocated balance of S106 Highways receipts of £6k which relates to the interest on the S106 receipts for these two schemes. Members are asked to allocate the funding to the relevant schemes; £4k to Gosshill Road and £2k to Orpington Railway Station.

#### 3.3.5 Section 106 receipts from developers (uncommitted balance) – (net increase of £283k):

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 £283k in the Capital Programme budget for Section 106 in respect of additional receipts since the last report to match the total funding available. As per the table below, this would leave a total budget of £8,559k (£1,248k in 2015/16 and £7,311k in 2016/17), compared with £8,276k

previously reported to December Executive, which matches the total of available S106 receipts (as at Dec 2015).

	Total Approved S106 Budget £000	Actuals upto FY14/15 £000	Budget FY15/16 £000	Budget FY16/17 £000
<b>Housing:</b>				
Purchase of Properties	1,120	1,016	104	0
Site K	672	0	605	67
Site G (£5.9m - £3m PIL £2.9m Growth Fund)	3,000	0	0	3,000
Uncommitted balance (as at Dec 2015)	1,902	0	0	1,902
<b>Housing Total</b>	<b>6,694</b>	<b>1,016</b>	<b>709</b>	<b>4,969</b>
<b>Education:</b>				
Basic Need	706	456	250	0
Uncommitted balance (as at Dec 2015)	2,336	0	0	2,336
<b>Education Total</b>	<b>3,042</b>	<b>456</b>	<b>250</b>	<b>2,336</b>
<b>Highways:</b>				
Gosshill Road	213	0	209	4
Orpington Railway Station	82	0	80	2
<b>Highways Total</b>	<b>295</b>	<b>0</b>	<b>289</b>	<b>6</b>
<b>Total Section 106:</b>	<b>10,031</b>	<b>1,472</b>	<b>1,248</b>	<b>7,311</b>

### 3.3.6 Scheme Rephasing

As part of the 3rd quarter monitoring exercise, £5,456k has been re-phased from 2015/16 into 2016/17 to reflect revised 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 and comments are provided in Appendix B.

## Annual Capital Review – new scheme proposals

- 3.4 In recent years, we have steadily scaled down new capital expenditure plans and have transferred all of the rolling maintenance programmes to the revenue budget. Our general (un-earmarked) reserves, established from the disposal of our housing stock and the Glades Site, have been gradually spent and have fallen from £131m in 1997 to £48.9m (including unapplied capital receipts) as at 31<sup>st</sup> March 2015. Our asset disposal programme has diminished and any new capital spending will effectively have to be met from our remaining revenue reserves.
- 3.5 As part of the normal annual review of the Capital Programme, Chief Officers were invited to come forward with bids for new capital investment. Apart from the regular annual capital bids (Devolved Formula Capital grant to schools, DSG-funded schools access initiative, TfL-funded Highway and Traffic schemes and feasibility studies) as summarised in Appendix C, no additional bids were submitted. Apart from the budget for feasibility studies (£40k) the bids in this report will not require funding from Council resources. However, a separate report 'Review of Corporate Customer Services I.T system' elsewhere on the agenda asks Members to approve the inclusion of £100k in the capital programme. The figures in this report have taken this into account. Invest to Save bids were particularly encouraged, but none were received,

and it is assumed that any such bids will be submitted in due course through the earmarked reserve that was created in 2011.

## Capital Receipts

- 3.6 Details of the receipts forecast in the years 2015/16 to 2019/20 are included elsewhere on the agenda in a confidential appendix to this report (Appendix E). The latest estimate for 2015/16 has decreased to £3.8m from £9.2m as reported in December, mainly due to estimated slippage on the disposal of three properties from 2015/16 to 2016/17. Estimates for 2016/17, 2017/18 and 2018/19 are now £13.4m, £5.0m and £1.0m respectively (£7.5m, £1.0m and £1.0m were reported in December). A total of £1m per annum is assumed for receipts yet to be identified in later years.

A net increase of £4.5m on anticipated property receipts in the years 2015/16 to 2019/20 (£23.2m compared with £18.7m reported in December 2015) is mainly due to a significant increase in the estimated receipts for five properties, offset by a reduction in the estimated capital receipt for Beaverwood Depot. It was originally intended to change the Site's planning designation as part of the Local Plan process, but this has not progressed and will now be reassessed. As a result of the current uncertainty the estimated receipt for this property has been reduced to zero. The financing and balances projections shown in Appendix D reflect prudent assumptions for capital receipts.

## Financing the Proposed Capital Programme

- 3.7.1 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 £45.7m by the end of 2018/19 and would then reduce further to £41.1m 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	25.3	20.7
	48.9	45.7	41.1

- 3.7.2 A summary of how the capital programme will be financed is shown in the table below with further detail provided at Appendix D.

	2015/16	2016/17	2017/18	2018/19	2019/20	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Total Capital Expenditure	75,140	77,720	16,550	8,990	8,960	187,360
Financed by:						
Usable Receipts	4,417	18,849	2,904	4,454	4,424	35,048
Revenue Contributions	33,567	7,882	420	270	270	42,409
Government Grants	29,416	33,123	9,226	266	266	72,297
Other Contributions	7,740	17,866	4,000	4,000	4,000	37,606
Total	75,140	77,720	16,550	8,990	8,960	187,360

## Section 106 Receipts

- 3.8 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 31<sup>st</sup> March 2015, and will be used to finance capital expenditure from 2015/16 onwards. The current position on capital Section 106 receipts (excluding commitments) is shown below:

<b>Specified capital works</b>	<b>Balance 31/03/15 £000</b>	<b>Receipts 2015/16 £000</b>	<b>Expenditure 2015/16 £000</b>	<b>Balance 31/12/15 £000</b>
Housing	4,856	822	5	5,673
Education	1,591	995	0	2,586
Highways	0	295	100	195
<b>TOTAL</b>	<b>6,447</b>	<b>2,112</b>	<b>105</b>	<b>8,454</b>

## Investment Fund and Growth Fund

*(formerly Economic Development and Investment Fund)*

- 3.9 To date, total funding of £87.4m has been placed in the earmarked reserves (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. Members approved an additional allocation of £6.5m to the Growth Fund in December 2015. A total of £62.8m has been spent to date, and schemes totalling £68.1m have been approved (£64.9m on Investment Fund, and £3.2m on Growth Fund). The uncommitted balances currently stand at £6.0m for the Investment Fund and £13.3m for the Growth Fund. In addition Members have previously approved a further £15m for investment property acquisitions, to be funded by capital receipts.

<b>Investment Fund</b>	£'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
Approved by Executive 26th November 2014 (Transfer to Growth Fund)	-10,000
New Home Bonus (2014/15)	5,040
Approved by Executive 11th February 2015	4,400
Approved by Executive 10th June 2015	10,165
Approved by Executive 2nd December 2015 (New Homes Bonus)	141
<b>Total funding approved</b>	<b>70,924</b>
Total spend to 21st January 2016	(62,846)
<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 2nd December 2015 (Bromley Centre Town)	(270)
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 15th January 2016 (Newbury House)	(38)
Approved by Executive 15th January 2016 (Unit G Hubert Rd)	(80)
Valuation for Biggin Hill and Westmoreland Rd	(5)
Strategic Property cost	(258)
<b>Total further spending approvals</b>	<b>(2,076)</b>
<b>Uncommitted Balance on Investment Fund</b>	<b>6,002</b>
In addition to the sum identified above, on 11th February 2015 Members have approved a further provision of £15m to supplement the Investment Fund in 2016/17 (to be met from capital receipts)	
<b>Growth Fund:</b>	£'000
<u>Funding:</u>	
Approved by Executive 26th November 2014 (Transfer from Investment Fund)	10,000
Approved by Executive 2nd December 2015	6,500
<b>Total funding approved</b>	<b>16,500</b>
<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)
<b>Total further spending approvals</b>	<b>(3,210)</b>
<b>Uncommitted Balance on Growth Fund</b>	<b>13,290</b>

3.10 In addition to the sums identified above, a report elsewhere on the agenda recommends that a further sum of £7.4m be added to the Investment Fund as part of the 2016/17 budget proposals. This would bring the uncommitted balance on the Investment Fund up to £13.4m (excluding the £15m set aside from capital receipts).

## Post-Completion Reports

- 3.11 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 are due to be submitted to the relevant PDS Committees before the end of the 2015/16 monitoring cycle:

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 D 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 estimate that no General Fund support to the revenue budget will be required in future years. They 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 2018/19 onwards.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Approved Capital Programme (Executive 02/12/15). Q2 Monitoring report (Executive 02/12/15). List of potential capital receipts from Valuation & Estates as at 11/01/16.

## CAPITAL PROGRAMME MONITORING - FEB 2016 - SUMMARY OF VARIATIONS FROM APPROVED PROGRAMME

Variations on individual schemes	Date of Portfolio meeting	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL	Comments/reason for variation
		£000	£000	£000	£000	£000	2015/16 to 2019/20 £000	
<b>Current Approved Capital Programme</b>								
Programme approved in Qtr2 monitoring	Exec 02/12/15	79,925	75,271	14,549	4,486	0	174,231	
Biggin Hill Memorial Museum	Exec 02/12/15	40	172	0	0	0	212	
Beckenham Town Centre Improvement	Exec 02/12/15 Full Council 14/12/15	0	1,440	0	0	0	1,440	
Property Investment Fund - additional acquisitions	Exec 15/12/15	9,411	0	0	0	0	9,411	
<b>Approved Programme prior to 3rd Quarter's Monitoring</b>		<b>89,376</b>	<b>76,883</b>	<b>14,549</b>	<b>4,486</b>	<b>0</b>	<b>185,294</b>	
<b>Variations in the estimated cost of approved schemes</b>								
<b>(i) Variations requiring the approval of the Executive</b>								
Increase in TfL funding for Highways & Traffic schemes		79	0	0	0	0	79	See paragraph 3.3.1
Reduction in Property Investment fund		-6,347	0	0	0	0	-6,347	See paragraph 3.3.2
Deletion of residual balance								
- The Hill Multi-Storey Car Park - strengthening works		-10	0	0	0	0	-10	See paragraph 3.3.3
- Bromley Town Centre - increased parking capacity		-3	0	0	0	0	-3	See paragraph 3.3.3
Allocation of the balance of Highways Section 106 receipts								
- Gosshill Road		0	4	0	0	0	4	See paragraph 3.3.4
- Orpington Railway Station		0	2	0	0	0	2	See paragraph 3.3.4
- Highways S106 unallocated balance		0	-6	0	0	0	-6	See paragraph 3.3.4
Section 106 receipts from developers		0	283	0	0	0	283	See paragraph 3.3.5
		-6,281	283	0	0	0	-5,998	
<b>(ii) Variations not requiring approval</b>								
Net rephasing from 2015/16 into 2016/17		-5,456	5,456	0	0	0	0	See paragraph 3.3.6 and Appendix B
		-5,456	5,456	0	0	0	0	
<b>TOTAL AMENDMENT TO CAPITAL PROGRAMME</b>		<b>-11,737</b>	<b>5,739</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-5,998</b>	
<b>Add: Proposed new schemes (see Appendix C)</b>		0	0	0	0	4,456	4,456	See paragraphs 3.4 & 3.5
Review of Corporate Customer Services I.T System (included elsewhere on the agenda)		0	100	0	0	0	100	See paragraph 3.5 and report elsewhere on agenda
		<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>4,456</b>	<b>4,556</b>	
<b>TOTAL REVISED CAPITAL PROGRAMME</b>		<b>77,639</b>	<b>82,722</b>	<b>14,549</b>	<b>4,486</b>	<b>4,456</b>	<b>183,852</b>	
Less: Further slippage projection		-2,500	-5,000	2,000	2,000	2,000	-1,500	
Add: Estimate for further new schemes					2,500	2,500	5,000	
<b>TOTAL TO BE FINANCED</b>		<b>75,139</b>	<b>77,722</b>	<b>16,549</b>	<b>8,986</b>	<b>8,956</b>	<b>187,352</b>	
NB. ROUNDED		75,140	77,720	16,550	8,990	8,960	187,360	

## CAPITAL PROGRAMME MONITORING - FEB 2016 - 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
<b>Rephasing of schemes</b>						
Basic Need	-750	750	0	0	0	We estimate £24m works to be completed by 15/16. Many projects were completed in the Summer (including Clare House, Parish CE, Harris Crystal Palace, St Paul's Cray, Worsley Bridge and Bromley Road). A full detailed report on the various projects within the Basic Need Programme was reported in Nov 15 Ed PDS. Request to rephase £750k into 16/17.
Beacon House Refurbishment	-276	276	0	0	0	Due to slippage, we estimate £1,373k of works to be completed in 15/16, request to rephase £276k into 16/17.
Capital maintenance in schools	-256	256	0	0	0	Estimate total value of £1,592k of work to be completed in 15/16 (£1,392k are managed by Operational Property and £200k relates to works on Kitchen upgrade works) and request to rephase £256k into 16/17.
Beckenham Town Centre improvements	-161	161	0	0	0	The scope of the project has increased to cover the whole of the High Street area (as reported to Executive 02/12/15 and Full Council 14/12/15). The re-profile of capital is required because of extended stakeholder engagement and scheme revisions. Request to rephase £161k into 16/17
Bromley MyTime Investment Fund	-450	450	0	0	0	R&R committee on 27 /10/15 approved the proposal to release £1.51m, however it is unlikely that we will spend the monies in this FY (subject to the spending profile report from MyTime). Request to rephase £450k into 16/17.
Churchill Theatre Chiller replacement project	-51	51	0	0	0	The scheme is near completion, pending outstanding minor works (extra netting protection to pipework). The project is in Defects Liability Period until Sept 16. Request to rephase £51k into 16/17.
Crystal Palace park - Alternative Management Options	5	-5	0	0	0	The scheme was approved by Executive in Mar 15 to explore and develop a sustainable business plan for the establishment of an alternative management option for the park. We estimate £70k will be spent in 15/16 and request to rephase £5k from 16/17 back into 15/16.
Crystal Palace Park Improvements	-105	105	0	0	0	Iguanodon conservation works ready to commence on site dependent on weather, and all other capital projects are expected to start Spring 2016. Request to rephase £105k into 16/17.
Crystal Palace Park Subway	-12	12	0	0	0	It is unlikely that the monies will be spent before end of March. Request to rephase £12k into 16/17.
Depots - stand by generators	-82	82	0	0	0	Due to the complexity of the project, it is unlikely the scheme will be completed in 15/16. The Generator consultant is having difficulty acquiring some technical information, which has caused delay in progressing the project to tender stage. The work is not yet out to tender and request to rephase £82k into 16/17.
Renovation Grants - Disabled Facilities	-178	178	0	0	0	We have spent £842k (Uniform) in Jan 16, and we estimate a total value of £1m to be spent in this FY. Request to rephase £178k into 16/17.
Emergency Works on Surplus Sites	-40	40	0	0	0	This block capital scheme is used to prepare surplus sites for disposal and to cover any emergency works. At the moment, we are not aware of any required expenditure in 15/16, however by their nature, the works are unexpected. Request to rephase £40k into 16/17, and retain £8k in 15/16 to cover any unexpected works that may occur in Qtr 4.
Gateway Review of Housing I.T System	-100	100	0	0	0	We did not receive any bids from the tender exercise and will be reporting back on alternative options to procure a system. We will not be committing any expenditure for scheme until 16/17 and request to rephase £100k into 16/17.
Glebe School expansion	-689	689	0	0	0	The scheme was originally programmed to complete in April, however due to delays on the project, the completion date has been deferred to July 2016. Monthly valuations & payments to the contractor have been below the expected average, we anticipate £2,329k of works to be completed by end of March. Request to rephase £689k into 16/17
London private sector renewal schemes	-77	77	0	0	0	We anticipate £177k to be spent in 15/16. Works including Sandringham Rd are unlikely to be completed in this FY (dependent on weather conditions). Request to rephase £77k into 16/17.
Mobile technology to support children's social workers	-32	32	0	0	0	It is unlikely that the monies will be spent before end of March. Request to rephase £32k for identified expenditure into 16/17.
Orrington TC - Walnut Centre & New Market infrastructure	-85	85	0	0	0	Enhancement to the pedestrian experience of the prime shopping areas to increase footfall. This includes paving, lighting, treatment for trees, new street furniture, Wayfinding and new market infrastructure. It is unlikely that the scheme will be completed in this FY and request to rephase £85k into 16/17.
PCT Learning Disability re-provision programme - Walpole Road	-24	24	0	0	0	LD Day activities are being reviewed and their future would be heavily influenced by the proposed award of a tender to an external provider who would be tasked with the running and modernisation of services. The tender process has taken longer than originally anticipated and it is now forecast that any resulting capital expenditure is unlikely to occur before 16/17. Request to rephase £24k into 16/17.
Penge Town Centre	-40	40	0	0	0	The scheme is to be implemented alongside planned TfL bus route and carriageway improvements which will only be undertaken in summer 16/17. It would not be practical to implement the public realm scheme until these improvements are finalised. Request to rephase £40k into 16/17.
Performance Management/Children's Services - information technology	-132	132	0	0	0	The Care First upgrade to Eclipse is in progress. Request to rephase all capital funding (£132k from 15/16 to 16/17) for identified expenditure in 16/17.



Primary Capital Programme - The Highway Primary	-118	118	0	0	0	There is a dispute on the outstanding consultancy cost with Frankham, which is unlikely to be resolved in this FY. Request to rephase the budget into 16/17. Once all outstanding invoices are paid, any funding that may remain can be returned to Basic Need as allocations were made from this funding source to underpin this scheme.
Relocation of Exhibitions - Bromley Museum	-133	133	0	0	0	We do not anticipate completion this year. The exhibitions are likely to be installed in July 2016 (local studies space) and September 2016 (library space). We are restricted to these installation times due to public usage. Request to rephase £133k into 16/17.
Replacement of MD110 telephone switch	-193	193	0	0	0	The scheme should be completing soon, however due to changes to specification and delay in achieving the milestone, we are holding payment back. We anticipate £60k of works to be completed in 16/17, and request to rephase £193k into 16/17.
Replacement of Storage Area Networks	40	-40	0	0	0	The major SAN replacement project was previously postponed due to conflicts with other major projects. We have proceeded with some parts of the project in preparation and that are required for the replacement Extranet and Hyper-V platform. We anticipate spending £705k this year which includes purchase of equipment / hardware (14 servers), and works on NetApp hardware from Capita. Request to rephase £40k back from 16/17 to 15/16.
Rollout of Windows 7 and Office 2000	-104	104	0	0	0	Work is progressing and has been re-baselined. There has been a new plan for the rollout due to the problems experienced at other councils. We are at the final stage of the scheme, however we are holding back payment until the milestones have been achieved. We anticipate an additional £82k of works will be completed by end of March, and request to rephase £104k into 16/17.
Schools Access Initiative	-185	185	0	0	0	Due to delay on works (including Tubbenden), it is unlikely to the monies will spent in this FY, request to rephase £185k into 16/17.
Security Works	-125	125	0	0	0	Works at Burwood (Fencing & Maglock), and Oakland are completed. Works at Worsley Bridge will start next summer. Request to rephase £125k into 16/17.
Seed Challenge Fund	-150	150	0	0	0	Works for 15/16 Seed programme has not been allocated yet. It is likely to be allocated in March 16 (subject to the approval of Ed PDS), request to rephase £150k into 16/17
SharePoint Productivity Platform upgrade/replacement	-339	339	0	0	0	Consultancy works are due to finish soon. The workshop has taken longer than anticipated. We have received the draft reports and the final reports are expected in Feb/Mar 16. Request to rephase £339k into 16/17.
Suitability / Modernisation issues in schools - general 2.2	-75	75	0	0	0	Funding will support works at Bromley Road Primary and Burwood School. The H&S remedial works on Burwood have completed and the works for the Kitchen Shutter are nearly completed with few outstanding jobs. Request to rephase £75k into 16/17.
Upgrade of Core Network Hardware	-129	129	0	0	0	The additional hardware has been purchased and is being configured to meet the needs of London Public Service Network, Direct access, Citrix and reverse proxy application servers. Due to changes on the service provider, we do not anticipate the project to be completed in this FY. Request to rephase £129k into 16/17.
Windows Server 2003 replacement program	-410	410	0	0	0	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 15/16. Phases 1 & 2 have been signed off. Phases 3 & 4 (moving the services) are not likely to start until 16/17. Request to rephase £410k into 16/17.
<b>TOTAL REPHASING ADJUSTMENTS</b>	<b>-5,456</b>	<b>5,456</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CAPITAL PROGRAMME REVIEW 2015 - RECOMMENDED TO EXECUTIVE 10/02/16**

Capital Scheme/Project	Priority	TOTAL £000's	16/17 £000's	17/18 £000's	18/19 £000's	19/20 £000's	Revenue effect		Comments
							Running £000's	Financing £000's	
Transport for London (Highways and Traffic Schemes)	HIGH	4000				4000	0	0	0 Further Highways and Traffic schemes to be fully funded by TfL on the basis of the bid in our Borough Spending Plan (BSP). The Capital Programme currently includes estimates for 2015/16 to 2018/19 and these will all be adjusted to reflect any subsequent changes in approvals/allocations.
Devolved Formula Capital	HIGH	266				266	0	0	0 Further provision in 2019/20 for capital works in schools, funded by government grant from the Department for Education. The Capital Programme currently includes estimates for 2015/16 to 2018/19 and these will all be adjusted to reflect any subsequent changes in allocations.
Schools Access Initiative	HIGH	150				150	0	0	0 Works under Disability Discrimination Act (100% revenue contribution from schools' budget)
Feasibility studies - block provisions	HIGH	40				40	0	1	1 Provision for 15/16 - 18/19 already in Capital Programme to fund feasibility works in respect of potential new schemes.
<b>GRAND TOTAL NEW CAPITAL BIDS</b>		<b>4456</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4456</b>	<b>0</b>	<b>1</b>	

<b>COST TO THE COUNCIL (LBB RESOURCES)</b>	16/17 £000's	17/18 £000's	18/19 £000's	19/20 £000's	TOTAL £000's
Grand total new bids above	0	0	0	4456	4456
<u>External funding for new bids</u>					
Transport for London (Highway Schemes)	0	0	0	-4000	-4000
Devolved Formula Capital	0	0	0	-266	-266
Schools Access Initiative	0	0	0	-150	-150
<b>Funding from Council's resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>40</b>

100% TFL funding  
100% government grant  
Revenue contribution from schools' budget

**CAPITAL FINANCING STATEMENT Executive 10/02/16 - 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
<b>Summary Financing Statement</b>											
Capital Grants	8,532	10,036	29,416	33,123	9,226	266	266	266	266	266	266
Other external contributions	8,280	7,780	7,740	17,866	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Usable Capital Receipts	2,948	1,433	4,417	18,849	2,904	4,454	4,424	2,464	2,464	2,464	2,464
Revenue Contributions	30,700	31,225	33,567	7,882	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
<b>Total expenditure</b>	<b>50,460</b>	<b>50,474</b>	<b>75,140</b>	<b>77,720</b>	<b>16,550</b>	<b>8,990</b>	<b>8,960</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Usable Capital Receipts</b>											
Balance brought forward	21,987	21,987	28,851	28,339	26,445	28,646	25,297	24,478	23,039	21,600	22,161
New usable receipts	9,430	8,296	3,905	16,955	5,105	1,105	3,605	1,025	1,025	3,025	1,025
	31,417	30,283	32,756	45,294	31,550	29,751	28,902	25,503	24,064	24,625	23,186
Capital Financing	-2,948	-1,432	-4,417	-18,849	-2,904	-4,454	-4,424	-2,464	-2,464	-2,464	-2,464
<b>Balance carried forward</b>	<b>28,469</b>	<b>28,851</b>	<b>28,339</b>	<b>26,445</b>	<b>28,646</b>	<b>25,297</b>	<b>24,478</b>	<b>23,039</b>	<b>21,600</b>	<b>22,161</b>	<b>20,722</b>
<b>General Fund</b>											
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
<b>Balance carried forward</b>	<b>20,470</b>	<b>20,000</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>	<b>20,382</b>
<b>TOTAL AVAILABLE RESERVES</b>	<b>48,939</b>	<b>48,851</b>	<b>48,721</b>	<b>46,827</b>	<b>49,028</b>	<b>45,679</b>	<b>44,860</b>	<b>43,421</b>	<b>41,982</b>	<b>42,543</b>	<b>41,104</b>

**Assumptions:**

GF contribution to support capital programme not required in any year.

New capital schemes - £2.5m p.a. from 2018/19 for future new schemes.

Capital receipts - includes figures reported by Property Division as at 11/01/16 (including Tweedy Road &amp; Town Hall) and £1m pa from 2016/17 for schemes yet to be identified

Current approved programme - as recommended to Executive 10/02/16

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Report No.  
CS16002

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Executive

For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee, 9<sup>th</sup> February 2016

**Date:** 10<sup>th</sup> February 2016

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

**Title:** PROPOSAL FOR THE COUNCIL'S PUBLIC HEALTH BUDGET 2016/17 AND 2017-18

**Contact Officers** Dr Nada Lemic, Director of Public Health

**Chief Officer:** Dr Nada Lemic, Director of Public Health

**Ward:** (All Wards);

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1. Reason for report

This report sets out the proposal for the Public Health budget for 2016/17 and 2017-18

## RECOMMENDATIONS

**2.1 Care Services PDS are asked to note and comment on the contents of this report and provide their comments to the Executive for their consideration.**

- Consultation on the proposals commenced with staff, trade unions and other stakeholders on 15 January 2016 and will conclude on 15 February 2016. The PDS committee are asked to consider any comments arising from consultation, which will be made available to the Committee on the day.

**2.2. Members of the Executive are asked to:**

- Note the comments from the Care Services PDS Committee, along with the outcome of the consultation with staff, trade unions and other stakeholders.

**2.3. Subject to the outcome of consultation with all stakeholders the Executive are asked to:**

- (i) recommend to Council that the Public Health grant for 2016-17 and 2017-18 is utilised as proposed in this report; and
- (ii) subject to Council approval of the above (in context of the overall Council budget), agree to give notice to relevant contracts.

### Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Children and Young People Excellent Council Supporting Independence
- 

### Financial

1. Cost of proposal: Within existing officer capacity
  2. Ongoing costs: Recurring Cost:
  3. Budget head/performance centre: Director of Public Health
  4. Total current budget for this head: £13.9million (2015/16)
  5. Source of funding: Department of Health; Public Health Grant
- 

### Staff

1. Number of staff (current and additional): 32
  2. If from existing staff resources, number of staff hours:
- 

### Legal

1. Legal Requirement: Statutory Requirement Non-Statutory - Government Guidance:
  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? No
2. Summary of Ward Councillors comments:

### **3. COMMENTARY**

#### **3.1. Context**

Local Authorities have been subjected to an unprecedented reduction in their funding and the need to balance their budgets, whilst still providing necessary services to residents. Additionally, in July 2015, the Department of Health announced the in-year reduction in the Public Health grant of 6.1%, which for Bromley equates to £919,000.

Following the extensive discussions and work during the autumn, this paper sets out the proposed mechanism to manage this reduction in the grant in 2016-17 and 2017-18. Proposals for the reduction of the Council's budget for Public Health were included in the Draft Budget Report, considered by the Executive at its meeting on 13 January 2016. The Executive are asked to recommend that full Council agree to these proposals as part of the Council's budget setting process for 2016/17.

#### **3.2. Public Health Budget Proposal**

To achieve the necessary saving it is proposed to:

- Focus on the provision and commissioning of statutory and mandated Public health services
- Reprioritise the use of some elements of the Public Health grant to focus on addressing wider determinant of health
- Achieve further general efficiencies

The above will be achieved over a period of 2 years (2016-17 and 2017-18) due to the nature of different contractual arrangements and other constraints to achieve savings earlier.

##### **3.2.1. Public Health services that will be commissioned or provided in 2016-17 and 2017-18**

###### Adult Public Health Services

###### Sexual Health Services

- Control of sexually transmitted infections
- Reduction of unplanned pregnancies

###### Substance Misuse Service

- Adult Substance Misuse Service
  - stabilisation and assessment, recovery service and intensive prescribing
  - needle exchange and supervised consumption
- Children and Young People Substance Misuse service

###### NHS Health Checks

- Identification and management of patients at risk of developing cardio-vascular disease

###### Smoking cessation programme – 2016-17 only

- Individual or group sessions for high risk patients who wish to give up smoking

###### Health improvement programme – 2016-17

- Diabetes prevention programme
- Mental wellbeing programme

### Children Public Health Services

#### Health Visiting Service

- Antenatal visit
- New birth visit
- 6-8 week review of maternal mental health
- 1 year review
- 2-2½ year review jointly with education - support to be “ready for school”

#### Family Nurse Partnership

#### School nursing – 2016-17 only

- Immunisation
- Support for children with chronic disease
- Safeguarding

#### Childhood obesity programme

- National Childhood Measurement Programme (NCMP)
- Obesity programme for children identified through the NCMP – 2016-17 only

### Other Statutory Public Health Functions

#### Joint Strategic Needs Assessment (JSNA) and Health Surveillance

- Monitoring of the health of the local population
- Production of the JSNA
- Lead on the development of the Pharmaceutical Needs Assessment (PNA)

#### Public Health Support to the NHS

- Assessment of health care needs of the local population
- Provision of evidence of clinical and cost-effectiveness
- Conducting appraisals to support commissioning decision
- Support to the Individual Funding Request (IFR) process

#### Health Protection

- Prevention and planning response to health protection incidents and communicable disease outbreaks
- Local infection prevention and control, outbreaks and incident management

#### Teaching and training

- Educational placements and supervision for GP trainees and Public Health trainees

#### Director of Public Health Function

- Principal advisor on all health matters to the Local Authority
- Leadership role across three domains of public health: health improvement, health protection and health care public health

### **3.2.2. Reprioritisation of the Public Health grant**

The proposed focus will be on provision of key statutory Public Health services. There will be a reduction or cessation of provision and /or commissioning of non-statutory and non-mandated services and reprioritisation of the Public Health grant to address wider determinants of health.



The commissioning and provision of the following services will be either reduced or ceased:

#### 2016-17

- Sexual health – reduction in commissioned activity
- NHS Health Checks – reduction in commissioned and provided activity
- Adult weight management – cessation of commissioned service
- Adult exercise referral scheme – cessation of commissioned service

#### 2017-18

- General health improvement – cessation of commissioned service
- Smoking cessation – cessation of commissioned
- School nursing – cessation of commissioned service, alternative funding will be considered for 2016-17
- Childhood obesity programme – cessation of commissioned service

In order to achieve these savings, it will be necessary to give notice to relevant contracts.

### **3.2.3. General efficiencies**

It is proposed that there will be further general efficiencies within the Public Health Division, including reduction or cessation of all non-statutory activities and costs.

In relation to the above proposal for the Public Health budget in 2016-17 and 2017-8, it is proposed to consult with relevant stakeholders in line with the Council policy. The Equality Impact Assessment has been conducted.

## **4. POLICY IMPLICATIONS**

- 4.1. This report is in relation to the business processes that will be established or maintained to administer existing contracted services. Authorisation to commission these services remains with Members working within the stipulations and statutory responsibilities laid out in the Public Health grant. The work is in accordance with the Health and Social Care Act 2012 and The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012.

## **5. FINANCIAL IMPLICATIONS**

- 5.1. The Public Health Grant is a central government grant which is ring-fenced until 2017/18. The original Department of Health grant allocation for Bromley was £12,953,600 in 2015/16. However, there will be a reduction in the Grant in 2015/16 by 6.1% overall.
- 5.2. From October 2015, responsibility for 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 was held in contingency. This was released by the Executive on the 2nd December 2015.

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 contracts with Bromley Healthcare and

the contracts have been novated over to the Local Authority. The funding is ringfenced for Public Health services. The overall grant position is derived as follows in table 1:-

Table 1. Public Health Grant 2016-17 and 2017-18

	<b>ORIGINAL 2015/16 BUDGET</b>	<b>FINAL 15/16 BUDGET (HV AND GRANT REDUCTION)</b>	<b>16/17 BUDGET</b>	<b>17/18 BUDGET</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
GRANT INCOME	-12,954	-12,954	-12,954	-12,954
ADDITIONAL HEALTH VISITING GRANT		-1,901	-3,802	-3,802
GRANT REDUCTION		919	919	919
TOTAL GRANT	-12,954	-13,936	-15,837	-15,837

- 5.3 The draft 2016/17 Budget report includes a provisional estimate of further losses on public health funding over the period 2016/17 to 2019/20. Current estimates indicate a loss of £347k in 2016/17 rising to £1,542k in 2019/20. These figures should be treated with caution at this stage as the details of the final allocation including changes to the grant formula are awaited. However the Government have indicated there will be cuts to Public Health funding.
- 5.4. The grant conditions require quarterly financial reporting to the Department of Health against a set of standardised budget reporting lines and the expenditure must be explicitly linked to the Health and Wellbeing Strategy, Public Health Outcomes Framework and the Joint Strategic Needs Assessment. The Council will need to show that it spends the Grant on Public Health related expenditure. The reporting categories are sufficiently flexible to allow local decisions about what services are commissioned to be reflected sensibly. The Grant can be used for both revenue and capital purposes.
- 5.5. The expectation is that funds will be utilised in-year, but if at the end of the financial year there is any under spend this can be carried over, as part of a Public Health Reserve, into the next financial year. In utilising those funds during the next year, the grant conditions will still need to be complied with.
- 5.6. There is also a statement of assurance that needs to be completed and signed off by the Chief Finance Officer and Director for Public Health at year end. The expenditure for Public Health services will be included within the overall audit of the Council's statement of accounts and the Council needs to evidence that it spends the Grant on public health activities across the Council.
- 5.7 2016/17 and 2017-18 spending decisions are subject to Member approval as part of the Medium Term Financial Strategy/budget setting process. Therefore the 2016/17 and 2017-18 budgets for these contracts are indicative until that time.

## 6. LEGAL IMPLICATIONS

- 6.1. This report uses existing legal frameworks, such as the scheme of delegation, to manage and administer the responsibilities placed on the Council.
- 6.2 The need to follow the guidance in paragraph 13 of the Ring Fenced Public Health Grant letter is key:

*“13. In giving funding for public health to local authorities, it remains important that funds are only spent on activities whose main or primary purpose is to improve the health and wellbeing of*

*local populations (including restoring or protecting their health where appropriate) and reducing health inequalities.”*

6.3 As is condition 3 of the Grant Conditions:

*“the grant must be used only for meeting eligible expenditure incurred or to be incurred by local authorities for the purposes of their public health functions as specified in Section 73B(2) of the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012) (“the 2006 Act”).”*

6.4 There is independent audit and provision for claw back if the money is not spent appropriately.

6.5 Education, care and health services are subject to the application of the “light touch” regime under the Public Contracts Regulations 2015.

## **7. PERSONNEL IMPLICATIONS**

- 7.1. There are currently 32 staff employed within the Public Health team. Informal discussions with staff around proposals for reducing public health service provision has been ongoing since the Department of Health announced the reduction in the Public Health grant earlier this year. Formal consultation with staff and trade unions, on the staffing implications arising from these proposals commenced on 15 January 2016 and will end on 15 February 2016. Consultation with trade unions has included Unison, Unite and GMB, along with the nursing and medical trade unions (RCN and BMA) who represent the health professionals employed within the team. Responses received from the consultation to date will be tabled for consideration by Members.
- 7.2. If the recommendations outlined in this report are agreed it will be necessary to restructure the Public Health team to reflect the revised priorities arising from these proposals. The proposals will place 16 staff at risk of redundancy. The Council will endeavour to avoid or minimise redundancies by seeking to redeploy staff to alternative roles, through the Council’s procedures for Managing Change wherever possible. Voluntary redundancies as an alternative to forced redundancies may be considered consistent with good HR practice and the legal requirement “to mitigate, reduce and avoid redundancies if possible”

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Report No.  
CS16017

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Executive

**For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on 9th February 2016**

**Date:** 10th February 2016

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

**Title:** **CONTRACT AWARD FOR SUPPORTED LIVING SERVICES – SCHEME 1 (3 PROPERTIES) – SUMMARY REPORT**

**Contact Officer:** Colin Lusted, Business and Planning Manager  
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**Chief Officer:** Lorna Blackwood, Assistant Director: Commissioning  
Tel: 020 8313 4110 E-mail: [lorna.blackwood@bromley.gov.uk](mailto:lorna.blackwood@bromley.gov.uk)

**Ward:** (All Wards);

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1. Reason for report

This document is a summary to the Part 2 'Contract Award for Supported living services – Scheme 1 (3 Properties)' to be considered by Executive on 10 February 2016 with pre-decision scrutiny by the Care Services Policy and Development Scrutiny Committee on 9 February 2016.

The summary provides an overview of the process for the tendering of 3 learning disability supported living schemes in accordance with the Council's financial and contractual requirements.

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2. **RECOMMENDATION(S)**

2.1 **Care Services Policy Development and Scrutiny Committee are asked to note and comment on the contents of this report prior to the Executive being asked to:**

i) **note the summary when considering the recommendations in the Part 2 – Appendix Detail report to award the tender.**

### Corporate Policy

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

### Financial

1. Cost of proposal: Please see Part 2 report
  2. Ongoing costs: Recurring Cost:
  3. Budget head/performance centre: 819\*\*\* 3618 (Learning Disabilities Supported Living)
  4. Total current budget for this head: £11,404,850 per annum
  5. Source of funding: Contained within existing budget, no additional funding required
- 

### Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours: Approximately 0.1FTE (3.6 hours per week average) Contract Compliance Officer time to monitor the Contracts.
- 

### 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

#### Background:

- 3.1 A Gateway Report (CS15913) was presented to Executive on 15 July 2015 outlining the current provision of supported living services for eleven people with significant disabilities living in three properties. The report projected that these services will be required for future service users in order to prevent the move to expensive residential care. The report detailed the proposed commissioning strategy for the tendering of these services with an emphasis upon ensuring the continued safety and wellbeing of vulnerable service users whilst achieving efficiency savings.
- 3.2 The Executive agreed the following:
- i) the schemes be grouped for tendering in order to drive best possible quality / pricing; and
  - ii) commencement of the procurement procedure be approved to enable award of contract in accordance with the Council's financial and contractual requirements.
- 3.3 The tender documents required potential providers to implement innovation into the future development and delivery of the service in order to provide improved outcomes for the people living in the properties whilst delivering efficiencies for the Council.

#### The Tender Process:

- 3.4 In accordance with the Council's financial and contractual requirements, and following Executive approval on 15<sup>th</sup> July 2015, the 3 schemes have been subject to a full tender process.
- 3.5 The tender process was undertaken using ProContract, the Council's electronic tendering system. As it was estimated there would be significant interest in providing this service, a two stage open tender procedure was used. A total of 106 suppliers expressed an interest in providing the service with 19 suppliers submitting compliant bids. Following evaluation of the Pre-Qualification Questionnaire, 8 suppliers were shortlisted to go through to the second 'service specific' stage of the tender process.
- 3.6 The second stage of the tender process was evaluated on the basis of Award Criteria questions in accordance with the Public Contracts Regulations 2015 and the suppliers submitted pricing schedules. Following agreement by Executive on 15<sup>th</sup> July 2015, the tender submissions were evaluated on a 40% finance and 60% quality split. The evaluation of quality was based on the following criteria:

1	Financial Resources & Contract Affordability	5%
2	Implementation	15%
3	Training	10%
4	Quality Assured Services	25%
5	Complex Needs and Living Independently	20%
6	Community and Family Engagement	10%
7	Innovation	15%

- 3.7 The tender prices were evaluated using the Chartered Institute of Public Finance & Accountancy (CIPFA) Evaluation Model, which calculates all the prices received from individual bidders and produces an overall mean price value, i.e. the arithmetic average value bid across all tenders received. Individual scores are then allocated for each 1% the bidder's tender value was above or below the mean price received for all bids.

- 3.8 The overall weightings for this contract evaluation were set to identify the Most Economically Advantageous Tender (MEAT) and deliver the best possible combination of whole-life cost and quality to meet the Council’s requirements.
- 3.9 The evaluation was undertaken by a panel of Officers and was backed up with supplier interviews to clarify issues identified in the tender submissions. A service user was present at the interviews and asked questions on behalf of service users. The interviews were used to inform the suppliers’ final evaluation scores.

**Justification for Award:**

- 3.10 The result of the evaluation process is shown in the Part 2 Appendix Paper which contains the detailed scoring.
- 3.11 A recommendation to award the Contract for the provision of Supported Living Services – Scheme 1 (3 Properties) is included within the Part 2 Appendix Paper.

**4. POLICY IMPLICATIONS**

- 4.1 The Supported Living Service is designed to meet the Council’s objectives within ‘Building a Better Bromley’ to support independence within the community, particularly for vulnerable people.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The financial implications of awarding the Contract are included within the Part 2 Appendix Paper.

**6. LEGAL IMPLICATIONS**

- 6.1 The Service is subject to the application of the “light touch” regime under Regulation 7 of the Public Contracts Regulations 2015.
- 6.2 The Service was tendered in accordance with the Public Contracts Regulations 2015, and the Council’s own Contract Procedure Rules and Financial Regulations as detailed within the Gateway Report CS15913.

**7. PERSONNEL IMPLICATIONS**

- 7.1 There are no London Borough Bromley employed staff affected by this Tender.

<b>Non-Applicable Sections:</b>	N/A
Background Documents: (Access via Contact Officer)	CS15913 Gateway Report For Learning Disability Supported Living Schemes (Care Services PDS 23 June 2015 and Executive 15 <sup>th</sup> July 2015).



Report No.  
DRR16/023

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:** Executive

**Date:** 10th February 2016

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

**Title:** **GATEWAY REVIEW 0,1 & 2 APPROVAL OF 2016/17 OPERATIONAL BUILDING MAINTENANCE BUDGETS, PLANNED MAINTENANCE PROGRAMME AND PREFERRED PROCUREMENT OPTION**

**Contact Officer:** Catherine Pimm, Head of Asset Management and Strategic Projects  
Tel: 020 8461 7834 Email: Catherine.Pimm@bromley.gov.uk

Andrew Brook, Head of Operational Property  
Tel: 020 8461 7739 Email: Andrew.brook@bromley.gov.uk

**Chief Officer:** Director of Corporate Services

**Ward:** (All Wards);

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1. Reason for report

This report sets out the criteria used to assemble each programme based on the draft budget proposals.

The report also addresses the strategic assessment and business justification for the programmes and the preferred procurement option for completing them.

The proposed planned maintenance programme is contained in Appendix B.

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2. **RECOMMENDATIONS**

2.1 **Members are asked:**

**(i) subject to the Council agreeing the budget, to approve an overall expenditure of £1,928,930 for the Building Maintenance budget in 2016/2017, as set out in paragraph 5.1.**

- (ii) to approve the planned maintenance programme in Appendix B.**
- (iii) to approve the proposal to carry forward any underspend in the sum set aside for works to Anerley Business Centre as outlined in paragraph 3.11.**
- (iv) to delegate authority to the Director of Corporate Services to vary the planned programme to accommodate any change in the approved budget or where such action is considered necessary to either protect the Council's assets or make the most effective use of resources.**
- (v) to approve the criteria used to assemble the planned maintenance programme and to approve the proposed procurement options, as set out in paragraph 10 of this report.**
- (vi) to delegate authority to the Director of Corporate Services to select the most economically advantageous tender for any individual item of expenditure under the approved programme referred to at (i) – (v) above.**
- (vii) to agree that the Director of Regeneration and Transformation be authorised to submit planning applications where appropriate in respect of schemes set out in this report.**
- (viii) to agree that £75k be vired to Operational Property budget as detailed in para 5.3.**
- (ix) to agree that £53k be drawn down from the Infrastructure Investment Fund earmarked reserve as detailed in para 5.4.**

### Corporate Policy

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

### Financial

1. Cost of proposal: £1,928,930
  2. Ongoing costs: Recurring Cost:
  3. Budget head/performance centre: Operational Property Services
  4. Total current budget for this head: £1,928,930
  5. Source of funding: Draft 2016/17 Revenue Budgets and Infrastructure Investment Fund earmarked reserve
- 

### Staff

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

### Legal

1. Legal Requirement: Statutory Requirement:
  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? Not Applicable
2. Summary of Ward Councillors comments: Not applicable

### **3. COMMENTARY**

- 3.1 The Operational Property Service is responsible for the maintenance of the Council's portfolio of operational buildings.
- 3.2 As a result of previous savings, there is no longer a budget for Disability Discrimination Act works, for Minor Improvement works or for Internal and External Redecorations.
- 3.3 The maintenance budget heads are described in more detail below.

### **PLANNED MAINTENANCE**

- 3.4 This budget is used to fund planned maintenance works on operational premises and on investment properties for which the Council has repairing obligations under the terms of the lease or tenancy agreement. This budget head will be £454,930 in 2016/17, if the draft budget is approved.
- 3.5 The planned maintenance programme is compiled by Strategic and Operational Property Services by identifying, costing and prioritising works needed to safeguard the long-term life of the Council's property portfolio.
- 3.6 The planned programmes for both education (to be reported separately) and operational properties are compiled using condition survey data, data from statutory compliance testing and maintenance data. In addition it is recognised that the local knowledge of client departments is invaluable in identifying maintenance issues. They have therefore continued to be involved in the development and management of the programme.
- 3.7 The condition survey predicts when maintenance expenditure may be required in the future. Each element of a building is assessed and given a condition and priority classification by an inspecting surveyor or engineer. The remaining life of the element is also assessed. The surveys use the following grading criteria:

#### **Condition**

Grade A – Good. Performing as intended and operating efficiently.

Grade B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Grade C – Poor. Exhibiting major defects and/or not operating as intended.

Grade D – Bad. Life expired and/or serious risk of imminent failure.

#### **Priority**

Priority 1 – Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.

Priority 2 – Essential work required within two years that will prevent deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.

Priority 3 – Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.

Priority 4 – Long term work required outside the five year planning period that will prevent deterioration of the fabric or services.

- 3.8 Members should be aware that because of the continuing pressure on budgets only the very highest priority schemes are programmed for completion. Only those items that meet condition grades D or C and/ or Priority 1 and are considered by officers to have the highest risk of failure are included in the programme.
- 3.9 This is a budget driven as opposed to needs driven programme and is likely to produce a backlog of planned maintenance projects. This will increase demand on the reactive budget as building elements deteriorate to a point where they become critical.
- 3.10 Twelve projects with a total estimated cost of £455,125 have been identified for inclusion in next year's programme. They have a priority grading of C/D1. Appendix B outlines the projects, their estimated cost and the reasons for giving them the C/D 1 priority.
- 3.11 An additional project with an estimated cost of £187,875 has been identified with a C/D1 priority and officers advise that this project is also carried out in 2016/17. The sum of £270,000 has been set aside in previous years to remedy subsidence issues at Anerley Business Centre and Public Hall. The subsidence has been monitored over a number of years by structural engineers and appears to have stabilised. Subject to a final report in February, it is anticipated that only works in the region of £60k will be required to the building. It is proposed that £75k be vired to Operation Property as detailed in para 5.3, and that the remaining underspend is carried forward to 2016/17 and allocated to the reserve project identified in Appendix B, with the remaining £53k to be funded from the Infrastructure Investment Fund, as detailed in para 5.4.
- 3.12 Previously the Director of Corporate Services has been authorised to vary the programmes during the course of the year where such action is considered necessary to either protect the Council's assets or make the most effective use of resources. It is proposed that this authority continues.

### **REACTIVE MAINTENANCE**

- 3.13 Funding for reactive maintenance is allocated to individual service headings based on previous year's expenditure. This budget is used to fund works of an unplanned or emergency nature enabling the Council to keep operational buildings open and to enable the Council to provide services to the people of Bromley. The pressure on this budget increases as fewer planned maintenance projects are undertaken. It is important that the Director of Corporate Services retains the flexibility to re-direct funding to areas of greatest need. The draft 2016/17 budget for Reactive Maintenance is £960,200.

### **CYCLICAL MAINTENANCE**

- 3.14 This budget enables the Council to meet its statutory obligations with regard to gas and electrical safety, fire safety and the servicing of mechanical and electrical plant. This budget will be £349,960 in 2016/17.

### **ASBESTOS MAINTENANCE**

- 3.15 This budget enables the Council to meet its statutory obligations for the management of asbestos in its buildings, which includes annual condition monitoring, maintenance, testing and removal. The proposed budget for 2016/17 is £78,420.
- 3.16 The costs of asbestos inspection and removal prior to the commencement of building projects, including those in the planned programme are now a cost against the individual project. Each project within the planned programme has a contingency of 2.5% added for asbestos costs.

## **WATER TREATMENT WORKS**

3.17 This budget usually enables the Council to meet its statutory obligations with regard to the control of Legionella and water hygiene. However significant remedial works have been identified as a result of the monitoring inspections and it has been necessary to include a number of high priority water hygiene works within the planned maintenance programme. It is proposed that the budget for 2016/17 is set at £85,420 for monitoring and minor works.

## **DISABILITY ACCESS**

3.18 The budget for these works was withdrawn in 2013/14. The Council has a responsibility under the Equality Act, to ensure that, where a public service is offered, it is available to all members of the public. Individuals cannot be discriminated against because of their physical disabilities. In many instances compliance can be provided by a change in the way that service is provided. However in some cases physical adaptations to the building are required to ensure accessibility. Disability Access works to operational buildings have been carried out over a number of years and the majority are now compliant with the Act. If any adaptations are required in the course of the year in order to comply with the Act, then funding will have to be vired from one of the other budget heads.

## **REDECORATIONS (INTERNAL & EXTERNAL)**

3.19 The programme of redecoration at operational buildings has been suspended. This will result in a deterioration of key timber building elements and more significant repairs at a later date.

## **MINOR IMPROVEMENTS**

3.20 The budget for these works was withdrawn in 2012/13. Departments have to fund such works from their own budgets or wait until major works are undertaken to the areas concerned.

## **CONDITION SURVEYS**

3.21 Condition surveys are being carried out. The survey data is used for the following purposes:

- to compile the planned maintenance programme
- to inform the property reviews and rationalisation plans
- to ensure that the authority is fulfilling its duty of care to its staff and the public by ensuring that its buildings are well maintained and safe

## **4. POLICY IMPLICATIONS**

4.1 As less funding is available for maintenance of the operational property portfolio, it is essential that the Council optimises the utilisation of its assets and ensures that it retains only those properties that meet the corporate and service aims and objectives. A series of property reviews have been undertaken to ensure that this remains the case in the light of the ongoing efficiency savings.

## **5. FINANCIAL IMPLICATIONS**

5.1 The building maintenance budget is controlled by Operational Property Services (excluding education properties) and the draft budget for 2016/17 is £1,928,930 which is broken down under its various budget heads in the table below:-

**2016/17 Draft  
Budget  
£'000**

Planned Maintenance	454,930
Reactive Maintenance	960,200
Cyclical Maintenance	349,960
Asbestos	78,420
Water Treatment	85,420
	<u><u>1,928,930</u></u>

- 5.2 In recognition of the risks arising from the significant reduction in the building maintenance budget, there is an earmarked reserve for an Infrastructure Investment Fund. The Fund has an uncommitted balance of £1.6m. These resources will help ensure there is provision within the Council's overall resources to mitigate partly against such risks. If there is a request for additional in year resources during 2016/17 a full Business Case will need to be reported to the Executive which will take into account the alternative funding options, the need to reduce the budget to a sustainable level, as well as any reprioritisation of works required.
- 5.3 As previously reported to members through budget monitoring, an overspend has arisen in Operational Property as a result of the conversions of schools to academies and the resulting reduction in the 10% management fee recharged to capital schemes. It is therefore requested that £75k of the projected £210k underspend relating to Anerley Business Centre be vired to Operational Property to cover the shortfall in 2015/16. It is anticipated that future years' budgets will be dealt with as part of the Total Facilities Management proposals.
- 5.4 There is a shortfall in funding of £53k to fund the reserve project detailed in Appendix B and it is requested that this be drawn-down in 2016/17 from the Infrastructure Investment Fund earmarked reserve, to supplement the £135k remaining from the Anerley Business Centre underspend to be carried forward to 2016/17 as detailed in the table below.

	£'000	£'000
Reserve Projects (appendix B)		188
Anerley Business Centre provision	270	
Less projected costs	-60	
Less virement to Operational Property	-75	
Remaining to be carried forward to 2016/17	<u>135</u>	135
Shortfall to be drawn down from Infrastructure Investment Fund		<u>53</u>

## 6. LEGAL IMPLICATIONS

- 6.1 There is, as is outlined in this report, a range of specific duties which requires the Council to undertake certain maintenance of its properties. Failure to ensure that its properties and buildings are maintained to a level to avoid risks to its staff and members of the public can lead to criminal and civil liability. The funding is allocated against the different budget heads in a way that will ensure that the Council fulfils these obligations. The budget reductions mean that there will be year on year deterioration to the operational buildings.

6.3 Contracts will be procured and monitored in accordance with the Council's Financial Regulations and Contract Procedure Rules. Individual contracts are recorded in the Corporate or Departmental Contracts Register, depending on the value of the work.

## 7. PERSONNEL IMPLICATIONS

7.1 None

## 8. CUSTOMER PROFILE

8.1 The programmes outlined in this report represent the cornerstone of Operational Property Services' responsibilities. The ongoing maintenance of the Council's operational buildings has an impact on all Council staff, customers and visitors.

## 9. STAKEHOLDER CONSULTATION

9.1 Focus Groups are held with each department. They provide the local knowledge used in the compilation of the programme and their representatives will be notified of any planned programmed works being undertaken in the buildings connected with their services.

## 10. PROCUREMENT STRATEGY

10.1 The programmes outlined in this report comprise a number of discrete building maintenance projects. The works range from minor/ reactive maintenance costing less than £100 to planned maintenance projects up to £200,000.

### Planned Maintenance Programme

10.2 The **planned maintenance programme** makes up 24% of the cost of the total maintenance budget.

10.3 The procurement route for this programme is via competitive tender using the traditional JCT form of contract. Where appropriate, projects of a similar type will be grouped and tendered together.

10.4 The Public Contracts Regulations 2015 incorporate new EU and UK Regulations which have changed the procedures that must now be followed when procuring public sector contracts. Different procedures apply depending upon whether the contracts are above or below £100k.

10.5 For contracts below £100k contractors can be selected by random selection within certain parameters from an approved list managed by Constructionline.

10.6 "Local Rules – OK" also applies to any contract between £5k and £50K. This is a procurement protocol to encourage the use of SMEs and local trading organisations. It enables local businesses to be added to a tender list.

10.7 For contracts above £100k the approved list cannot be used. Contracts have to be publically advertised using the Contracts Finder portal. Tenders can be sought directly in response to an open advertisement or a shortlist of suppliers can be compiled using a two-stage procurement process in which a Pre-Qualification Questionnaire is used to compile a shortlist. Competitive tenders are then sought from the shortlisted suppliers.

10.8 An alternative to open advertisement is using a framework. Frameworks are usually available to public sector bodies, often within a geographical area, and the contractors on the framework are selected via an EU compliant tendering process. LB Bromley has signed the Access Agreement



to the Major Works 2014 (LCP W1-MW14) Framework Agreement. The Framework covers projects from £100k to £5m plus. Officers have assessed the suitability of the framework for use for capital projects and will also assess its suitability for planned maintenance programme works. If it is considered to be suitable, it is recommended that it available as an option for procuring contracts. An overview of the Framework as it applies to low value projects is provided in Appendix C.

10.9 All compliant tenders are assessed and contracts are awarded in accordance with Bromley’s Contract Procedure Rules. In the case of discrete building maintenance projects the contracts are usually awarded on the criteria of lowest price.

**Reactive and Cyclical Maintenance Programme**

10.10 The **reactive and cyclical maintenance programmes** which make up 76% of the cost of the total maintenance budget will be procured mainly via trade based, competitively tendered, Measured Term Contracts.

10.11 The maintenance budgets are made up from a combination of services and works. For instance with water treatment works, the monitoring inspections are services and minor repairs that are required as a result of these inspections are works. These services and works are carried out by measured term contractors. When these contracts are retendered the procurement route will be determined by the Public Contract Regulations 2015 depending on the aggregated value of the type of activity (as provided for in Cl. 6 of the Regulations). The Regulations apply to services with a value greater than £164K and to works with a value greater than £4.1m. The Regulations also have “Small Lots” provisions that may be applied in certain circumstances. The Head of Procurement will be consulted at the appropriate time to ensure that the correct procedure is followed.

<b>Non-Applicable Sections:</b>	None
Background Documents: (Access via Contact Officer)	

## **APPENDIX A**

The Gateway Process examines a project at critical stages in its lifecycle to provide assurance that it can progress successfully to the next stage. It is designed to be applied to projects that procure services, construction/property, IT-enable business change projects and procurements utilising framework contracts. The Gateway Review process applies equally for those Directorates that already have strategic partnering arrangements in place.

There are six Gateways during the life cycle of a project, four before contract award and two looking at service implementation and confirmation of the operational benefits. The process emphasises early review within the projects for maximum added value.

### **Gateway Review 0 – Strategic assessment**

This Gateway relates to the report of procurement needs resulting from a Best Value or service review and the suggested implementation plan. Elements of the other Gates may be rolled up into this process; for example options around Procurement routes/Strategies where they need to be predetermined to enable project progression. They should, however, be confirmed as the appropriate solution at the relevant stage.

### **Gateway Review 1 – Business Justification**

This Gateway relates to the option appraisal stage of a procurement exercise.

### **Gateway Review 2 – Procurement Strategy**

This Gateway confirms the preferred procurement option and method to be used, (open, restricted, competitive dialogue or negotiated etc.).

## APPENDIX B

### Projects Proposed for Year 2016/17

Premises	Work Element	Estimated Cost* (£s)	Comments
Beckenham Public Hall	Replacement of operating plant to lift.	67,500	The operating plant is at the end of its serviceable life. The lift is subject to frequent breakdowns and spare parts are becoming obsolete.
Civic Centre (East Wing)	Replacement of hot and cold water pipework.	78,750	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure in the East Wing and recommends the replacement of the hot and cold water distribution pipework.
Pavilion Leisure Centre	Replacement of operating plant to service lift.	33,750	The operating plant is at the end of its serviceable life. The lift is subject to frequent breakdowns and spare parts are becoming obsolete.
Coney Hall Recreation Ground Pavilion	Replacement of hot water pipework	16,875	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot water distribution pipework.
Harvington Pavilion	Replacement of hot and cold water pipework.	16,875	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and cold water distribution pipework.
Bertha James Day Centre	Replacement of hot and cold water pipework.	33,750	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and cold water distribution pipework.
Melvin Hall Day Centre	Replacement of hot and cold water pipework.	50,625	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and cold water distribution pipework.
Duke Youth Centre	Replacement of hot and cold water pipework.	33,750	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and

			cold water distribution pipework.
Astley Day Centre	Replacement of hot and cold water pipework.	33,750	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and cold water distribution pipework.
Norman Park Pavilion 1 and 3	Replacement of hot and cold water pipework.	45,000	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and cold water distribution pipework.
Sparrows Den Pavilion	Replacement of hot and cold water pipework.	22,500	A monitoring inspection is undertaken annually to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on premises. The inspection has identified a high risk of exposure and recommends the replacement of the hot and cold water distribution pipework.
Civic Centre	Replacement of operating plant to Stockwell Lift	22,000	The operating plant is at the end of its serviceable life. The lift is subject to frequent breakdowns and spare parts are becoming obsolete.
<b>TOTAL</b>		<b>455,125</b>	

\* Estimated cost includes 10% general contingency and 2.5% asbestos contingency

### Reserve Projects (See Paragraph 3.11 of the report)

Premises	Work Element	Estimated Cost (£s)	Comments
Central Depot	Reconstruct brickwork to Old Stable Block wall	187,875	The Old Stable Block consists of several buildings which back onto a rear wall. The wall forms a boundary wall to the land behind which is raised. Behind the boundary wall at a higher level is a mud track which serves the houses at the rear of the Depot. The wall is cracking and bulging in places and significant repairs are required to ensure the continued stability of the wall

## **APPENDIX C**

### **Major Works 2014 (LCP W1 – MW14) Framework Agreement Overview**

#### **1. Introduction**

The London Construction Programme has now set up a Major Works Contractors' Framework, which is led by L B Haringey. The framework is divided into 33 Lots covering different sub regions, value bands and work type. Each Lot has 8-10 contractors, some of whom have carried out work for L B Bromley before. The Framework applies to projects ranging in value from £100k to £5m plus. The Framework, with its standardised documentation, could potentially simplify and speed up the tendering process.

The Construction Related Consultancy Services Framework, which is being used successfully by LBB, was also set up by LCP.

The framework is OJEU compliant.

Contractors can be selected by direct call-off or mini competition. Direct-call off can only be used under certain limited circumstances.

Mini competition is the preferred process for selecting a contractor using an Invitation to Tender (ITT) based on Quality/ Price. Mini competition can be with all contractors in a Lot or to a shortlist of 3 or more depending on the project size or the commissioning organisation's own Contract Procedure Rules. A shortlist is selected following evaluation of responses to an Expression of Interest (EOI).

#### **2. Evaluation**

EOIs and ITTs are evaluated. The scoring criteria for EOIs and Mini Competitions are determined by the framework. The scores range from 0 for unacceptable to 5 for excellent with the criterion clearly described for each score.

##### **EOIs**

EOIs will include a simple questionnaire relating to technical suitability and resources. Questions that will be included at tender stage should not be included in the EOI.

##### **ITTs**

L B Bromley often assesses its planned maintenance projects on the criteria of lowest price.

The Framework recommends evaluation on a quality price ratio. However it permits a variety of evaluation techniques.

There are several options for evaluating price under the framework: First Quartile Deviation; First Quartile no Deviation; Lowest Price Option on a Quality/Price tender; lowest price only. The Lowest Price Only Option is the methodology currently used by LBB for its planned maintenance works.

If a quality evaluation is required, then tenderers have to submit a Quality Delivery Proposal that should include all the information required for the quality evaluation and the contractor must address the quality evaluation criteria set by the commissioning organisation. The framework allows an organisation to set its own quality criteria, which means that L B Bromley's own tender evaluation process can be used. There is one mandatory requirement, not currently used by LBB, which is the inclusion of an Employment and Skills Method Statement. The purpose of this statement is to encourage apprenticeships and training.

The evaluation method has to be defined in the mini competition documentation.

### **3. Procurement Methods**

There are two levels of procurement defined in the framework:

#### **Level 1**

Two Stage Design and Build or Two Stage Traditional procurement and other procurement processes that involve Early Contractor Involvement. This is the default level for all projects over £1m.

#### **Level 2**

Single Stage Design and Build and Single Stage Traditional procurement for contracts less than £1m.

The Procurement methods covered by the Framework include the following:

- Two Stage Open Book
- Cost led Procurement
- Single Stage Traditional
- Two Stage Traditional
- Single Stage Design and Build
- Two Stage Design and Build
- Design and Construct
- Develop and Construct
- Target Cost

For the Planned Maintenance Programme, the Council is only likely to use the method highlighted.

### **Standardisation of Documentation**

Standard templates are available for the Project Initiation Documentation, the Call Off Documentation and the Framework Tender Documents.

The templates will include some that the Commissioning Organisation will have to alter subject to the specific project and its own Contract Procedure Rules, some that cannot be altered and are from the overarching Framework Agreement and others that are suggested for inclusion.

### **Advantages of Using the Framework**

New EU and UK Procurement Regulations have recently been introduced that are more onerous and problematic. Under the new Regulations, for any project over £100k it is no longer possible to shortlist using an approved list; instead an open advert has to be placed through Contract Finder. It is possible to shortlist through a PQQ, but the majority of PQQ questions are prescribed making it difficult to distinguish between the contractors and select a shortlist.

LBB has signed the Access Agreement to the LCP Major Works Construction Framework and has assessed the available documentation and guidance.

The assessment carried out so far has focussed on high value capital works, but the Framework will also be assessed for its suitability for use for lower value planned maintenance programme works.

Report No.  
ED16002

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:**        **Executive**

**For Pre-Decision Scrutiny by the Education PDS Committee on:**

**Date:**                    **19th January 2016**

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

**Title:**                    **BROMLEY ADULT EDUCATION COLLEGE UPDATE**

**Contact Officer:**        Jane Bailey, Director: Education  
Tel: 020 8313 4146    E-mail: jane.bailey@bromley.gov.uk

**Chief Officer:**         Director: Education (ECHS)

**Ward:**                    (All Wards);

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1. Reason for report

- a. Following pre-decision scrutiny at the meeting of the Education Policy Development and Scrutiny Committee on 8 July 2015 the Executive recommended that officers commence consultation with staff, their representatives, stakeholders and service users on a proposal to restructure and reduce the adult education service.
- b. This report provides members with the outcomes from the public consultation and staff engagement process.

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2. **RECOMMENDATIONS**

**2.1 That members of the Education Policy Development and Scrutiny Committee review this report and provide comments to the Executive for their consideration.**

**2.2 That the Council's Executive:**

- (a) endorse the proposals to proceed with the proposed reorganisation of the Adult Education service; and
- (b) agree that the potential redundancy costs estimated at £566k are funded from the Council's Transformation Fund as detailed in paragraph 10.3.

### Corporate Policy

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

### Financial

1. Cost of proposal: Estimated Cost: £616k
  2. Ongoing costs: £257k saving
  3. Budget head/performance centre: Adult Education Centre
  4. Total current budget for this head: Cr £220k (controllable)
  5. Source of funding: 2015/16 revenue budget underspends
- 

### Staff

1. Number of staff (current and additional): 47 staff on permanent contracts, 307 casual/sessional workers, 70.07 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): 6,000
- 

### Ward Councillor Views

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



### 3 INTRODUCTION

3.1 This report updates Members on outcomes following the consultation on a proposal to reorganise the Council's adult education service.

3.2 The structure of the report is as follows:

- Paragraphs 4 and 5 provide an overview of the reasons for the proposed reorganisation and the key features of the proposal.
- Paragraphs 6 and 7 outline the progress made and summarise the key findings from the consultation.
- Paragraph 8 summarises the main recommendations for implementation.

3.2 To support Members in the decision making process additional information has been provided as appendices to this report. These are as follows:

- **Appendix 1** – The Director's Response to the staff consultation process.
- **Appendix 2** – A report detailing the responses to the public consultation.
- **Appendix 3** – Supplementary information, requested by the Chair of the Education PDS Committee, showing details of courses currently running at the adult education sites, numbers of tutors in each curriculum area, rates of pay and information about the accommodation.
- **Appendix 4** – Supplementary information, requested at the Education PDS Committee on 8<sup>th</sup> July 2015 mapping information showing alternative provision currently available, both within the borough and in adjoining boroughs.
- **Appendix 5** – Equality Impact Assessment report on the likely impacts of the proposed changes and actions that could address these.

### 4. BACKGROUND

4.1 At the meeting of the Education Policy Development and Scrutiny Committee on 8 July 2015 Members were presented with a proposal for a reorganisation of the adult education service, known as Bromley Adult Education College (BAEC).

4.2 At the end of the 2014/15 financial year the service had a budget overspend of £246k and a supplementary estimate of £382k was approved by Executive in December 2015 to address the projected overspend for the current financial year. The service covers all of its direct costs and has a controllable budget of £220k credit which contributes towards corporate and departmental recharges allocated to the service.

4.3 It was originally estimated that if implemented the proposal would reduce the budget shortfall to around £63k (a £538k credit instead of the budgeted £601k credit, prior to the supplementary estimate). The proposed structure and figures have now been refined, with the proposal resulting in a £477k credit as detailed in para 10.1 below.

4.4 Over the last five years the service has faced significant reductions to the public grant it receives for the provision of adult education. Although the recent Comprehensive Spending Review indicated that there would be no overall reduction in funding for Further Education in 2016/17, this will not be confirmed until the provisional allocation is released in March 2016.

- 4.5 From 2017/18 the allocation of funding for adult skills will be devolved down to regional levels with the aim of meeting the identified local skills needs. At this stage it is not possible to predict the likely impact this will have on the level of funding currently allocated to Bromley Council for the provision of adult learning.
- 4.6 The Adult Education Service underwent an Ofsted inspection in March 2015. During the inspection the uncertainty around the strategic direction for the service along with the local authority's failure to agree a plan to address the overspend were identified as areas for improvement.
- 4.7 Ofsted also criticised the volume of the Community learning grant that is used to support mainstream non-accredited courses. In their view the local authority should use a greater percentage of the grant to support disadvantaged local communities and disengaged adults rather than leisure courses for those who can afford to pay.

## **5 SUMMARY OF PROPOSED CHANGES**

- 5.1 The proposal aims to make the required efficiency savings by restructuring the adult education service so that its primary focus is on adults and communities of the greatest identified need within the borough. Currently these areas are identified as Penge, Anerley, Crystal Palace, Cray Valley East and West and Mottingham.
- 5.2 In order to achieve this, the Council would retain and expand the curriculum offer at the Kentwood Centre in Penge and the Poverest Centre in Orpington. These two sites are best placed to serve the areas in most need as identified above. Closure of the Widmore site would result in savings in the region of £173k.
- 5.3 The current volume of mainstream recreational classes would be reduced. However, some would be relocated from Widmore to the Poverest and Kentwood sites to ensure continuity of a mainstream adult learning offer for Bromley residents.
- 5.4 The proposed reduction in the mainstream offer will release some funding to allow the Council to direct more of the Adult and Community Learning grant towards disadvantaged groups and communities. Through the extension of partnership work with active community groups such as the Mottingham Community and Residents forum and the Hilda Lane Community Association local learning initiatives can be targeted directly at adults and communities with the greatest identified need.
- 5.5 The relocation from Widmore to Kentwood of some of the mainstream provision and support staff would require the closure of the adult education nursery at the Kentwood Centre to free up the necessary accommodation. The closure of the Widmore Centre would result in the closure of the adult education nursery currently situated within it.
- 5.6 Implement a staffing restructure to reflect the refocused main purpose, the reduction in the curriculum offer and the changes to the accommodation strategy.
- 5.7 Replace the existing Governing Body with a Strategic Partnership Board that will have a clear focus on engaging disadvantaged adults and communities to ensure monies are appropriately directed and have a positive impact on the lives otherwise disengaged adults.

## **6 PROGRESS**

- 6.1 The Director of Education and senior managers within adult education, with support from HR and Finance, further developed the proposal for the restructure of the adult education service as outlined in the report of the 8th July 2015. The aim was to put forward a model that would deliver the projected savings required in the short term and put in place a structure that could

help the College continue to operate in a flexible way, depending on the continuation of the public funding currently accessed by the College. It was also important that any new structure enabled the adult education service to respond to the recommendations that arose as a consequence of the Ofsted inspection that took place in March 2015.

- 6.2 The 45 day consultation period with staff and their representatives ran from 16 October 2015 until midnight on 30<sup>th</sup> November 2015. Responses received from staff, and their representatives, through group and individual meetings and in written submissions, have been collated and reviewed by the Director of Education.
- 6.3 The response from the Director of Education to staff and their representatives, which has been included as **Appendix 1**, was circulated on 11 December 2015.
- 6.4 If the proposed restructuring is agreed the intention is to have the new structure in place by the start of the new funding year on 1 August 2016.
- 6.5 The consultation with stakeholders and members of the public commenced on 21 October 2015 and remained open until midnight on 2<sup>nd</sup> November 2015. The consultation was in the form of an online survey, however paper copies were made available in each of the three BAEC centres to allow members of the public who had difficulty in accessing the survey online. The paper copies were collected in boxes and inputted manually into the survey data base.
- 6.6 A total of 1,159 responses were received, of which 1,035 were completed and 124 were partial responses. Of the completed responses, 14 respondents identified themselves as stakeholders and the remainder were students and/or members of the public.
- 6.7 A breakdown of the responses received from the public consultation is provided in **Appendix 2**. The information presents the responses from students and other members of the public separate to those from other stakeholder groups, such as community partners, voluntary groups other and commercial or public sector organisations.
- 6.8 An Equality Impact Assessment was undertaken and information gathered from the consultation process was used to help inform the assessment. This report has been included as **Appendix 5**

## **7 OUTCOMES FROM THE CONSULTATION**

- 7.1 The responses received during the consultation, both in volume and the high level of engagement in the feedback process, reflect the high value that local people place on the adult education service and the offer it provides. Overwhelmingly, respondents in both the staff and public consultations were passionate about the opportunities the service provides and the positive impact it has on lives across all levels of society in Bromley, along with one response from NASUWT. Terminology such as 'enriching lives', 'providing second chances' and 'motivating people to get out of their home and engage in the wider society' were frequently cited by staff, members of the public and stakeholders alike.
- 7.2 The feedback unequivocally demonstrated that the Council's aim to preserve as much of the adult education service as the funding allows has strong support from within the communities it serves. However many people indicated they considered the size and scope of proposed change was overly drastic.
- 7.3 Several of the staff responses expressed concern about the staffing capacity under the proposed new structure. For example lack of sufficient cover for support roles during periods of annual leave and sickness and the capacity to undertake all the administrative requirements of the funding and examination bodies. Although there is insufficient income to support additional staff posts other than those indicated in the proposed new structure, officers are seeking other

ways of providing relief cover from elsewhere within the Council that the adult education service can access when necessary.

- 7.4 A significant volume of the feedback received from staff and members of the public expressed concern about the loss of the Widmore site as a key delivery point for adult education. 81% of the student respondents indicated that at some stage they had attended courses at the Widmore site. In the 2014/15 academic year 57% of the overall student population attended courses at the Widmore Centre.
- 7.5 Some respondents considered that proximity of Widmore to the centre of Bromley was a key asset and highlighted the fact that not all those living nearby would be able to travel to the Kentwood or Poverest Centres. In order to help to mitigate this effect, under the new proposal officers would work with organisations such as Community Links to identify potential partners in the central Bromley area with a view to retaining some adult education delivery points within or near to the BR1 and BR2 postcodes.
- 7.6 Much of the feedback concerning the closure of the Widmore site was linked to the loss of the specialist subjects from any remaining adult education offer. Some of the facilities are not currently replicated elsewhere within the borough and members of staff and the public were of the view that this diminished one of the benefits of living in Bromley.
- 7.7 During the consultation process proposals to relocate some elements of the specialist provision were received from staff. One was focussed on the printmaking courses, setting out how some of the smaller pieces of equipment could be moved to a large art room at the Kentwood Centre but still allow the room to be used for painting and drawing classes as well as printmaking. Another proposal was for a multi-purpose craft room either at Poverest or Kentwood which could allow for the continuation of subjects such as stained glass, floral art, and smaller upholstery projects. These suggestions are now being followed up by officers within the adult education service so that, should the proposed reorganisation go ahead, as broad an offer can be retained as possible.
- 7.8 However, officers recognise that some of the current specialised curriculum offer at Widmore, such as pottery, jewellery and silversmithing, would require significant investment to recreate these facilities at Kentwood and /or Poverest. Therefore it is envisaged that should this proposal go ahead, managers within the adult service would seek to identify alternative providers within the borough who have the means to accommodate the resources and the provision.
- 7.9 Staff, students and other stakeholders frequently commented on the many benefits that a rich adult education offer brings both to individual and the communities it serves. The leisure courses in particular are seen as a lifeline to many, helping to keep people mentally and physically healthy, prevent social isolation, provide respite for carers and allow people to express their creativity. Concern was expressed that a reduction in provision would have a negative impact on the well-being for some residents and lead to increasing costs for other services such as health care and social services.
- 7.10 Following closure of the consultation period, officers within the adult education service are in dialogue with various local community organisations with a view to identifying alternative ways to allow continuation of a wide range of adult learning activities within the borough should the proposal go ahead. This could be in the form of the adult education remaining as the direct deliverer using the grant received from central government, but with the courses being located at venues provided through partnership working. In other instances the courses would be provided via other means, for example, some tutors have approached the Ripley Arts Centre in Bromley regarding the option of renting rooms so they can continue to deliver their courses independent of the Council.

- 7.11 In order to support this type of independent transition, if the proposal goes ahead the adult education service will seek to identify training for tutors to help them prepare for such a move as well as establish a signposting facility where such courses can be centrally listed, thus ensuring residents have easy access to the information.
- 7.12 Respondents to both the staff and public consultations expressed concerns about the impact of closure of the two adult education nurseries. As a direct response to suggestions from staff, officers have commenced dialogue with Bickley Primary School to explore the option of the nursery at Widmore being incorporated into the adjoining primary school from September 2016.
- 7.13 Analysis of the nursery data revealed that only 3% of students who attended the Kentwood Centre in 2014/15 used the onsite nursery. However 93% of those users were enrolled on English and/or math courses. If the proposal to close the nursery at the Kentwood centre goes ahead, eligible students will be entitled to access financial support for childcare needs from the Skills Funding Agency grant whilst attending their English, maths or other approved accredited course. Adult education officers would signpost local Ofsted regulated options available to students at the point of enrolment.
- 7.14 Given the pressure on accommodation for adult education classes following the closure of the Widmore site, it would be prudent to close the nursery so that additional space can be freed up to accommodate courses and support staff.

## **8. SUMMARY OF RECOMMENDATIONS**

- 8.1 Officers have reviewed the responses from staff, staff representatives and the public consultations alongside the data gathered as part of the equality impact assessment process and have concluded that the broad terms of the original proposal, alongside the adjustments as discussed above, represents the best option for the adult education service in the immediate term.
- 8.2 This will allow for the continuation of the adult education service to ensure it supports vulnerable adults and those most in need of adult learning interventions to help improve their life chances. Furthermore it will also allow the Council to continue to provide an adult learning offer that includes a mix of accredited and non-qualification courses delivered from its two dedicated sites in the Beckenham/Penge and Orpington/Petts Wood areas that will help to meet the needs of the wider resident population.
- 8.3 Through a process of dialogue with other local organisations and providing support for those tutors who would like to continue to offer courses independently of the Council and without the necessary bureaucracy associated with public funding, it will be possible to preserve some of the current diversity of choice within the borough. The Council website could be used to provide a central information source for such adult learning activities so that residents retain easy access to the range of opportunities on offer.

## **9 POLICY IMPLICATIONS**

The work of Bromley Adult Education College contributes to the Building a Better Bromley vision of remaining a place where people choose to live and do business, maximising the opportunities that all residents have to lead fulfilling and independent lives.

## **10 FINANCIAL IMPLICATIONS**

- 10.1 The table below provides a summary of the current 2015/16 Adult Education budget, the cost of the proposed restructure and the part and full year effects for 2016/17 and 2017/18.

	<b>2016/17 Draft Budget £'000</b>	<b>Proposed Structure £'000</b>	<b>Part Year Effect 2016/17 £'000</b>	<b>Full Year Effect 2017/18 £'000</b>
Sessional staff	803	570	Cr 155	Cr 233
Management staff	482	193	Cr 193	Cr 289
Admin/funding/exam staff	433	295	Cr 92	Cr 138
Site staff	228	80	Cr 99	Cr 148
IT support staff	56	39	Cr 11	Cr 17
Nursery staff	201	0	Cr 134	Cr 201
Other staff	20	0	Cr 13	Cr 20
Premises costs	282	131	Cr 101	Cr 151
Supplies and services	369	343	Cr 17	Cr 26
Skills Funding Agency Grant	Cr 1,745	Cr 1,542	135	203
Fee income	Cr 975	Cr 533	342	442
Nursery income	Cr 180	0	120	180
Lettings income/recharges	Cr 82	Cr 20	41	62
Other income	Cr 94	Cr 33	41	61
<b>Controllable Budgets</b>	<b>Cr 202</b>	<b>Cr 477</b>	<b>Cr 136</b>	<b>Cr 275</b>
Capital Charges, R&M and Insurance	559	559	0	0
Recharges	549	549	0	0
	<b>1,108</b>	<b>1,108</b>	<b>0</b>	<b>0</b>
<b>Net Budget</b>	<b>906</b>	<b>631</b>	<b>Cr 136</b>	<b>Cr 275</b>
One-off costs:				
Potential redundancy costs (to be funded from Transformation Fund)			566	
Relocation costs (to be funded from savings in 2016/17)			50	

- 10.2 As can be seen, the proposal would result in a net saving to the Council of £275k in a full year, with a part year savings of £136k projected for 2016/17.
- 10.3 The one-off redundancy and pension related costs of this proposal are estimated at a total of £566k. Due to the number of sessional/casual staff, this is an estimate only based on extrapolating a sample of redundancy costs that have been calculated. It should also be noted that this is a worst case estimate assuming that where a group of staff might be assimilated into the new structure, the highest combination of redundancy costs will result. It is requested that these costs are funded from the Council's Transformation Fund (former Redundancy Reserve), which currently has an uncommitted balance of £3.6m.
- 10.4 There is also some one-off expenditure of £50k that will be incurred as a result of withdrawal from the Widmore site and the relocation of some provision and all necessary support functions to the Kentwood and Poverest sites. It is proposed that these costs will be met from the part year savings achieved during 2016/17.
- 10.5 Initial figures released by the Department for Business, Innovation and Skills suggest that there will be no reduction in grant funding from 2015/16; however this will not be confirmed until the allocations are released in March 2016. There may therefore be some change to the final level of savings achieved.
- 10.6 Some savings on overheads such as Support Services (Finance, HR, Legal etc) may be achievable following the restructure, and in conjunction with other service changes across the

Council, however, this cannot be quantified at this point and will be reviewed as part of the annual Baseline Review process.

- 10.7 The actual recharges that are allocated to the service will reduce to around £300k based on current allocations, however this will vary depending upon any changes within support services themselves, as well as any changes to the other Council services that they are allocated to.
- 10.8 Similarly, the capital charges, repairs and maintenance and insurance costs allocated to the service under the proposed structure will reduce to around £140k based on the current allocations for Kentwood and Poverest only. These are based on the value of the building and the useful economic life and could change when they are next revalued.
- 10.9 It should be noted that the reductions in paras 10.7 and 10.8 above do not reflect actual immediate savings, as they will be reallocated to other services across the Council. They therefore haven't been included in the table above, which shows the overall financial implication of the proposal to the Council as a whole.

## **11. LEGAL IMPLICATIONS**

- 11.1 The Council has a duty under the Learning and Skills Act (2000) to provide "reasonable facilities" for persons over the age of 19. In performing this duty of "reasonable facilities" the Council must "take account of facilities whose provision the Council thinks might reasonably be secured by other persons" and "make the best use of Council's resources and in particular avoid provision which might give rise to disproportionate expenditure".
- 11.2 In addition, under s15ZA Education Act 1996, the Council must ensure there is sufficient suitable education and training for persons aged between 19-25 who are subject to learning disabilities.
- 11.3 In reaching a decision, the Council must have regard to its public sector equality duties under the Equality Act 2010. The general duty has three aims which the Council must have to have due regard to, specifically the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people from different groups.
  - Foster good relations between people from different groups.

The duty covers race, disability, gender, age, sexual orientation, religion or belief, gender reassignment and pregnancy and maternity.

Although equality impact assessments are not a statutory requirement undertaking and giving due regard to an equality impact assessment is recognised by the courts as demonstrating that due regard has been given to the statutory equality duty.

In reaching their decision members must have regard to the equality impact assessment and the consultation carried out details, of both are appended to this report.

## **PERSONNEL IMPLICATIONS**

- 12.1 There are currently 329 staff (70.07 FTEs) employed with the Adult Education Service. Responses received from staff and from one trade union are summarised in paragraph 7 above and also in Appendix 1. If the recommendations outlined in this report are agreed it will give rise to significant HR issues, including redundancy etc. Any changes will need to be carefully planned for and managed in accordance with the Council's policies and procedures and with due regard for the existing framework of employment law.

12.2. These proposals place 22 substantive and 165 sessional staff (19.45 substantive and 14.52 sessional FTEs) at risk of redundancy. The Council will endeavour to avoid or minimise redundancies by seeking to redeploy staff to alternative employment, however given the significant numbers of staff at risk it is likely that there will be some compulsory redundancies arising from these proposals. Some staff at the college are on different contracts of employment including non-standard contracts e.g. sessional workers.

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



## Reorganisation of Bromley Adult Education Service Update

### Appendix 1



Telephone Education, Care and Health Services  
Civic Centre, Stockwell Close, Bromley, BR1 3UH

Telephone: 020 8464 3333 Fax:

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[www.bromley.gov.uk](http://www.bromley.gov.uk)

Email: [jane.bailey@bromley.gov.uk](mailto:jane.bailey@bromley.gov.uk)

Your reference:

Our reference: jb/vh

11 December 2015

Dear Colleague,

### **Response to consultation - Reorganisation of Bromley Adult Education College within the Education Division of ECHS**

The formal consultation has come to an end on the proposal to reorganise the Adult Education Service I am now writing to you with the outcome of this consultation and a summary of the feedback received and our response to these (attached to this letter).

Firstly I would like to thank you all for your responses to the consultation process. The information and views reported from Staff meetings, email enquiries and one to one meetings have enabled me to examine issues raised in relation to the proposed changes. In addition we received one written response from a Trade union.

The thoughtful and comprehensive written responses from staff have provided helpful additional insights. Nevertheless, the overall context that is outlined in the consultation document remains the same. However some further consideration will be given to a few of the issues raised, which are outlined in the attached document.

Therefore, whilst I have considered carefully the responses and views submitted I can advise you that the original proposal will now go forward for consideration by the Education Policy Development and Scrutiny Committee on 19<sup>th</sup> January 2016 and the Council's Executive Committee on 10<sup>th</sup> February 2016.

The final proposal, along with any amended recommendations and the outcomes from the consultation will be considered for approval by the Chief Executive in consultation with the Portfolio Holder for Education and the Leader with the intention to implement the change with effect from the 1<sup>st</sup> August 2016.

You will receive a further communication, hopefully in early March 2016, indicating the decision and with more information about how the changes, if approved, will be implemented.

Finally I would like to thank you all once again for your professionalism and active involvement in the consultation process.

Yours sincerely,

A handwritten signature in black ink that reads "Jane Bailey". The signature is written in a cursive style with a large, looping 'B'.

Jane Bailey  
Director of Education

**Management response to consultation feedback on the proposal to restructure the Adult Education Service within the Education Division of ECHS**

No.	Issue raised	Management response	Action if proposal agreed
1	Number of hours allocated to post of Qualifications Officer are insufficient to deal with volume of anticipated qualification entries and workload	A detailed piece of work comparing the likely range and volume of qualifications delivered and the length of time taken to complete tasks needs to be undertaken to more accurately determine to size of this post.	Senior managers to undertake review and advise Director of Education of recommendation.
2	Insufficient IT support in proposal	In order to agree the level of savings required increasing the number of posts is not possible. In order to increase the IT staffing by 0.5FTE savings would need to be indentified elsewhere from within the staffing structure. Having considered all responses to the consultation and reviewed the structure There is no flexibility to do this.	No action
3	Learning technology equipment at the Kentwood and Poverest sites require investment to ensure it is fit for purpose, and additional IT equipment will be required to deliver the community outreach agenda.	There is always an annual identified budget for IT equipment and software as part of the adult education running costs. It will be up to the managers in post to determine the priorities for this limited budget. There will be no additional monies available.	No action.
4	Capacity to provide sufficient admin support to meet funding body requirements in terms of volume and accuracy of work	In order to agree the level of savings required increasing the number of posts is not possible. Not all support staff will be located in the main office at Kentwood. Some will be accommodated in alternative office space to ensure an appropriate environment for undertaking detailed and accurate work.	Review the staffing accommodation across the two remaining sites.
5	Loss of adult education delivery point in/near to central Bromley including impact on those located nearby.	As part of the community outreach work, the service would seek to identify partners who have accommodation in or near to central Bromley. This would help mitigate the need for vulnerable learners to have to undertake significantly further travelling distances to access their learning.	Work with Community Links to identify potential partners in the Central Bromley area.
6	Discrimination against the so called affluent, fee paying learners	The expectation is that the market will develop to meet the needs of affluent learners. We will explore the option of providing training for interested tutors to	Identify and procure training for tutors.

		enable them to continue to offer courses independently.	
7	An increase in provision for adults with mental ill health is not necessary as most already attend the courses.	Provision for adults with mental ill health needs was just one of a list of many vulnerable groups included in the consultation document. In 2014/15 there were just 107 learners enrolled who declared mental ill health, this represents 1.7% of all learners. Within Bromley it is estimated that there are 2,500 adults with serious mental health issues and an additional 64,000 who suffer less severe symptoms (source: Better Mental Health in Bromley).	Continue to work with community partners to identify vulnerable groups most in need.
8	Retain the Widmore site and close Kentwood and Poverest sites to realise the efficiency savings required	This has been previously considered. However, the combined savings realised through releasing both the Kentwood and Poverest sites would be less than those made through releasing the Widmore site. By retaining Kentwood and Poverest sites the service is retaining those delivery points that are closer to the communities where vulnerable learners are concentrated.	No action
9	Reduction in the breadth of courses and subjects on offer, especially the loss of some specialist provision and the leisure courses in general and the mix of provision remaining under the new proposal.	The service can no longer financially sustain the breadth of curriculum currently on offer. Under the proposed model the curriculum will be determined by the level of funding available, government priorities, local priorities and the qualifications eligible for public funding. Managers appointed to the new posts will be required to contribute to the shaping of the new curriculum depending on the resources and accommodation available. The list in the appendix to the consultation document was not cast in stone and no decisions with regard to final curriculum have been made at this stage.	No action
10	Reduction in income raised through student fees including the loss of self-financing courses and income for lettings at Widmore. Need to review course fee policy and charge more so	Although fees are reviewed annually, in previous academic years an increase in course fees has had a negative impact on the overall volume of enrolments. The Council does not see self financing courses and	No action.

	less of the grant subsidises courses	room lettings as the core offer for the adult education service; these are for the private sector to provide. However, it is anticipated that some tutors will make their own arrangements to continue to offer courses outside of the council offer, which will help to retain a rich local offer. If all subsidies were removed, the council would have to charge a student fee in the region of £360 for a 12 week x 2.5 hr painting and drawing course. IT is likely that the private sector will be able to offer this provision at a more competitive rate.	
11	Level of recharges applied to the service	Recharges are allocated to services on different bases e.g. number of computers, floor space, number of staff, as well as direct estimates from support services managers. The allocation methods and bases are reviewed and updated every year to ensure that they remain relevant and accurate. Given the volume of the staff and the distribution of service delivery across 3 sites, the charges are not out of proportion compared to other services.	The council will review the recharge costs for the slimmed down service as a matter of course
12	Uncertainty about the future of the Corporate ICT training currently delivered by BAEC	When a decision has been made regarding the future of the service we will be able to work with other Council Officers to identify the most appropriate way of facilitating the LBB Corporate ICT training from August 2016 onwards.	Officers to consider amendments to arrangements for LBB Corporate ICT training.
13	Vulnerability of Learning Disability (LDD) learners at Poverest if site becomes busier	When the LDD provision was moved from Widmore to the Poverest site (2003/04), Poverest was a busier site. At that time strategies were put in place to support integration and safeguard vulnerable learners. Similar procedures would be adopted under the new proposal.	Ensure equalities impact assessment is reviewed and updated.
14	Grade of 3 of the new management posts, same as current posts but with greater breadth of responsibility	The posts have undergone a formal evaluation process by HR and are deemed to be commensurate with other positions at a similar level elsewhere in the council.	No action.
15	Training and support for managers undertaking	Support will be provided primarily by the post holder of	No action.

	the new responsibilities previously held by senior managers	Head of Adult Learning and other appropriate specialist staff within the Council. The costs of any outside training required will need to be found from within the Adult Education budget.	
16	Concerns around lone working (key holder responsibility) late in the evenings.	The Council does not expect any member of staff to take unacceptable risks.	Undertake appropriate risk assessments.
17	Concern about cover for evening duty under the new structure between a management team of 4.	Evening duty for Kentwood and Widmore is currently provided by a team of 4, therefore this should be possible under the new structure.	No action
18	Concerns about how residents would be able to access information about courses once they are no longer provided by the council and some tutors are working independently.	Once the decision is known, officers will be able to explore the option of there being a central process for signposting locally available courses on the Council website.	Identify staff member to keep list updated.
19	Concern about the need for ongoing maintenance and repairs to the two sites, especially once they become busier.	There will continue to be an identified maintenance budget and it will be the responsibility of the managers to identify priorities for the allocation this budget	No action
21	Concern around additional burden on the admin team as a consequence of increasing the community outreach work.	There will be an anticipated decrease in the volume of enquiries and mainstream enrolments plus associated administrative support. This should help mitigate any increase in the community work.	No action
22	The composition, scope and accountability of the proposed strategic partnership board is unclear in the consultation document.	Once a decision has been made officers will be in a position to develop detailed plans for the role, function and accountability of the proposed new board in co-operation with the Portfolio Holder for Education.	Officers to develop proposals for the Strategic Partnership Board for consideration by the Portfolio Holder.
23	Concerns about the capacity of the proposed management team to undertake all the operational and strategic management duties that will be required to meet Ofsted and SFA expectations	The Council Education department is going to be engaging in the local Area Reviews of SFA funded provision and the development of a robust adult education offer will be part of a wider strategy that will be led by senior officers within the education department rather than the adult education service in isolation.	Direct of Education to review the strategic oversight of the AE service.
24	Loss of facility for teaching printmaking skills and a submitted proposal to set up smaller facility at the Kentwood site	This is under consideration.	Identify all associated costs of removal, installation and internal alterations.
25	Widmore nursery to become linked to Bickley	Council staff are actively exploring this as an option	Continue to look at the option

	Primary school	and have commenced dialogue with Bickley Primary School.	of the nursery being integrated with Bickley Primary school.
26	Kentwood nursery remain open but operate under a reduced service model	The Council is not able to continue to be a direct deliverer of nursery provision	No action
27	Impact of closure of the nursery at Kentwood on students / potential students	Across the 2014/15 academic year there were 43 children in the nursery whose parent/carer attended a course at BAEC. This represents just 3% of the total numbers of learners accessing courses at the Kentwood Centre that academic year.	No action
28	Insufficient cover to allow for periods of annual leave and sickness in the caretaking team	The budget will not allow for additional staff to provide arrangements for cover. It may be possible for the adult education service to access the relief caretaking service offered to local schools.	Review arrangements for cover and develop an appropriate emergency cover procedure.
29	Accommodation for Family learning staff and resources	Until a decision about the future of the service has been made it is not possible to identify new accommodation.	Review arrangements for accommodation staff and resources

### Public Consultation Response Report

- 1 A public consultation, as required by the Council's duty to consult, was undertaken, launching on the 21<sup>st</sup> October and closing 2<sup>nd</sup> December 2015.
  - 1.1 The purpose of the consultation was to seek the views of the public, including students or persons on behalf of students, users of other BAEC services, local community organisations, and stakeholders of BAEC. The aim of this exercise was to determine:
    - Whether the public support the proposed changes to the Adult Education service;
    - Which minority groups should have priority for central government funding;
    - How the changes will affect the public;
    - If the public have any suggestions for alternative solutions;
  - 1.2 The outcome of the consultation does not represent a referendum, nor does it give the Council a mandate to act. However, it should be one of the considerations informing the Members' decision about whether or not to begin a formal process to reduce the Adult Education Service in accordance with the proposed changes.
  - 1.3 The opportunity to participate in the consultation was advertised online, via the BAEC and London Borough of Bromley websites, in Bromley Central Library, the Civic Centre and BAEC Centres. An online survey ran for the duration of the consultation period, with paper copies available in each of the BAEC Centres. This was to allow those individuals to participate who had difficulty accessing the online survey. The paper copies were collected in boxes at each centre, and manually inputted into the online survey.
  - 1.4 The survey combined two different surveys, one directed at students and people on behalf of students, users of other services and local residents (hereafter known as the 'student survey'). The second group was aimed at stakeholders of BAEC and local community organisations (hereafter known as the 'stakeholder survey'). The survey divided into the two differing surveys after the first question, depending on the respondent's answer.
  - 1.5 In the student survey, the questions asked:
    - Where the student lived and what centre(s) they used;
    - If they would use the two remaining centres if the Widmore Centre was closed;
    - If they would like the council to help seek other ways to retain the classes at risk of being discontinued, even if it means paying more;
    - To prioritise which disadvantaged groups should receive adult education funding;
    - How the proposals would affect them;
    - If they wanted the council to consider anything further;
    - Lastly, two profile questions asking to what age group the respondent belonged, and if the respondent had a disability.
  - 1.6 The stakeholder survey asked:
    - Whether the respondent's organisation was based in the borough and, if it was, which areas of the borough they served;
    - What type of organisation they came from;

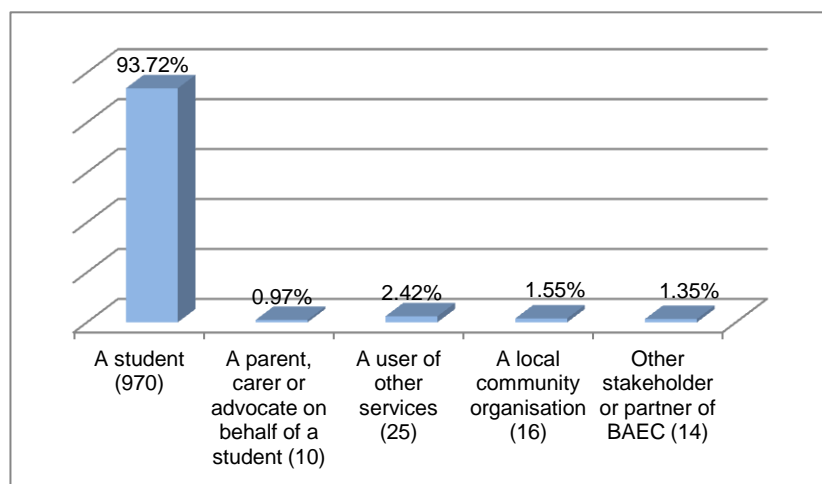


- If they would like the council to seek other ways to retain classes even if it meant users had to pay more; whether their organisation would be interested in delivering some of the subjects that would be lost;
- To prioritise which disadvantaged groups should receive adult education funding;
- How the proposals would affect them;
- Lastly, if they wanted the council to consider anything further.

## Results of the Consultation Process

2 In total, there were 1,160 responses, 1,036 of which were completed and 124 partial responses. Of the completed responses, 1,022 respondents were from the student survey, and 14 were from the Stakeholder survey.

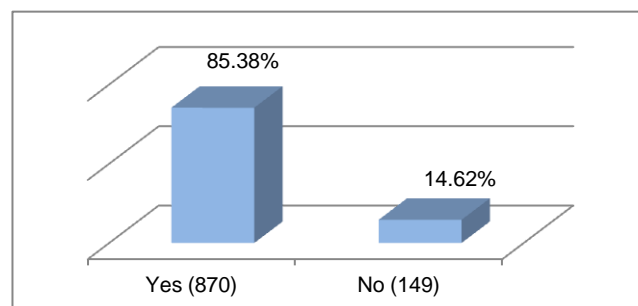
2.1 The first question asked the respondents whether they were a student of BAEC, someone on behalf of a student, a user of other BAEC services, a local community organisation, or a stakeholder of BAEC. From the results below it is clear that the majority of the respondents were students, and the minority of respondents were those on behalf of students.

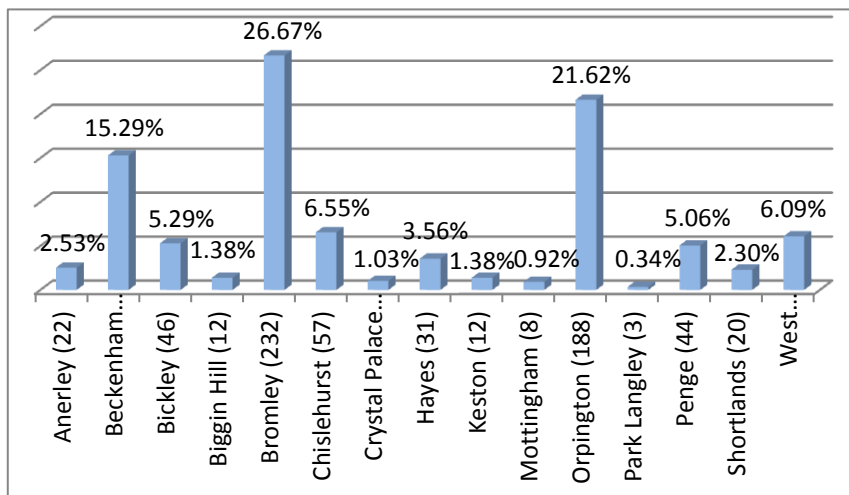


## The Student Survey

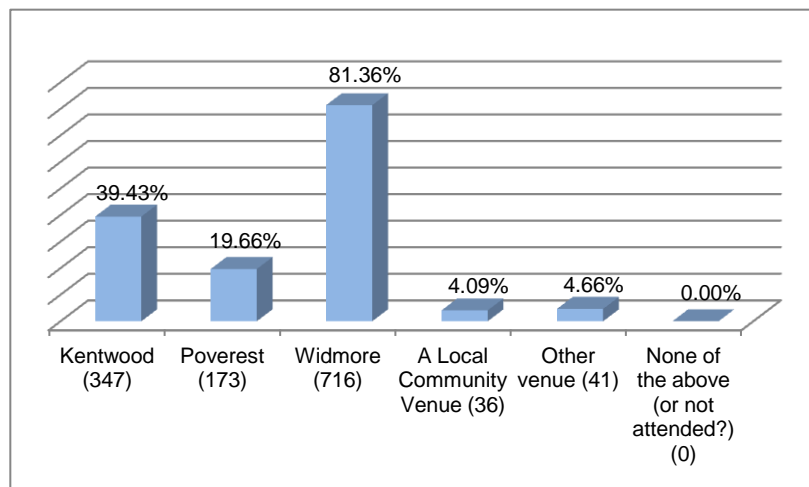
3 Those respondents falling into the student survey were asked the following questions:

3.1 The second and third questions asked the respondent if they lived in The London Borough of Bromley, and if they did, within which of the given wards. The results show that the majority of respondents did live in the borough, most of which lived in Bromley Centre, followed closely by Orpington.

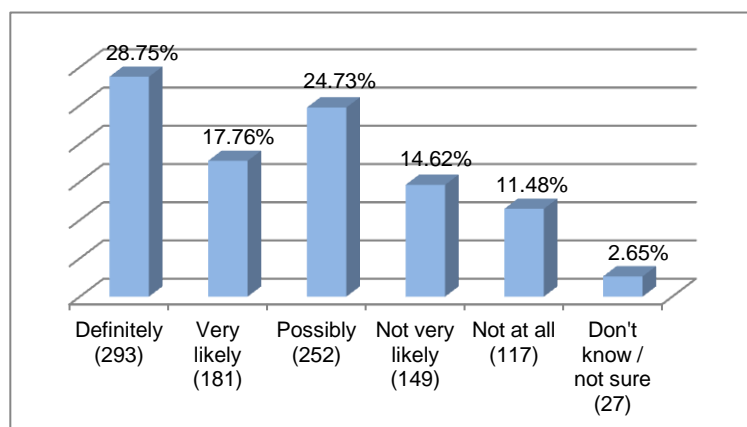




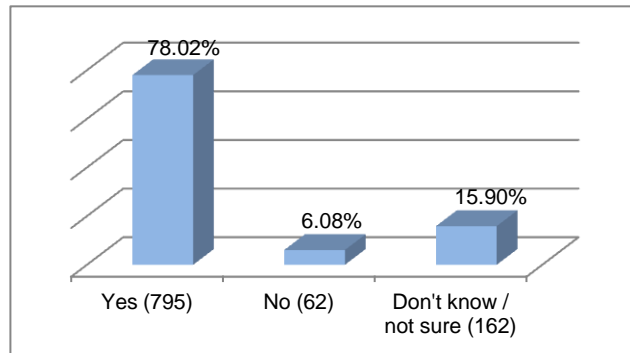
3.2 The fourth question asked respondents which BAEC Centre they use. From the results, the majority of respondents attend the Widmore Centre.



3.3 The fifth question gave respondents background information concerning the Council's need to make significant savings for the next two academic years, the proposal to continue service at the Kentwood and Poverest centres, and cease services at the Widmore Centre. The question asked if there was a wider choice of courses at the two remaining sites than currently on offer, how likely would the respondent consider attending a course at either venue? The majority of respondents answered 'definitely' to this question, followed closely by those answering 'possibly'.



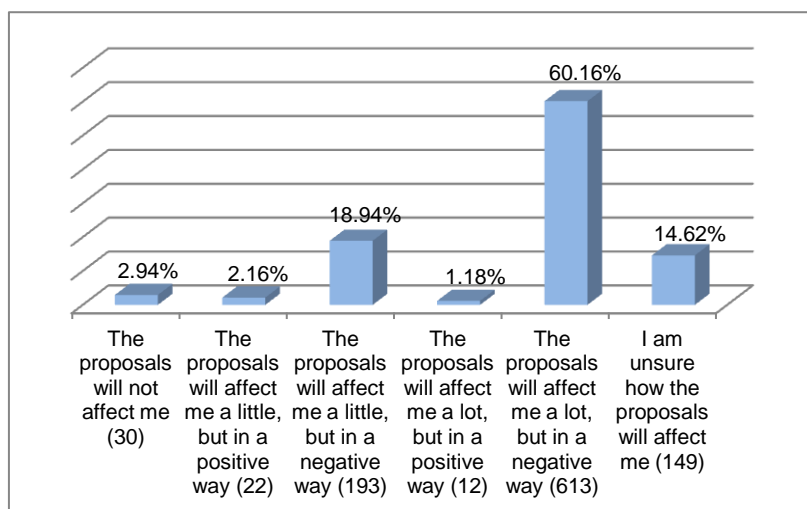
3.4 Question 6 asked, where it would be too difficult and/or expensive to relocate some of the facilities for specialised leisure-based courses to the two remaining centres, meaning those courses may well be discontinued, would the respondent like the Council to help seek other ways to try and retain these specialist subjects on offer within Bromley, even if it means that users will have to pay more for the classes? The results show that the vast overwhelming majority of respondents answered yes.



3.5 The next question asked respondents to rank a given set of groups according to which they thought should benefit from courses subsidised from funds directed away from those more able to pay the going rate. This question was in the context of explaining to the respondents that under the proposals, the Adult Education service would be increasing the work it does in partnership with schools, community groups and the voluntary sector, which would enable courses to be provided in local community settings for those unable/unlikely to attend. The respondent was not required to answer this question. The overall rank of the groups was as follows (10 is the highest priority and 1 is the least):

1. Gypsy and Traveller Community
2. Adults with little or no English Language Skills
3. Adults with low or no qualifications
4. Adults with mental ill health
5. Adults with learning difficulties and disabilities
6. Troubled families
7. Lone parents
8. Other groups
9. Isolated older residents
10. Unemployed adults

3.6 The respondents were then asked how the proposals would affect them. The majority of respondents answered that the proposals would affect them a lot, but in a negative way.



- 3.7 The following question asked the respondents if there was anything else they would like the council to consider in terms of the proposed changes to the service. This was a free text question. Out of the 1035 completed responses, 668 respondents answered the question, with many students making multiple comments.

The most common comments:

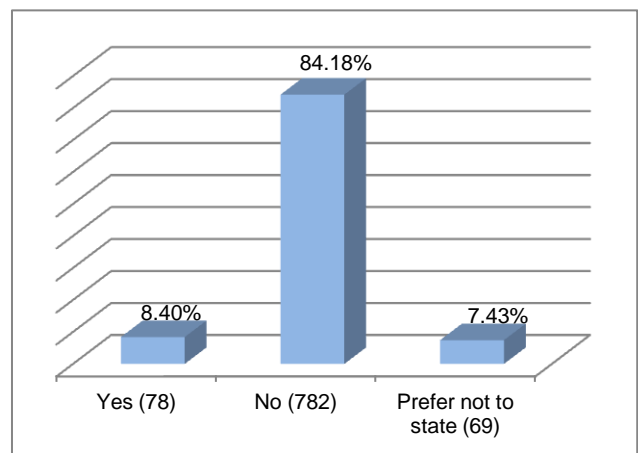
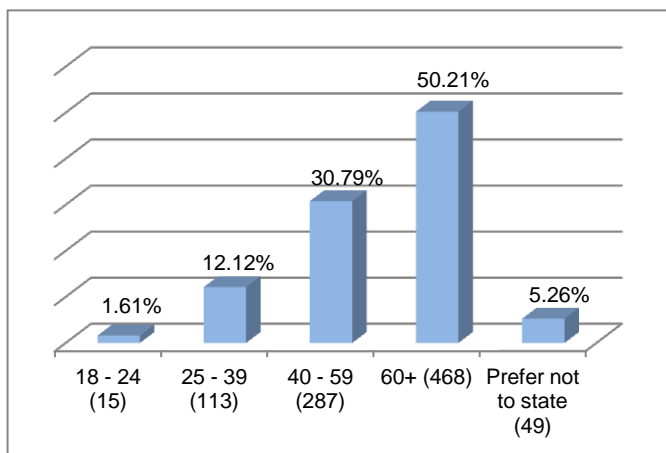
- 206 respondents commented that the 'Leisure courses' currently offered by BAEC are valuable to students in ways that are difficult to put a price on. They keep people physically and mentally healthy, give carers some respite, help adults return to employment, and allow people to express their creativity. For the elderly this may be a lifeline, as leisure courses allow them to socialise with like-minded individuals, be motivated to leave their houses and remain active in the community, and prevent isolation. If the provision of leisure courses is reduced, this may have an impact on the well-being of some residents, which could lead to increasing costs for other services such as the NHS and social care services.
- 66 respondents commented that the Leisure courses are just as important as other qualification based courses. They are well attended, and may not be provided elsewhere in the borough. Some provide specialist skills, allowing students to progress and set up their own businesses. Students have spent money on equipment and tools which will be wasted if the classes are discontinued, and some classes cannot be continued in students' homes.
- 18 respondents thought that the closure of the Widmore and Kentwood nurseries will exclude some of those disadvantaged adults which these proposals are trying to help.
- 36 respondents stated that they considered the Widmore Centre to be easily accessible as it has good transport links. The other two centres are not so easy to travel to, which may deter potential users of BAEC, especially those with mobility difficulties, and parents with small children. Those residents living in Bromley Centre will be without a local adult education centre if the Widmore site closes.
- 73 respondents commented that BAEC should not just focus on these minority groups as listed in the survey, as the need for adult education is borough wide. This will disadvantage those people who cannot afford to pay higher fees, and are not in those minority groups so will not receive government funding. Adult education is not an extension of social services for those deemed unable to help themselves.
- 34 respondents thought that the Widmore Centre is the most successful centre and should not be closed to bolster the remaining under-used centres. Kentwood and Poverest will remain under-used as they do not have the facilities that Widmore does.
- 12 respondents commented that many of the courses listed as 'at risk of being discontinued or reduced' are important for the vulnerable groups who are proposed to be prioritised, for example, Computing & IT, Food Safety, Child Care and ESOL. Not everyone in the borough needs to learn English & Maths or develop job skills.
- 6 respondents wrote that, with more students attending Kentwood and Poverest, the halls will be more crowded and hard to move around, especially for wheelchair users and those with mobility difficulties. Equally, some students with learning difficulties do not like change and would find it hard to deal with additional students attending.

The most common suggestions:

- 29 respondents made suggestions relating to course fees. Suggestions were to raise the course fees to keep leisure courses; do not subsidise the leisure courses; and have differentiation in the fees, so those able to pay should pay more to support those less able to pay.

- Use the Widmore site 50 weeks a year, rather than just in term time. If students want to park there, they should pay.
- Offer the courses on a term basis rather than full year.
- Keep the Widmore nursery as an independent business.
- 30 respondents made the suggestion to help BAEC to find alternative local venues for the leisure courses to take place, for example, Bromley FE College and Bromley Library; Leisure service buildings and pop ups in empty shops; the St Hughes' Centre for sport and community activities; the Ripley Arts Centre for Yoga classes; and the borough's secondary schools could be used in the evenings and at weekends. Church Halls and community centres should be advertised somewhere so that any group wanting to set up their course privately can look for venues.
- The tutors could be self-employed with rooms let to them by the hour.
- Consolidate courses from Poverest and Kentwood into Widmore or central Bromley. Many people go shopping in local Bromley after their classes or use cafés to socialise, which means money for local businesses.
- 4 respondents made the suggestion to make the Widmore Centre into a charitable trust. Adult Education providers across boroughs could set up a South London Adult Education Trust. This could include Bromley, Bexley, Croydon, Age UK and other health providers.
- 8 respondents suggested that BAEC should be advertised and marketed better.

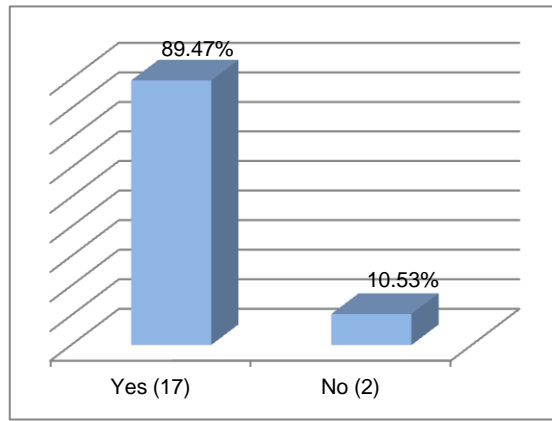
3.8 The last two questions were Profile Questions. The first of the two asked to what age group did the respondent belong, and the second asked whether the respondent had a disability. The respondent was not required to answer these questions. The majority of respondents were aged 60+, and the vast majority of respondents did not have a disability.



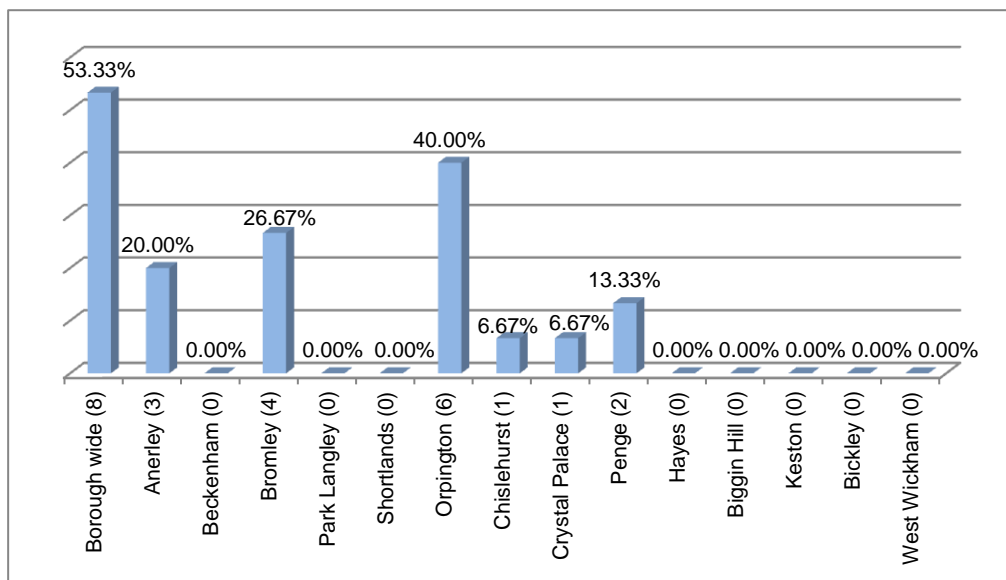
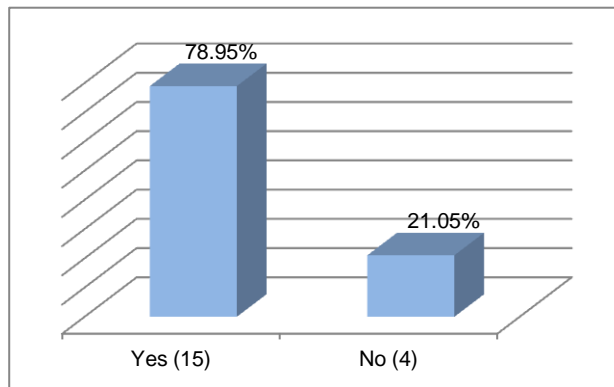
### The Stakeholder Survey

4 Out of the 44 stakeholders of BAEC that were notified of the consultation and their ability to participate in the online survey, 14 responded. Those that gave the response that they were a stakeholder of BAEC in the first question of the survey were then asked the following questions:

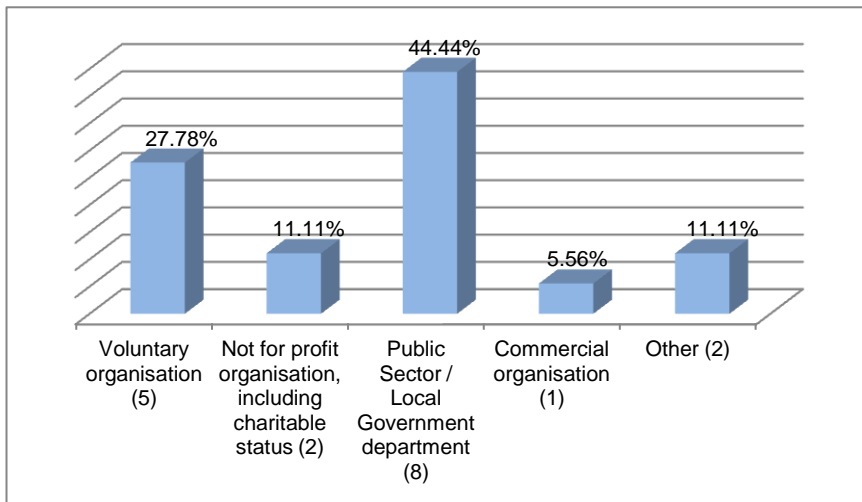
4.1 The first question (Question 13) asked if the stakeholder's organisation is located (wholly or partly) within the London Borough of Bromley. The vast majority of respondents answered yes.



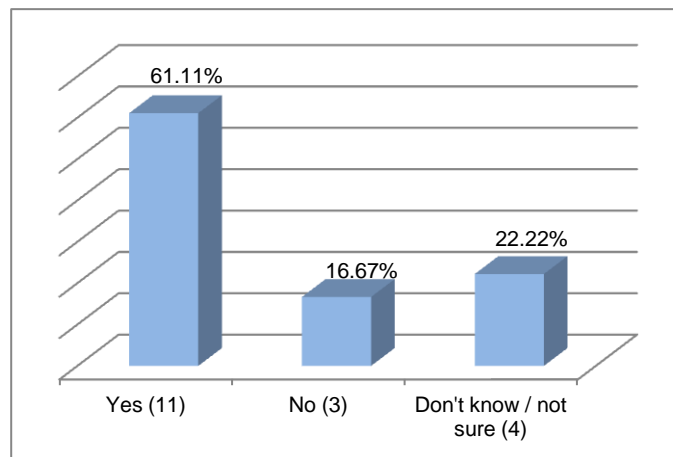
4.2 Questions 14 asked whether the organisation provided a service to residents of the borough. If the respondent answered yes, Question 15 asked in which of the given areas did the organisation serve? If the respondents answered no to question 15, they were taken to Question 16. The majority of organisations did answer yes to question 14 and of those that answered 15 stated the area they served was 'borough wide'.



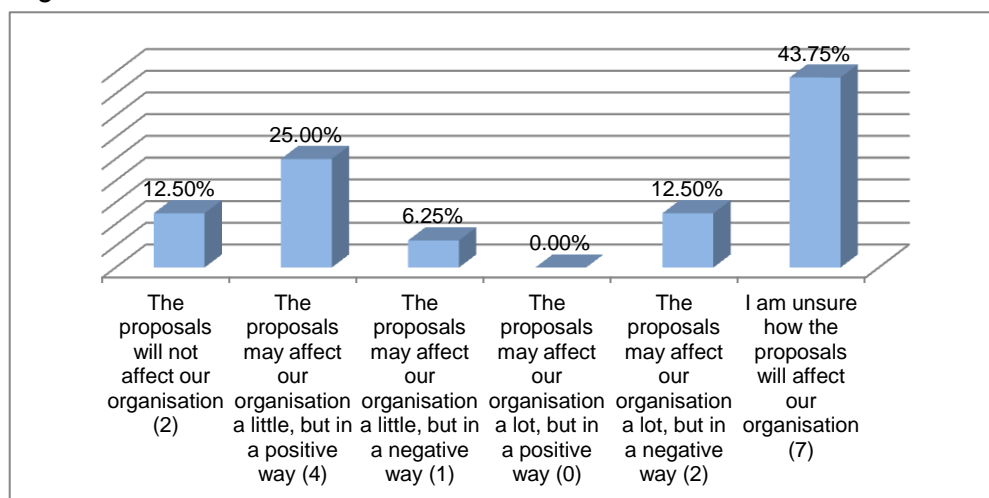
4.3 Question 16 asked what type of organisation the respondent was completing the survey on behalf of. The majority of respondents answered their organisation was a Public Sector / Local Government department.



4.4 The next question was the same as Question 6 in the Student Survey. In this instance, the majority of respondents answered yes.



4.5 The following question asked if the respondent thought their organisation would be interested in delivering some of the subjects that might be lost from the Council's adult education offer if the proposed changes went ahead. From the results, the majority answered yes, followed by respondents answering 'not applicable to my organisation'.



4.6 If the respondents answered yes to the previous question, Question 19 asks the respondents if they would like someone to contact them to further explore their

organisation providing the classes that might be lost from the adult education service, and offers them the opportunity to provide their contact details. Of the 7 respondents that answered yes, 5 provided their contact details. These organisations have been contacted so that the options can be looked at in more detail.

4.7 Question 20 is the same as Question 7 in the Student Survey. Overall, those ranked the lowest and the highest were similar to those in the Student survey. The outcome of the ranking exercise was:

1. Gypsy and Traveller community
2. Other Groups
3. Adults with little or no English Language skills
4. Adults with learning difficulties and disabilities
5. Troubled families
6. Adults with mental ill health
7. Lone parents
8. Adults with low or no qualifications
9. Isolated older residents on a limited income
10. Unemployed adults

4.8 The last question was a free text question. Like in the student survey, it asked the respondents if there was anything else they would like the council to consider in terms of the proposed changes to the service. In total, 9 of the 14 respondents answered this question. The comments and/or suggestions were:

- It is becoming more difficult for adults to access sustainable work without some kind of formal qualification. 'Leisure' courses can lead to people pursuing further education, training, or employment, and can help with confidence in interviews. Bromley is in danger of disadvantaging Bromley residents progressing in life because of lack of access.
- Give consideration to part-funding the tutors for partnership working. We provide the venue, refreshments and stationery needs, but the group are prepared to part-fund depending on cost.
- We currently offer classes with our own tutors, but would be open to using other tutors via BAEC to deliver some of the provision which might otherwise be lost.
- The Widmore Centre could enter an agreement to keep evening courses going with local entities for example Bromley College, which could subsidise some courses. There are many charities that target older residents who need to socialise and Bromley could work with them to deliver the courses at a lower cost without having to spend grant money.
- Our organisation has hired specialist IT rooms at the Widmore Centre. We would be very disappointed if the facility were withdrawn. However, other BAEC venues could be used, or somewhere locally, such as a local school.
- Cutting out too many leisure activities could cause an increase in mental health issues for lonely and depressed individuals. This would have an impact on local NHS provision.
- Extend BAEC qualification based courses to include ArtsAward that can be delivered through partner organisations. The Churchill Theatre is well placed to provide a community venue for older learners as it has in house ArtsAward Advisors and is currently an official ArtsAward Supporter organisation.
- The learning space at Poverest and Kentwood are a concern as both sites are smaller than the Widmore. How will the courses be accommodated?



- There is little or no funding to upgrade or repair facilities such as IT. IT is a tool for learning which Ofsted will be expecting to be used. Poverest is already dilapidated and in much need of renovation.
- The closure of nurseries will result in barriers to learning for some groups of BAEC'S target audience and thus it will be harder to reach these groups.
- Focusing on trying to get people to become skilled up for employment will be a challenge for BAEC as Bromley has the second lowest number of people on Job Seekers Allowance in London. Thus, it will be difficult to recruit from this section of the community alone.
- Central provision is needed in Bromley for vulnerable learners. They will not be in a position to access learning at Kentwood or Poverest.

**Adult Education Courses 2015**

Tables 1-4 below list all the courses that took place at BAEC during September – December 2015 and exclude any provision that is planned for the spring and summer terms 2016 and not yet started (as of 06/01/2015).

The tables also show the number of student enrolled and the total number of hours for each course.

The cost of delivery for all courses averages out at £120 per hour.

NQ = Non qualification course Q = Qualification course

**Table 1 Widmore Courses Autumn 2015**

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
LDD (Learning Difficulty and Disability) Art & Craft	Q	01/09/2015	34	68	Tue 10:00-12:00	7
LLDD Creative crafts	Q	01/09/2015	34	68	Tue 13:00-15:00	9
Jewellery - All Abilities	NQ	14/09/2015	12	30	Mon 09:30-12:00	16
Pilates - a follow-on class	NQ	14/09/2015	12	12	Mon 18:25-19:25	16
Pilates - a follow-on class	NQ	14/09/2015	12	12	Mon 19:30-20:30	14
French Intermediate Consolidation	NQ	14/09/2015	27	54	Mon 09:45-11:45	11
An introduction to Pilates	NQ	14/09/2015	12	12	Mon 20:30-21:30	14
Iyengar Yoga Intermediate	NQ	14/09/2015	12	24	Mon 09:45-11:45	13
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	10
Award English Skills Writing Entry Level	Q	14/09/2015	15	38	Mon 10:00-12:30	11
British Sign Language Level 1 Signature	Q	14/09/2015	31	62	Mon 19:30-21:30	16
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	16
Level 2 Diploma in Beauty Specialist Treatments	Q	14/09/2015	32	252	Mon x31 Wed x31 Thu x1 09:30-14:00	9
Award Maths Skills Number Entry Level	Q	14/09/2015	15	38	Mon 19:00-21:30	8
ESOL Pre Entry	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	5
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	9
ECDL Extra (ITQ QCF)	Q	14/09/2015	20	50	Mon 19:00-21:30	9
Level 2 Certificate in Counselling Skills	Q	14/09/2015	31	93	Mon 19:00-21:30 x31 Sat 09:30- varies x3	15

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Arabic Easy Intermediate Consolidation	NQ	14/09/2015	29	45	Mon x29 Tue x1 18:00-19:30	8
Arabic Intermediates Consolidation	NQ	14/09/2015	29	45	Mon x29 Tue x1 19:45-21:15	8
Upholstery Workshop	NQ	14/09/2015	27	54	Mon 09:45-11:45	14
Start Speaking Spanish	NQ	14/09/2015	24	48	Mon 19:30-21:30	17
Clay Modelling from Life	NQ	14/09/2015	27	68	Mon 10:00-12:30	12
The Complete Potter	NQ	14/09/2015	27	68	Mon 19:00-21:30	16
Level 2 Certificate in Photography	Q	14/09/2015	31	124	Mon 09:30-14:00	11
Drawing & Sketching	NQ	14/09/2015	12	24	Mon 13:00-15:00	18
Badminton - Intermediates and Advanced	NQ	14/09/2015	27	41	Mon 10:00-11:30	14
Badminton for Beginners and Intermediate	NQ	14/09/2015	12	12	Mon 12:00-13:00	15
General Drawing and Painting	NQ	14/09/2015	27	68	Mon 09:45-12:15	18
Playing with Patchwork	NQ	14/09/2015	21	42	Mon 19:30-21:30	15
Life Drawing	NQ	14/09/2015	12	30	Mon 19:00-21:30	18
Beginners Yoga	NQ	14/09/2015	12	18	Mon 18:25-19:55	16
Etching	NQ	15/09/2015	28	70	Tue 10:00-12:30	13
Etching	NQ	15/09/2015	28	70	Tue 13:00-15:30	13
Level 2 Certificate in Counselling Skills	Q	15/09/2015	34	92	Tue times vary	12
Water-based Media - long course	NQ	15/09/2015	28	70	Tue 12:30-15:00	14
Water-based Media - long course	NQ	15/09/2015	28	56	Tue 09:45-11:45	17
Water-based Media - Intermediate and Advanced	NQ	15/09/2015	28	56	Tue 19:30-21:30	12
Clay Modelling from Life	NQ	15/09/2015	28	70	Tue 10:00-12:30	14
Etching	NQ	15/09/2015	28	56	Tue 19:00-21:00	16
Life As We See It - how do artists represent the world through their eyes?	NQ	15/09/2015	28	56	Tue 09:45-11:45	18
English Level 2 Functional Skills	Q	15/09/2015	23	58	Tue 19:00-21:30	11
Award Maths Skills Number Level 1	Q	15/09/2015	15	38	Tue 10:00-12:30	14
Bridge Modern Acol Year 3	NQ	15/09/2015	28	56	Tue 19:30-21:30	15
ESOL 2015-16	Q	15/09/2015	32	160	Tue Fri 09:45-12:15	17

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	5
Design and Make Jewellery for Beginners	NQ	15/09/2015	12	24	Tue 19:30-21:30	10
Italian Beyond the Basics	NQ	15/09/2015	24	48	Tue 09:45-11:45	13
French Post Beginners	NQ	16/09/2015	24	48	Wed 19:30-21:30	18
French Language Skills Consolidation	NQ	16/09/2015	30	45	Wed 12:15-13:45	14
French Advanced	NQ	16/09/2015	29	58	Wed 09:45-11:45	15
Beginners Yoga	NQ	16/09/2015	11	17	Wed 20:00-21:30	9
Ballroom and Latin American Dancing - Beginners	NQ	16/09/2015	12	24	Wed 19:30-21:30	16
Italian Post-Beginners	NQ	16/09/2015	24	48	Wed 19:30-21:30	16
Start Speaking Italian	NQ	16/09/2015	24	48	Wed 12:30-14:30	12
Sculpture for Beginner and Experienced	NQ	16/09/2015	28	70	Wed 10:00-12:30	11
Sculpture for Beginner and Experienced	NQ	16/09/2015	28	70	Wed 13:30-16:00	15
Italian Easy Intermediates	NQ	16/09/2015	28	56	Wed 09:45-11:45	14
Spanish Higher intermediates consolidation	NQ	16/09/2015	28	56	Wed 12:15-14:15	18
Pilates - a follow-on class	NQ	16/09/2015	12	12	Wed 14:05-15:05	15
Pilates - a follow-on class	NQ	16/09/2015	12	12	Wed 15:10-16:10	13
An introduction to Pilates	NQ	16/09/2015	12	12	Wed 13:00-14:00	10
Iyengar Yoga Intermediate	NQ	16/09/2015	12	18	Wed 18:30-20:00	16
The Further Joy of Ukulele	NQ	16/09/2015	12	24	Wed 19:30-21:30	12
Start Speaking Spanish	NQ	16/09/2015	24	48	Wed 19:30-21:30	11
Award English Skills Writing Entry Level	Q	16/09/2015	15	38	Wed 10:00-12:30	8
Award English Skills Writing Level 1	Q	16/09/2015	15	38	Wed 19:00-21:30	9
Design and Make Jewellery	NQ	16/09/2015	28	56	Wed 16:30-18:30	10
Design and Make Jewellery	NQ	16/09/2015	28	56	Wed 19:00-21:00	10
Jewellery for All	NQ	16/09/2015	17	43	Wed 09:30-12:00	9
Jewellery for All	NQ	16/09/2015	28	70	Wed 13:00-15:30	10
Level 2 Award in Introduction to Counselling Skills	Q	16/09/2015	14	35	Wed 19:00-21:30	10
GCSE Maths	Q	16/09/2015	27	70	Wed x27 Fri x1 09:30-12:00	10

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
French Easy Intermediate Consolidation	NQ	16/09/2015	24	48	Wed 19:30-21:30	16
Start Speaking Spanish	NQ	16/09/2015	24	48	Wed 09:45-11:45	13
Level 2 Certificate in Interior Design Skills	Q	16/09/2015	32	165	Wed x32 Sat x1 09:30-15:00	13
Pottery for Everyone!	NQ	16/09/2015	28	56	Wed x23 Thu x5 13:00-15:00	16
Pottery for Everyone!	NQ	16/09/2015	28	56	Wed x23 Thu x5 19:30-21:30	16
Wood Carving/Sculpture	NQ	16/09/2015	28	70	Wed 09:45-12:15	18
Wood Carving/Sculpture	NQ	16/09/2015	28	56	Wed 19:30-21:30	18
Bridge Modern Acol Year 1	NQ	16/09/2015	28	56	Wed 19:30-21:30	19
Level 2 Certificate in Computerised Accounting for Business with Sage	Q	16/09/2015	18	60	Wed x18 Thu x2 18:30-21:30	10
General Drawing and Painting	NQ	16/09/2015	12	24	Wed 19:30-21:30	18
Level 2 Certificate in Computerised Accounting for Business with Sage	Q	16/09/2015	18	60	Wed x18 Thu x1 09:30- varies	13
Life Drawing and Painting	NQ	16/09/2015	28	70	Wed 10:00-12:30	18
Life Drawing and Painting	NQ	16/09/2015	28	70	Wed 13:00-15:30	18
Drawing and Painting - Oil and acrylic	NQ	17/09/2015	28	70	Thu 19:00-21:30	13
Oil Painting	NQ	17/09/2015	28	70	Thu 09:45-12:15	13
Oil Painting	NQ	17/09/2015	28	70	Thu 13:00-15:30	17
Water-based Media	NQ	17/09/2015	28	56	Thu 09:45-11:45	20
Watercolour for Beginners	NQ	17/09/2015	12	24	Thu 19:30-21:30	11
Level 3 Diploma in Professional Interior Design Skills	Q	17/09/2015	32	165	Thu x32 Sat x1 09:30-15:00	9
Spanish Higher intermediates consolidation	NQ	17/09/2015	30	45	Thu 09:30-11:00	11
GCSE English	Q	17/09/2015	28	70	Thu 12:00-14:30	10
GCSE Maths	Q	17/09/2015	27	70	Mon x1 Thu x27 19:00-21:30	13
Spanish Improvers	NQ	17/09/2015	24	48	Thu 09:30-11:30	17
French Intermediate Consolidation	NQ	17/09/2015	30	45	Thu 10:00-11:30	14
Upholstery Workshop	NQ	17/09/2015	28	56	Thu 09:45-11:45	14
Etching	Q	17/09/2015	28	70	Thu 10:00-12:30	14
Etching	Q	17/09/2015	28	70	Thu 13:00-15:30	11

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Life As We See It - how do artists represent the world through their eyes?	NQ	17/09/2015	28	56	Thu 09:45-11:45	19
Award Maths Skills Number Level 1	Q	17/09/2015	15	38	Thu 19:00-21:30	12
Award Maths Skills Number Entry Level	Q	17/09/2015	15	38	Thu 10:00-12:30	12
Yoga - Continue to Build on the Basics	NQ	17/09/2015	12	18	Thu 19:30-21:00	9
ESOL 2015-16	Q	17/09/2015	32	80	Thu 19:00-21:30	12
Designing and making with Silver	NQ	17/09/2015	28	70	Thu 09:45-12:15	11
Spanish Higher Intermediate	NQ	17/09/2015	26	52	Thu 19:30-21:30	9
Spanish Post-Beginners	NQ	17/09/2015	24	48	Thu 19:30-21:30	13
Spanish Post-Beginners	NQ	17/09/2015	30	45	Thu 12:00-13:30	16
Italian Intermediate	NQ	17/09/2015	28	56	Thu 12:15-14:15	13
General Drawing and Painting	NQ	17/09/2015	24	48	Thu 12:30-14:30	9
Italian Post-Beginners	NQ	17/09/2015	24	48	Thu 12:45-14:45	9
An introduction to Pilates	NQ	17/09/2015	11	12	Thu times vary	14
French Easy Intermediate	NQ	17/09/2015	24	48	Thu 19:30-21:30	19
Ballroom and Latin American Dancing - Intermediate	NQ	17/09/2015	11	22	Thu 19:30-21:30	19
Pilates - a follow-on class	NQ	17/09/2015	11	12	Thu times vary	18
Pilates - a follow-on class	NQ	17/09/2015	12	12	Thu 20:30-21:30	15
Pilates Stage 1	NQ	17/09/2015	12	12	Thu times vary	18
Pilates Stage 2	NQ	17/09/2015	12	12	Thu times vary	18
Yoga for All - Short Course	NQ	18/09/2015	12	18	Fri 11:15-12:45	20
Intermediate Plus - Yoga	NQ	18/09/2015	12	18	Fri 09:30-11:00	20
Level 3 Certificate in Counselling Studies	Q	18/09/2015	23	92	Fri 10:00-14:30	17
Award English Skills Writing Level 1	Q	18/09/2015	15	38	Fri 10:00-12:30	10
ECDL Extra - Intensive	Q	18/09/2015	11	50	Fri 09:30-14:30	8
Going Potty!	NQ	18/09/2015	28	56	Fri 10:00-12:00	17
Going Potty!	NQ	18/09/2015	28	56	Fri 12:30-14:30	16
Jewellery for Beginners and Intermediate	NQ	18/09/2015	11	24	Fri 10:00- varies	16

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Jewellery for Beginners and Intermediate	NQ	18/09/2015	11	24	Fri 12:30- varies	12
Water-based Media	NQ	18/09/2015	28	70	Fri 09:45-12:15	11
Upholstery Workshop	NQ	18/09/2015	17	43	Fri 09:30-12:00	13
Conversational Italian	NQ	22/09/2015	16	24	Tue 12:30-14:00	9
Wu Tai Chi	NQ	24/09/2015	10	10	Thu 13:00-14:00	12
ESOL Examination Preparation	NQ	28/09/2015	28	56	Mon 12:30-14:30	10
English Level 2 Functional Skills	Q	28/09/2015	29	58	Mon 14:00-15:30	0
Level 1 Award in Beginners Office IT Skills	Q	02/11/2015	6	36	Mon 09:30-16:00	7
Stained Glass, Beginners and Intermediate	NQ	03/11/2015	15	38	Tue 09:45-12:15	16
Stained Glass, Beginners and Intermediate	NQ	03/11/2015	15	30	Tue 19:15-21:15	15
Level 1 Award in Caring for Children	Q	03/11/2015	9	45	Tue 09:30-15:00	7
Childminding: Understand how to set up a home-based child care service	NQ	03/11/2015	8	24	Tue 18:30-21:30	7
Stained Glass, Beginners and Intermediate	NQ	04/11/2015	15	38	Wed 09:45-12:15	17
Photoshop - intermediate	NQ	04/11/2015	6	12	Wed 19:30-21:30	11
Level 1 Award in Computerised Accounting for Business with Sage	Q	05/11/2015	6	33	Thu 09:30- varies	11
Winter Festive Flowers	NQ	05/11/2015	5	10	Thu 19:00-21:00	11
Royal Icing Skills for All	NQ	05/11/2015	6	12	Thu 19:30-21:30	12
An Introductory Course in Homeopathy	NQ	10/11/2015	5	10	Tue 10:00-12:00	10
Excel Spreadsheets - Intermediate	NQ	10/11/2015	5	10	Tue 09:45-11:45	15
ESOL 2015-16	Q	10/11/2015	25	125	Tue Thu 12:15-14:45	0
It's time to upgrade to Windows 10	NQ	11/11/2015	5	13	Wed 19:00-21:30	10
Emotional Freedom Technique (EFT) Tapping	NQ	11/11/2015	4	6	Wed 19:00-20:30	18
Make-Up Techniques	NQ	17/11/2015	4	12	Tue 09:30-12:30	14
Childminding: Understand how to set up a home-based child care service	NQ	19/11/2015	8	24	Thu 09:30-12:30	7
Organising Your Life On Your iPad/iPhone	NQ	01/12/2015	2	6	Tue 09:30-12:30	7
Bicycle Maintenance Course	NQ	04/12/2015	1	6	Fri 09:30-15:15	10

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Bite-Size Excel: Pivot Tables and the VLookUp Function	NQ	07/12/2015	1	3	Mon 18:30-21:30	12
Paediatric First Aid	Q	07/12/2015	1	12	Mon Tue 09:30-16:00	4

**Table 2 Kentwood Courses Autumn 2015**

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
LLDD Cookery	Q	08/09/2015	33	83	Tue 10:00-12:30	5
LLDD Healthy Living and Eating	Q	08/09/2015	33	66	Tue 13:00-15:00	5
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	14
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Tue x32 09:30-12:00	12
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	10
Speed Tailoring	NQ	14/09/2015	12	36	Mon 10:00-13:00	12
Man in the Kitchen	NQ	14/09/2015	27	54	Mon 10:00-12:00	14
Pastels	NQ	14/09/2015	12	30	Mon 10:00-12:30	14
Botanical Illustration	NQ	14/09/2015	12	24	Mon 10:00-12:00	16
Level 1 Award in Computerised Accounting for Business with Sage	Q	14/09/2015	12	33	Mon 09:30- varies	8
Clothes Making	NQ	15/09/2015	24	48	Tue 19:30-21:30	15
Water-based Media	NQ	15/09/2015	28	70	Tue 10:00-12:30	19
Water-based Media	NQ	15/09/2015	28	56	Tue 13:00-15:00	16
GCSE English	Q	15/09/2015	28	70	Tue 09:45-12:15	9
GCSE English	Q	15/09/2015	28	70	Tue 19:00-21:30	15
Level 1 Award in Computerised Accounting for Business with Sage	Q	15/09/2015	12	33	Tue 18:30- varies	9
SLR Photography	NQ	15/09/2015	12	24	Tue 19:30-21:30	19
Cultura y Sociedad	NQ	15/09/2015	28	56	Tue 19:30-21:30	17
Spanish Easy Intermediates	NQ	15/09/2015	24	48	Tue 10:00-12:00	12
French Easy Intermediate	NQ	15/09/2015	23	35	Tue 12:30-14:00	9



Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Award Maths Skills Number Level 1	Q	15/09/2015	15	38	Tue 19:00-21:30	7
British Sign Language Level 1 Signature	Q	15/09/2015	32	64	Tue 19:30-21:30	17
Award English Skills Writing Entry Level	Q	15/09/2015	15	38	Tue 19:00-21:30	5
Award English Skills Writing Level 1	Q	15/09/2015	15	38	Tue 10:00-12:30	11
Award Maths Skills Number Entry Level	Q	15/09/2015	15	38	Tue 10:00-12:30	8
Iyengar Yoga Intermediate	NQ	15/09/2015	12	24	Tue 19:30-21:30	11
Start Speaking French	NQ	15/09/2015	24	48	Tue 19:30-21:30	14
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	16
ESOL Pre Entry	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	15
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 12:30-15:00	12
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	15
ESOL 2015-16	Q	15/09/2015	32	160	Tue Wed 12:30-15:00	15
ESOL 2015-16	Q	16/09/2015	32	80	Wed 19:00-21:30	14
Foundation French for Improvers	NQ	16/09/2015	24	48	Wed 19:30-21:30	12
Iyengar Yoga for All	NQ	16/09/2015	32	48	Wed 19:30-21:00	13
Award English Skills Writing Entry Level	Q	16/09/2015	15	38	Wed 10:00-12:30	6
Man in the Kitchen	NQ	16/09/2015	28	56	Wed 10:00-12:00	12
Award Maths Skills Number Entry Level	Q	16/09/2015	15	38	Wed 19:00-21:30	10
Learn to Play the Guitar	NQ	16/09/2015	12	24	Wed 19:30-21:30	13
Start Speaking Italian	NQ	16/09/2015	24	48	Wed 19:30-21:30	18
Come to the Theatre	NQ	16/09/2015	28	56	Wed 13:15-15:15	20
Water-based Media - long course	NQ	16/09/2015	28	56	Wed 10:00-12:00	12
General Drawing and Painting	NQ	16/09/2015	28	56	Wed 09:45-11:45	18
Clothesmaking	NQ	16/09/2015	24	48	Wed 10:00-12:00	15
Clothesmaking	NQ	16/09/2015	24	48	Wed 19:30-21:30	15
Clothesmaking	NQ	17/09/2015	24	48	Thu 10:00-12:00	13
Drawing & Sketching	NQ	17/09/2015	12	24	Thu 09:45-11:45	12
Clothesmaking	NQ	17/09/2015	24	48	Thu 12:30-14:30	13

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Water-based Media	NQ	18/09/2015	28	56	Fri 10:00-12:00	20
Culture et Societe	NQ	18/09/2015	30	45	Fri 10:00-11:30	16
Conversational Spanish	NQ	23/09/2015	16	24	Wed 19:30-21:00	12
Qi Gong	NQ	23/09/2015	11	22	Wed 19:30-21:30	12
Maths Level 2 Functional Skills	Q	23/09/2015	25	50	Wed 13:00-15:00	7
Conversational Italian	NQ	24/09/2015	16	32	Thu 10:00-12:00	13
ESOL Examination Preparation	Q	02/10/2015	28	56	Fri 10:00-12:00	12
Level 1 Award in Beginners Office IT Skills	Q	04/11/2015	6	36	Wed 09:30-16:00	9
Patchwork Borders	NQ	04/11/2015	22	44	Wed 19:00-21:00	11
Patchwork Borders	NQ	05/11/2015	22	44	Thu 10:00-12:00	16
Jelly Roll Sampler	NQ	05/11/2015	22	44	Thu 13:00-15:00	16
Jelly Roll Sampler	NQ	06/11/2015	22	55	Fri 10:00-12:30	18
Cooking for Family and Friends	NQ	06/11/2015	6	12	Fri 10:00-12:00	10

**Table 3 Poverest Courses Autumn 2015**

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
LLDD Everyday Maths Award	Q	01/09/2015	34	68	Tue 13:00-15:00	8
LLDD Reading for Fun	Q	01/09/2015	34	68	Tue 10:00-12:00	6
LLDD Dance & Drama	Q	01/09/2015	34	136	Tue 10:00-15:00	13
LLDD Everyday English S&L	Q	01/09/2015	34	68	Tue 13:00-15:00	4
LLDD Developing Work Skills	Q	01/09/2015	34	68	Tue 10:00-12:00	6
LLDD Gardening	Q	02/09/2015	34	153	Wed 10:00-15:00	8
LLDD Creative crafts	Q	02/09/2015	34	68	Wed 13:00-15:00	7
LLDD Art & Craft	Q	02/09/2015	34	68	Wed 10:00-12:00	4
LLDD Speaking with Confidence	Q	02/09/2015	34	68	Wed 10:00-12:00	4
LLDD Photography	Q	02/09/2015	34	68	Wed 13:00-15:00	6

LLDD Reading for Fun	Q	02/09/2015	34	68	Wed 10:00-12:00	4
LLDD Writing for Fun	Q	02/09/2015	34	68	Wed 13:00-15:00	4
LLDD Everyday Maths Award	Q	03/09/2015	34	68	Thu 13:00-15:00	5
LLDD Healthy Lifestyle and Leisure	Q	03/09/2015	34	68	Thu 13:00-15:00	7
LLDD Developing Work Skills	Q	03/09/2015	34	68	Thu 10:00-12:00	7
LLDD Dance & Drama	Q	03/09/2015	34	136	Thu 10:00-15:00	8
LLDD Basic Computing	Q	03/09/2015	34	68	Thu 10:00-12:00	7
LLDD Developing Work Skills	Q	04/09/2015	34	68	Fri 10:00-12:00	4
LLDD Dance & Drama	Q	04/09/2015	34	136	Fri 10:00-15:00	11
LLDD Cooking on a Budget	Q	04/09/2015	34	170	Fri 10:00-15:00	6
LLDD Basic Computing	Q	04/09/2015	34	68	Fri 10:00-12:00	7
LLDD Creative crafts	Q	04/09/2015	34	68	Fri 13:00-15:00	7
LLDD Art & Craft	Q	04/09/2015	34	68	Fri 10:00-12:00	7
LLDD Everyday English S&L	Q	04/09/2015	34	68	Fri 13:00-15:00	6
LLDD Basic Computing	Q	07/09/2015	32	64	Mon 10:00-12:00	7
LLDD Art & Craft	Q	07/09/2015	32	64	Mon 13:00-15:00	8
LLDD Cooking on a Budget	Q	07/09/2015	32	160	Mon 10:00-15:00	6
LLDD Developing Work Skills	Q	07/09/2015	32	64	Mon 10:00-12:00	4
LLDD Everyday English S&L	Q	07/09/2015	32	64	Mon 13:00-15:00	7
Spanish Intermediate	NQ	14/09/2015	24	48	Mon 09:30-11:30	14
General Drawing and Painting	NQ	14/09/2015	27	54	Mon 10:00-12:00	15
General Drawing and Painting	NQ	14/09/2015	27	54	Mon 13:00-15:00	11
Pilates - a follow-on class	NQ	14/09/2015	12	12	Mon 10:35-11:35	22
An introduction to Pilates	NQ	14/09/2015	12	12	Mon 09:30-10:30	15
ESOL 2015-16	Q	15/09/2015	32	80	Tue 09:30-12:00	4
ESOL 2015-16	Q	15/09/2015	32	80	Tue 12:30-15:00	8
German Intermediate consolidation	NQ	15/09/2015	24	48	Tue 10:00-12:00	15
America - From Independence to Civil War	NQ	16/09/2015	12	24	Wed 10:00-12:00	22
An introduction to Pilates	NQ	16/09/2015	12	12	Wed 10:30-11:30	19

Pilates - a follow-on class	NQ	16/09/2015	12	12	Wed 11:35-12:35	12
General Drawing and Painting	NQ	17/09/2015	28	70	Thu 09:30-12:00	16
General Drawing and Painting	NQ	17/09/2015	28	56	Thu 13:00-15:00	15
Water-based Media	NQ	18/09/2015	28	56	Fri 13:00-15:00	10
Starting Patchwork	NQ	18/09/2015	12	23	Fri 13:15- varies	6
Start Speaking Italian	NQ	06/10/2015	25	50	Tue 10:00-12:00	15

Table 4 below lists all the outreach courses that took place across the borough of Bromley during September – December 2015 and excludes any provision that is planned for the spring and summer terms 2016. At the time of writing some of the courses have yet to have the total enrolment information added and this will take place once all the paperwork is submitted by the community partners who help support the delivery of this provision.

**Table 4 Other Centres Courses Autumn 2015**

Course Title		Start Date	Weeks	Total Hours	Location	Day and Time	Enrolments
Healthy Eating	NQ	06/11/2015	5	10	Castlecombe Children and Family Centre	Fri 10:15-12:15	TBC
Yoga for Beginners	NQ	02/11/2015	6	9	Biggin Hill Children Centre	Mon 11:30-13:00	TBC
Christmas Treats Part 2	NQ	11/11/2015	5	10	The Centre Cotmandene	Wed 10:00-12:00	TBC
Cook ahead for Christmas	NQ	05/11/2015	6	12	The Centre Cotmandene	Thu 13:00-15:00	TBC
Customer Care	NQ	05/11/2015	6	12	Anerley Town Hall	Thu 13:00-15:00	TBC
Customer Care	NQ	05/11/2015	6	12	Mottingham Community & Learning Shop	Thu 10:00-12:00	TBC
Digital Skills - Online Basics	NQ	02/11/2015	6	12	Darrick Wood Community Centre	Mon 12:45-14:45	6
Exercise for All	NQ	19/11/2015	10	10	St Hughes Community Centre	Thu 09:30-10:30	TBC
Family Learning - Christmas Crafts	NQ	12/11/2015	5	10	Blenheim CFC	Thu 11:15-13:15	TBC

Family Learning - Christmas Crafts	NQ	10/11/2015	5	10	Community Vision Children's Centre	Tue 12:30-14:30	TBC
Family Learning - Christmas Knitting	NQ	20/11/2015	5	10	Blenheim CFC	Fri 11:15-13:15	TBC
Family Learning - Cooking With Children	NQ	10/11/2015	5	10	Blenheim CFC	Tue 15:30-17:30	6
Family Learning - Culture Cooking	NQ	04/11/2015	6	12	Community Vision Children's Centre	Wed 12:45-14:45	TBC
Family Learning - Homework Club	NQ	03/11/2015	6	15	Royston Primary School	Tue 15:00-17:30	TBC
Family Learning - Pigtails, Plaits and Ponytails	NQ	18/11/2015	5	10	Blenheim CFC	Wed 13:00-15:00	TBC
Family Learning - Understanding Anger	NQ	13/11/2015	5	10	Blenheim CFC	Fri 09:30-11:30	25
Family Learning. Strengthening Families, Strengthening Communities	NQ	02/11/2015	6	18	Burnt Ash Children's Centre	Mon 09:30-12:30	7
Family English, Maths & Language (FEML) Story Sacks English	NQ	11/11/2015	5	15	Hillside Primary School	Wed 09:00-12:00	TBC
FEML – Story Sacks English	NQ	10/11/2015	5	10	Burnt Ash Children's Centre	Tue 11:15-13:15	TBC
FEML – Story Sacks English	NQ	04/11/2015	6	12	Castlecombe Primary School	Wed 13:15-15:15	TBC
FEML – Story Sacks Maths	NQ	11/11/2015	5	10	Cotmandene CFC	Wed 11:30-13:30	TBC
FEML English	NQ	12/11/2015	14	42	St. Pauls Cray CE Primary School	Thu 09:00-12:00	TBC
FEML English	NQ	02/11/2015	15	38	St. Peter & St. Paul Roman Catholic	Mon 09:00-11:30	TBC
FEML ICT	NQ	11/11/2015	10	20	St. Peter & St. Paul Roman Catholic	Wed 09:00-11:00	TBC
FEML Maths	NQ	04/11/2015	15	41	Leesons Primary School	Wed 09:00-11:45	TBC
FEML: Family Fun with Language - EAL	NQ	25/09/2015	10	30	Community	Fri 09:15-12:15	3
Introduction to Microsoft Office	NQ	04/11/2015	6	12	Mottingham Community & Learning Shop	Wed 10:00-12:00	4
London - Underground Overground	NQ	17/09/2015	12	24	Meet Out	Thu 11:00-13:00	20

London - What's in a name?	NQ	15/09/2015	12	24	Meet Out	Tue 11:00-13:00	18
London's A to Z - Part II	NQ	25/09/2015	10	20	Meet Out	Fri 11:00-13:00	24
Making Cards Using Digital Photography - introduction	NQ	04/11/2015	6	12	The Centre Cotmandene	Wed 10:00-12:00	7
Older Learners - Arts and Crafts	NQ	18/09/2015	12	24	Active Age Centre (Age Concern)	Fri 13:00-15:00	TBC
Older Learners - Look After Yourself	NQ	21/09/2015	11	11	Melvin Hall, Age Concern Day Centre	Mon 11:00-12:00	TBC
Projects- Knitting for Xmas	NQ	12/11/2015	5	11	Mottingham Community & Learning Shop	Thu 13:00-15:00 x4 Fri 10:00-12:30 x1	8
Projects: Cake Decorating	NQ	03/11/2015	6	12	Mottingham Community & Learning Shop	Tue 12:30-14:30	10
Tai Chi for OCCA members	NQ	16/10/2015	32	64	Sanderson Hall	Fri 10:00-12:00	16
Tai Chi for OCCA members	NQ	14/10/2015	32	64	Sanderson Hall	Wed 10:00-12:00	17
Tai Chi for OCCA members	NQ	13/10/2015	32	148	Sanderson Hall	Tue 10:00-12:00	14
The City and the Ceremonial County	NQ	16/09/2015	12	24	Meet Out	Wed 11:00-13:00	21
Universal Job Match	NQ	08/09/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	3
Universal Job Match	NQ	15/09/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	4
Universal Job Match	NQ	07/10/2015	1	3	Bromley Job Centre	Wed 10:00-13:00	6
Universal Job Match	NQ	13/10/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	8
Universal Job Match	NQ	27/10/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	2
Universal Job Match	NQ	10/11/2015	1	3	Bromley Job Centre	Tue 10:00-14:00	3
Universal Job Match	NQ	25/11/2015	1	3	Bromley Job Centre	Wed 10:00-13:00	TBC
Universal Job Match	NQ	10/12/2015	1	3	Bromley Job Centre	Thu 10:00-13:00	TBC
Interview Skills	NQ	20/10/2015	1	6	Bromley Job Centre	Tue 9.30-16.00	3
Family Learning - Christmas Cooking	NQ	15/12/2015	1	2	Community Vision Children's Centre	Tue 13.00 - 15.00	TBC
Family Learning - Christmas Cooking	NQ	09/12/2015	2	4	Biggin Hill Children Centre	Wed 13.00 - 15.00	TBC

## Number of tutors in each subject area / rates of pay

### Tutor pay rates 01 April 2015

Bromley Adult Education Service currently uses the pay rate scale as detailed in the table below.

Grade	Basic Qualification (A)	Intermediate Qualification (B)	Full Qualification (C)
Rate 1	£23.85 (unqualified)	£24.37 (qualified up to Level 3)	£24.91 (qualified Level 4 +)
Rate 2	£25.28 (unqualified)	£25.81 (qualified up to Level 3)	£26.33 (qualified Level 4 +)
Rate 3	£30.20 (unqualified)	£30.73 (qualified up to Level 3)	£31.26 (qualified Level 4 +)

The current total number of tutors actively teaching at the college is 166. A number of tutors teach in more than one subject areas resulting in the discrepancy in total numbers.

Subject Area	Number of tutors	Rate of pay
Astronomy	1	Rate 1
Art Appreciation	1	Rate 2
Badminton	2	Rate 1
Beauty and Complementary Therapy	5	Rate 1
Beauty and Complementary Therapy ITEC accredited	5	Rate 2 /3 depending on level of course
Bookkeeping and Accounting	2	Rate 2
Botanical Illustration	1	Rate 2
Bridge	1	Rate 2
Business	1	Rate 2
Cake Decorating and Sugar craft	2	Rate 2
Clock Repairs	1	Rate 1
Clothes making	2	Rate 1
Computing /IT	8	Rate 2 / 3 depending on level of course
Cookery	5	Rate 2
Counselling accredited levels 2 and 3	2	Rate 2 / 3 depending on level of course
Dance	2	Rate 1
Drawing & Painting	8	Rate 1
Life Drawing and Painting (incl Portrait)	2	Rate 2
Early Years	4	Rate 2
Emotional Freedom Technique	1	Rate 1
Employability courses in partnership with JCP	9	Rate 2
English as a Foreign Language	4	Rate 2 – 3 depending on level of course
English Entry – Level 2	7	Rate 2
English GCSE	1	Rate 3
English for Speakers of Other Languages	10	Rate 2
Etching and Printmaking	1	Rate 1
Family English Maths and Language	7	Rate 2
First Aid	1	Rate 2
Floristry and Flower Arranging	1	Rate 2
Food Safety	1	Rate 2
Gardening	1	Rate 1
Guitar	2	Rate 1
History	1	Rate 2

Interior Design	1	Rate 2
Interior Design – accredited levels 2 and 3	1	Rate 3
Jewellery	3	Rate 2
Learners with learning difficulties and disabilities courses	10	Rate 2
London Walks	2	Rate 2
Maths Entry – Level	6	Rate 2
Maths – GCSE	1	Rate 3
Meditation	1	Rate 1
Modern Foreign Languages	16	Rate 2 – 3 depending on level of course
Patchwork and Quilting	2	Rate 1
Photography	3	Rate 2
Photography accredited (levels 2 and 3)	1	Rate 3
Picture Framing	1	Rate 1
Pilates	2	Rate 1
Pottery	3	Rate 1
Psychology	2	Rate 2
Qi Gong	1	Rate 1
Sculpture	2	Rate 1
Sign Language	2	Rate 2
Silversmithing	1	Rate 2
Soft Furnishing	1	Rate 1
Stained Glass	1	Rate 1
Tai Chi	1	Rate 1
Theatre Studies	1	Rate 2
Ukulele	1	Rate 1
Upholstery	1	Rate 1
Wider Family Learning	9	Rate 2
Woodcarving	1	Rate 1
Writing	1	Rate 2
Yoga	4	Rate 1



## **Accommodation at the Adult Education Centres**

### **Widmore Centre**

The Widmore Centre on Nightingale Lane has a long history of education use. In 1911 the Bromley County Grammar Schools Girls opened on the site, later converting into Ravensbourne Girls School. In 1988 the school closed and a new co-educational comprehensive Ravensbourne school be opened on Hayes Lane. The buildings later became part of the Adult Education Centre. When the Education Development Centre closed in 2013 the remaining services moved onto the Widmore site.

The Widmore Centre site has been identified within the Council's Draft Allocations, Further Policies and Designations Document recently consulted upon as part of the development of the new Local, as an education site, possibly for an expanded La Fontaine Academy. The designation of the site for continued education use is based on the shortage of primary school places in central Bromley.

Of the three Bromley Adult centres the Widmore Centre is located closest to the centre of Bromley. However, it is not on a direct bus route and is a fifteen minute walk to Bromley South and Bickley Railway stations and an average 10 minute walk to local bus services. The centre is open throughout the year and provides accommodation for the management, finance, funding, examinations and IT technician's teams and the majority of the College's administration staff. A team of caretaking and cleaning staff is managed by the site manager and includes a residential caretaker.

#### **Accommodation**

- 18 multipurpose classrooms of which two are designated LBB training rooms
- 3 Computer suites
- 2 Art rooms
- Etching and printing room
- Beauty and complementary therapies room
- A covered sports facility
- Main hall (including stage)
- Café area
- A suite of 3 rooms comprising the Education Development Centre
- The Studio – used for photography and art classes
- Pottery workshop plus adjoining kiln room
- Sculpture workshop
- Picture Framing / Stained Glass workshop
- Jewellery and silversmith workshop
- Woodwork workshop
- Nursery comprising of three nursery rooms, manager's office, toilets and outdoor play area
- 9 staff offices including central reception / admin office

In addition there are a number of large storage areas that are used to archive student records and related paperwork as required by the funding bodies.

The Widmore Centre also accommodates the child seat centre.

### **Kentwood Centre**

Kentwood Centre is situated in Penge and has a good network of transport options. Kent House railway station is a 10 minute walk and Clockhouse station a 20 minute walk.

Beckenham Road tram stop is also less than ten minutes walk. The Kentwood Centre is the second largest of the three sites and provides accommodation for three members of the admin team and a residential caretaker. One of the classrooms is used two days a week as a Work Club with clients referred from Job Centre Plus.

#### Accommodation

- 15 multipurpose classrooms
- Computer suite
- Large multipurpose / conference space
- Cookery room
- Clothes making room
- Art room
- Nursery comprising of two nursery rooms, manager's office, toilets and outdoor play area
- 5 staff offices including central reception / admin office

#### **Poverest centre**

Poverest Centre is the smallest of the three centres and is situated in Orpington. St Mary Cray railway station is 20 minutes walk and it is an average of 5 to 10 minute walk to local bus services. The Poverest centre provides accommodation for the manager with responsibility for the provision for learners with learning difficulties, a member of the admin staff and a residential caretaker. The Poverest nursery was closed in July 2014 and the accommodation is now used for art classes. There are three mobile classrooms in the car park which were previously used as classrooms but are no longer fit for purpose.

#### Accommodation

- 7 multipurpose classrooms
- Computer suite
- Main hall
- 2 Art rooms
- 6 small staff offices including central reception / admin office

#### **Mottingham Community & Learning Shop**

The accommodation at Mottingham Community & Learning Shop consists of two rooms and a kitchen area. BAEC runs one morning, one afternoon and one IT session per week, using one room for each session. During autumn term 2015 courses on Christmas crafts, Christmas cookery and digital photography took place.

Courses planned for spring term 2016 include floristry with business skills, mindfulness and distressing techniques and IT Office Skills.

#### **The Centre Cotmandene**

The accommodation at The Centre Cotmandene consists of two rooms. BAEC runs one morning, one afternoon and one IT session per week, using one room for each session. During autumn term 2015 courses on customer care skills, Microsoft Office, knitting and cake decorating took place.

Courses planned for spring term 2016 include business administration skills, spreadsheets for record keeping and cake decoration.

## Appendix 4

### Alternative providers of Adult Learning

#### Courses identified as at risk of being discontinued in the Consultation on the Proposal documentation

Course type	Alternative Provider	
	Within Bromley	Outside Bromley
Astronomy	Orpington Astronomical Society Planet Earth Education (Beckenham & Bromley) The Open University	Adult Education College Bexley
Badminton	David Lloyd (Beckenham) Park Langley (Beckenham) Harris Academy (Crystal Palace) Coopers School (Orpington) Bromley Health Club (Virgin Active)	Adult Learning Lewisham
Beauty and Complementary Therapy	Bromley College FE TLT Academy (Hayes) Blingz Hair & Beauty Academy (Chislehurst)	Greenwich Community College The Learning Centre Bexley Croydon College Lewisham Southwark College Next Step (Croydon) Bexley College
Business	Bromley College FE JACE Training & Assessment (Bromley)	CALAT (Croydon) The Learning Centre Bexley Croydon College Lewisham Southwark College Bexley College Greenwich Community College
Clock Repairs		
Computing/IT	Age UK (Bromley) U3A (Bromley) Beckenham College Bromley College FE Bromley Libraries	Bexley College Greenwich Community College The Learning Centre Bexley Croydon College Adult Learning Lewisham Lewisham Southwark College Orpington 1 <sup>st</sup> CALAT (Croydon)
Etching and Printmaking		Kent Adult Education (Tunbridge Wells) Bexley College Adult Learning Lewisham Colfe's School
First Aid	British Red Cross (Bromley) Med Aid UK (Beckenham) Active First Aid Training (Bromley) Bromley Tennis Centre	Adult Learning Lewisham Greenwich Community College The Learning Centre Bexley
Floristry	Hadlow College (Mottingham) The Knowledge Academy (Bromley) Hayes Flower Club	Adult Learning Lewisham Lewisham Southwark College Greenwich Community College CALAT (Croydon) The Learning Centre Bexley
Gardening	Capel Manor College (Crystal Palace) Plews Garden Design (Beckenham) Hadlow College (Mottingham) U3A (Bromley)	Adult Learning Lewisham Greenwich Community College Coolings Garden Centre (Knockholt)
Guitar	Pete's Guitar Lessons (Bromley) Guitar Lessons Bromley Keir Moore (Bromley) U3A	Adult Learning Lewisham Greenwich Community College

History	Bromley College FE Workers Educational Association (Bromley) NADFAS (Beckenham)	Bexley College The Learning Centre Bexley
Interior Design	The Knowledge Academy (Bromley)	Adult Learning Lewisham
Jewellery Making	Crafts Bee (Beckenham) Cote Jewellery (Orpington) Charm School Crafts (Beckenham)	Adult Learning Lewisham Greenwich Community College Kent Adult Education (Tunbridge Wells) The Learning Centre Bexley CALAT (Croydon) Croydon Jewellery School
Meditation	Bromley Mindfulness Dorjechang Buddhist Centre (Bromley) Chantry Studios (Bromley) Benefit from Meditation (Bromley Common)	Adult Learning Lewisham Greenwich Community College The Learning Centre Bexley
Picture Framing	Gallery Seventeen (Beckenham)	
Photography	Bromley College FE Jill Collier Photography (Orpington) Bromley Camera Club Age UK Bromley	Croydon College Adult Learning Lewisham Greenwich Community College The Learning Centre Bexley Bexley College
Pottery	Gallery Seventeen Clan Works Ceramics (Bromley) U3A (Bromley; Beckenham)	Adult Learning Lewisham Greenwich Community College Kent Adult Education (Tunbridge Wells) CALAT (Croydon) The Learning Centre Bexley Lewisham Arthouse
Psychology	U3A (Bromley)	Bexley College Greenwich Community College The Learning Centre Bexley
Qi Gong	Bromley Tai Chi & Qi Gong Shaolin Lotus (Bromley) Karma Studios (West Wickham) Sanshu UK Kung Fu School (Bickley) Nie Gong & Qi Gong Health Class (Beckenham) South London Tai Chi & Qi Gong Meetup (Penge) Universal Healing Tao UK	Adult Learning Lewisham Greenwich Community College
Sculpture		Bexley College Adult Learning Lewisham CALAT (Croydon) Kent Adult Education (Tunbridge Wells) The Learning Centre Bexley
Sign Language	Bromley College FE British Sign (Online) Deaf First (West Wickham) Sign and Sign (Bromley; Beckenham; Chislehurst, Petts Wood)	The Learning Centre Bexley CALAT (Croydon)
Silversmithing	Crafts Bee (Beckenham) The Knowledge Academy (Bromley) Creative Space (Chislehurst)	Greenwich Community College Kent Adult Education (Tunbridge Wells) CALAT (Croydon)
Stained Glass	Crafts Bee (Beckenham)	Greenwich Community College Adult Learning Lewisham CALAT (Croydon) The Learning Centre Bexley
Tai Chi	Bromley Tai Chi & Qi Gong Shaolin Lotus (Bromley) Karma Studios (West Wickham)	Adult Learning Lewisham Greenwich Community College Adult Education College Bexley

	South London Tai Chi & Qi Gong Meetup (Penge)	
Theatre Studies	U3A (Bromley)	Adult Learning Lewisham The Learning Centre Bexley
Ukulele		Adult Learning Lewisham Greenwich Community College
Upholstery	The Knowledge Academy (Bromley)	Kent Adult Education (Tunbridge Wells) Kingston Adult Education (Tunbridge Wells / Sevenoaks) Adult Learning Lewisham The Learning Centre Bexley Greenwich Community College
Woodcarving	The Knowledge Academy (Bromley) Wood Carving Workshops (E-Learning)	CALAT (Croydon) The Learning Centre Bexley
Woodwork	Bromley College FE of Further and Higher Education The Knowledge Academy (Bromley)	CALAT (Croydon) Croydon College The Learning Centre Bexley

### Courses identified as at risk of being reduced in the Consultation on the Proposal documentation

Course Type	Alternative provider	
	Within Bromley	Outside Bromley
Art Appreciation	U3A (Bromley) NADFAS (Beckenham; Bromley) Bromley Art Society	Kent Adult Education
Bookkeeping	Bromley College FE emagister (Bromley) Cotmandene Community Resource Centre (Bromley) The Knowledge Academy (Bromley)	CALAT (Croydon) Lewisham Southwark College The Learning Centre Bexley Greenwich Community College Kent Adult Education
Botanical Illustration	The Knowledge Academy (Bromley)	CALAT (Croydon) Adult Learning Lewisham Kent Adult Education (Tunbridge Wells)
Bridge	U3A (Bromley) Beckenham Bridge Club Bromley Novice Bridge Club Orpington Bridge Club	Kent Adult Education (Sevenoaks) Surrey Bridge School (South Croydon)
Cake Decorating & Sugar Craft	Bromley College FE Munchin Kitchen (Westerham Hill) Crafts Bee (Beckenham) Shelley's Cakes (Chislehurst) The Knowledge Academy (Bromley) Cocoa & Heart (Private Lessons Bromley)	CALAT (Croydon) Adult Learning Lewisham Adult Education Bexley The Learning Centre Bexley Greenwich Community College
Childcare	Bromley College FE The Knowledge Academy (Bromley) Bromley Childminding Association (West Wickham)	Adult Learning Lewisham Lewisham Southwark College Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College
Clothes Making	The Knowledge Academy (Bromley) Crafts Bee (Beckenham) Little Woollie (Bromley) Ripley Arts Centre (Bromley)	CALAT (Croydon) Adult Learning Lewisham Adult Education Bexley The Learning Centre Bexley Greenwich Community College

Cookery	Bromley College FE The Knowledge Academy (Bromley) Kitchen Stars (Bromley)	CALAT (Croydon) Adult Learning Lewisham Lewisham Southwark College Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College
Counselling	Bromley College FE The Knowledge Academy (Bromley) Counselling & Psychotherapy Training Academy (Bromley) Bromley Community Counselling Service	CALAT (Croydon) Lewisham Southwark College The Learning Centre Bexley Greenwich Community College Tunbridge Wells Adult Education
Dance	U3A (Bromley) David Lloyd (Beckenham) Bromley Salsa Chantry Studios (Bromley) Dance Fusion (Orpington) Magpie Dance (Bromley) Studio 74 (Bromley) JJ Dance Studios (Beckenham) Stephaneez School of Dance (Various) Freelance Dance Company (Bromley; Beckenham) Ripley Arts Centre (Bromley)	CALAT (Croydon) Lewisham Southwark College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College
Drawing and Painting (Inc Life and Portrait)	U3A (Bromley) Bromley College FE Ripley Arts Centre (Bromley) Gallery Seventeen (Beckenham) West Wickham Arts Association Park Langley Club (Beckenham)	CALAT (Croydon) Adult Learning Lewisham Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College Sevenoaks Adult Education Centre
ESOL	Bromley College FE Bromley Language Centre	CALAT (Croydon) Adult Learning Lewisham Lewisham Southwark College Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College
Food Safety (for Unemployed Adults)	Bromley College FE The Knowledge Academy (Bromley) JACE Training (Bromley)	CALAT (Croydon) Adult Learning Lewisham Croydon College The Learning Centre Bexley Bexley College
London Walks	U3A (Bromley) The Knowledge Academy (Bromley)	The Learning Centre Bexley (Guided walks)
Modern Foreign Languages	U3A (Bromley) The Knowledge Academy (Bromley) Bromley Language Centre	CALAT (Croydon) Adult Learning Lewisham The Learning Centre Bexley Greenwich Community College Kent Adult Education (Tunbridge Wells)
Patchwork and Quilting	The Knowledge Academy (Bromley) Little Woollie (Bromley)	CALAT (Croydon) Adult Learning Lewisham Adult Education Bexley The Learning Centre Bexley Greenwich Community College Kent Adult Education (Tunbridge Wells)

Pilates	<p>David Lloyd (Beckenham)  The Knowledge Academy (Bromley)  Chantry Studios (Bromley)  JK Pilates (West Wickham)  Synergy Pilates (Bromley Common)  Karma Studios (West Wickham)  Denise Callaghan (Bromley; Orpington)  Pilates With Judith (Bromley;  Chislehurst)  Breeze Yoga  Petts Wood War Memorial Hall  Nuffield Health (Bromley Common)  Bamboo Fitness (Crystal Palace)  Aljfitness (Bromley)  Active Life Osteopathy (Bromley)  Birtenshaw Methodist Church &amp; Bromley  Cross Village Hall  Beckenham Pilates  The Park Langley Club (Beckenham)</p>	<p>CALAT (Croydon)  Adult Learning Lewisham  The Learning Centre Bexley</p>
Yoga	<p>David Lloyd (Beckenham)  The Knowledge Academy (Bromley)  Chantry Studios (Bromley)  Karma Studios (West Wickham)  Breeze Yoga  Petts Wood War Memorial Hall  Nuffield Health (Bromley Common)  Bamboo Fitness (Crystal Palace)  Birtenshaw Methodist Church &amp; Bromley  Cross Village Hall  Yoga Classes Bromley  Yoga Studio Bromley  Yoga with Deena (Bromley)  AH Yoga (Bromley &amp; West Wickham)  Virgin Active (Bromley)  Open House Yoga (Beckenham)  Ripley Arts Centre (Bromley)</p>	<p>CALAT (Croydon)  Adult Learning Lewisham  The Learning Centre Bexley  Greenwich Community College</p>

### Equality Impact Assessment

**Bromley Adult Education College** – proposed changes for September 2016

#### **Background:**

Lifelong learning is learning in its broadest sense – across all age groups and for a range of purposes:

- For access to work;
- For career development; to refine a skill or specialism;
- For interest and leisure;
- To develop independence and life skills.

In essence, lifelong learning provides people of all ages with training for employment and career development and learning for personal development.

The work of Bromley Adult Education College (BAEC) can be categorised into these two key delivery functions; training for employment and career development and learning for personal development (sometimes referred to as leisure or informal learning).

#### Training and development

- The work surrounding training and development is supported by a combination of the Adult Skills Budget, students' fees, student loans and employer contributions. It is very much focussed on national government priorities and local employment and training needs.
- At BAEC, this area of work includes a range of vocational qualifications at levels 1 – 3, adult literacy and numeracy and English for speakers of other languages (ESOL). It also includes training in independent living skills for adults with disabilities and the recently expanding partnership work with Job Centre Plus and Affinity Sutton focussed on supporting local adults into employment. The income from this area of work also supports a work club at the Kentwood Centre in Penge, which meets on one morning each week and works with unemployed adults to help them develop job search skills, Curriculum Vitae (CV) writing and interview techniques.
- BAEC also delivers a range of corporate training for the local authority, such as the corporate ICT, as well as managing the training for Early Years and for the schools' workforce previously delivered through the Education Development Centre (EDC) and including the Governor Services offer.

#### Personal developmental learning

- This non-accredited provision is supported by the Community Learning Fund from the Skills Funding Agency (SFA), as well as student fees and payment "in kind" from various community partners, usually in the form of free accommodation and/or resources.
- The Community Learning Fund is provided to local authorities to support informal adult learning at a local level, helping to meeting local needs and strategic objectives. Local authorities across England use these funds in very different ways and not all use it to provide "leisure type courses", but instead focus solely on non-regulated literacy, numeracy, English for Speakers of Other Languages (ESOL) and ICT to deprived communities, particularly amongst the inner city and more isolated rural communities.
- At BAEC, this fund currently supports a wide range of non-accredited learning opportunities, some of which are provided in partnership with a range of local



community and third sector organisations to help engage non-traditional adult learning participants. The Community Learning Fund also supports family learning, working in partnership with schools to encourage intergenerational learning and working with parents to help them support their children with homework. This aspect of Adult Education delivery has a strong focus on responding to the needs of the local community and delivery within the local community.

#### Reasons for the proposed changes

- Bromley Council has to make more than £50m savings over four years, from a total budget today of just over £200 million. It is in this context and with significant reductions in grant funding for Further Education, coupled with the need to direct more limited resources towards vulnerable groups and those getting back into work, that it has become necessary to review the focus of this service.
- The goal is to create a sustainable adult education service to operate with a reduced budget, lower levels of funding and to reduce overspending.
- The proposal is to revise the adult education service to focus on adults and communities of the greatest need within the Borough, close the Widmore site but retain Kentwood and Poverest sites for the delivery of adult education.

### **Part 1: Initial Screening**

#### Aims and Objectives

The aim is to identify any groups likely to be significantly disadvantaged as a result of the proposed changes and to identify any possible interventions to mitigate these disadvantages.

#### Beneficiaries

- Residents of the London Borough of Bromley
- Community partners

#### Departments or agencies involved in delivery of the provision

- Bromley Job Centre; Alexandra Infant School; Blenheim Primary School; Bromley Children Project; Castlecombe Primary School (Academy); Harris Primary Academy Kent House; Hillside Primary School Academy; Leeson's Primary School; Poverest Primary School; School Standards (Bromley); St Peter and St Paul Catholic Primary School; Perry Hall Primary School (Academy); Biggin Hill CFC; Blenheim CFC; Burnt Ash CFC; Castlecombe CFC; Community Vision CFC; Cotmandene CFC; St George's, Bickley, CE Primary School; St Paul's Cray CE Primary School; Midfield Primary School; Red Hill Primary School; Diagrama; Mottingham CLS; Cotmandene CRC; Carers Bromley; CPCDT Crystal Palace Community Development Trust; Community Futures; Community-Options; Hilda Lane Community Association; Keniston Housing Association; Magpie Dance; Orpington Chinese Community Association; Relate Bromley; Society for the Advancement of Black Arts; Turn Around; Bromley Bengali Welfare Association; Bromley Somali Community Association; Bromley Healthcare Community Interest Company; Creative Learning; Certitude; Age UK Bromley and Greenwich.

### **Part 2: Gathering Evidence**

Source of Evidence	Details
Consultation	Feedback from Student/Stakeholder Consultation.

User Feedback	Student focus groups, partnership meetings
Other	Data analysis, staff meetings

### Equalities Monitoring Data - Full Year 2014/15 (academic year)

#### Total Learners

Learner Type	Number
Community Learning Learners	4274
EFA Learners (Education Funding Agency – qualification provision for 16-19 year olds)	3
Adult Skill Funding Learners	1571
24+ Loan Learners (Level 3)	15
Non-Funded Learners	1007
<b>Total Learners</b>	<b>6450</b>

#### Age

	16-18	19-24	25-39	40-50	60+	Unknown/ Under 16
<b>Age profile % All</b>	0.9%	4.3%	25.3%	39.4%	29.7%	0.4%
<b>Age profile - CL %</b>	0.2%	2.8%	19.1%	36.3%	41.2%	0.4%
<b>Age Profile - ASF%</b>	0.2%	7.0%	35.5%	47.7%	9.6%	
<b>Age Profile 24+ loans</b>	n/a	n/a	40.0%	53.3%	6.7%	
<b>Age Profile Non Funded</b>	5.0%	6.2%	37.1%	40.0%	11.4%	0.3%

### Physical disability

	Mobility	Hearing Impairment	Visual Impairment	Mental ill Health	Multiple	Medical	Other	No Disability	Non-declaring
Disability % (All)	1.6%	1.4%	0.6%	1.4%	1.2%	2.1%	2.1%	84.9%	4.7%
Disability % on CL	1.9%	1.7%	0.7%	1.2%	0.8%	1.7%	1.4%	86.3%	4.3%
Disability % on ASF	2.1%	1.1%	0.9%	2.0%	2.8%	3.5%	3.8%	80.9%	2.9%
Disability on EFA								100.0%	
Disability on 24+ loans				6.7%	6.7%			80.0%	6.7%
Disability on Non Funded	0.6%	0.8%	0.1%	1.4%	0.3%	1.8%	0.5%	86.0%	8.5%

### Learning Disability

	Dyslexia / Dyscalculia	Moderate Learning Difficulty	Other	No Learning Difficulty / Disability	Non-declaring
Learning difficulty / disability (All)	2.4%	2.1%	1.6%	88.5%	5.4%
Learning difficulty / disability CL	1.9%	0.9%	0.8%	91.2%	5.2%
Learning difficulty / disability ASF	4.0%	6.0%	4.2%	82.5%	3.2%
Learning difficulty / disability EFA				100.0%	
Learning difficulty / disability 24+ Loans				11.0%	
Learning difficulty / disability Non-Funded	2.2%	0.9%	0.4%	87.7%	8.8%

### Ethnicity

	Asian / Asian British	Black / Black British	Mixed Group	Ethnic	Other	White	Non-declaring
Ethnicity % (All)	6.0%	7.1%	3.1%		4.5%	79.2%	<0.1%
Ethnicity % CL	4.4%	3.9%	2.0%		4.2%	85.4%	<0.1%
Ethnicity % ASF	9.4%	15.1%	5.7%		4.3%	85.4%	<0.1%
Ethnicity % EFA						100.0%	
Ethnicity % 24+ Loans	13.3%	6.7%	13.3%			66.7%	
Ethnicity % Non-Funded	7.4%	7.8%	3.1%		6.0%	75.7%	

## Gender

	Gender % (All)	Gender % CL	Gender % ASF	Gender % EFA	Gender % 24+ Loans	Gender % Non-Funded
Female	77.2%	78.9%	71.2%	100.0%	73.3%	82.0%
Male	22.8%	21.1%	28.8%	0.0%	26.7%	18.0%

## Non-Protected Characteristics Monitoring data Full Year 2014/15

### Students by Ward

Ward Name <small>Red = close to Widmore; Blue = near to Poverest; Green = near to Kentwood</small>	Learners All	Learners CL	Learners ASF
Bickley	353	255	71
Bromley Common and Keston	256	154	63
Bromley Town	358	240	74
Biggin Hill	100	60	22
Chelsfield and Pratts Bottom	187	131	47
Chislehurst	260	181	46
Clock House	245	167	62
Coopers Cope	245	166	55
Cray Valley East	231	160	46
Cray Valley West	290	226	45
Crystal Palace	208	91	106
Darwin	43	34	7
Farnborough and Crofton	222	164	30
Hayes and Coney Hall	260	190	31
Kelsey and Eden Park	265	187	61
Mottingham and Chislehurst North	167	130	23
Orpington	204	153	40
Penge and Cator	380	217	138
Petts Wood and Knoll	237	189	32
Plaistow and Sundridge	302	205	70
Shortlands	172	131	37
West Wickham	237	183	41

**ESOL Enrolments by Ward**

Ward	Learners All	Learners ASF	Learners CL	Learners Non Funded
Bickley	7	7		
Bromley Common	4	4		
Bromley Town	27	24	2	3
Chislehurst	5	5		
Clock House	9	9		
Copers Cope	15	15		
Cray Valley East	4	4		
Cray Valley West	7	7		
Crystal Palace	50	48	2	5
Darwin	1	1		
Farnborough and Crofton	2	2		
Hayes and Coney Hall	4	4	1	1
Kelsey and Eden Park	12	12	2	
Mottingham and Chislehurst North	5	5	1	1
Orpington	6	6		
Penge and Cator	49	47	8	6
Petts Wood and Knoll	3	3		
Plaiستow and Sundridge	7	7	2	1
Shortlands	8	8		
West Wickham	3	3		

**ESOL Enrolments by main centre**

Centre	Learners All	Learners ASF	Learners CL	Learners No ILR
Kentwood	177	168	15	17
Poverest	13	13		
Widmore	134	127	8	11

### Nursery Usage Data

Widmore Nursery Usage	Age of child on joining nursery		Total
	0-2 years	2-5 years	
<b>Children of BAEC students</b>	6	6	12
<b>Students by course</b>			
Beauty	0	1	1
Computing	1	0	1
Counselling & Psychology	1	1	2
English & Maths	1	1	2
ESOL	3	2	5
Yoga	0	1	1
<b>Children of private users</b>	7	42	49
<b>Total usage 2014/15</b>	13	48	61

Kentwood nursery usage	Age of child on joining nursery		Total
	0-2 years	2 years and over	
<b>Children of BAEC</b>	<b>16</b>	<b>27</b>	<b>43</b>
<b>Students by course</b>			
ESOL	7	21	28
FEML ESOL	6	2	8
English FS	0	1	1
GCSE English	0	1	1
Maths	1	1	2
ECDL	2	0	2
Sugarcraft	0	1	1
<b>Children of private users</b>	<b>0</b>	<b>11</b>	<b>11</b>
<b>Total usage 2014/15</b>	<b>16</b>	<b>38</b>	<b>54</b>

## Key findings

### Student

#### General

- The majority of students enrolled at BAEC are on CL funded courses, amounting to 66% or 4274 learners in 2014/15. Of those learners on the CL provision, 1048 (25%) were enrolled on the Community Project Provision including the Family learning programmes. >1% of the total amount of learners attend the EFA provision; 24% of all learners attend the ASF provision; >1% of all learners attend 24+ provision; and 15% of all learners attend the Non-funded provision.

#### Age

- The majority of learners are in the 40-50 age bracket, which amounts to just under 40% of all learners. The majority of learners attending the ASF provision, the 24+ provision, and the Non-Funded provision are each aged between 40-50. The majority of learners attending the CL provision are aged 60+.

#### Physical Disability

- The vast majority of learners have no disability. The numbers appear to be too low to draw any significant results, however, it is apparent that more learners with a physical disability attend ASF provision, but this is perhaps because some of the discrete provision is for and provides support for those adults with learning difficulties. The overall profile of ASF learners with a physical disability is 2-4%.

#### Learning Disability

- The majority of learners have no disability. Of those students with a learning disability, in each of the provisions the most declared type of disability is Dyslexia / Dyscalculia, which amounts to just fewer than 11%.
- This data indicates very few with either a physical or learning disability attend the service.

#### Ethnicity

- The majority of students who attend courses at BAEC are white, being 79.2% of all learners. The majority of Asian/Asian British and of Mixed Ethnicity students attend the 24+ Loans provision. The majority of Black/Black British students attend the ASF provision. The majority of Other ethnicity students attend the Non-funded provision. The majority of White students attend the EFA provision.
- In comparison with the Bromley 2011 Census data on Ethnicity, 2.4% of the Asian/Asian British residents attend courses at BAEC; 2.5% of the Black/Black British residents attend; 1.8% of the Mixed Ethnicity residents attend; 10% of Other Ethnicity residents; and 2% of White residents. From this, the highest proportion of residents to attend compared with their total is those of Black/Black British Ethnicity.
- Overall, the number of learners from these ethnic background account for 2% of all the residents in Bromley.

#### Gender

- Overall, there are a low number of men attending the college. The majority of men who do attend the college attend the ASF provision (28.8%).
- The largest female group was the 40 – 59 age bracket accessing CL, and the largest male group was also the 40 – 59 age bracket, but accessing ASF. The largest male cohort on CL was the 60+ age bracket.

#### Students by Ward

- In 2014/15 there were 1013 learners that lived closest to the Widmore Centre, 1098 learners that lived closest to the Kentwood Centre and 962 learners that lived closest to the Poverest Centre. Therefore, there are more learners that live closest to the two proposed remaining centres, than the Widmore Centre.

#### ESOL learners by Ward

- The majority of ESOL learners were on the ASF provision, amounting to 97%. Crystal Palace had the most ESOL learners overall, and the most learners on the ASF provision also lived in Crystal Palace. The majority of ESOL learners on the CL provision lived in the Penge and Cator Ward, as did the majority of the ESOL Learners on No ILR.

#### ESOL learners by Centre

- The majority of ESOL learners on ASF, CL and No ILR, attend the Kentwood Centre, amounting to 55%.

#### Stakeholder

- The main stakeholders are schools and a mix of community and voluntary organisations, or carry out some community activity in the borough. All community and voluntary organisations target and support disadvantaged adults.

#### **Outcome**

#### Screening sufficient

<b>Equality Target Group</b>	<b>Full Impact Assessment required?</b>
Race	YES
Disability	YES
Gender	YES
Age	YES
ESOL	YES
Users of BAEC nurseries	YES

#### **Part 3: Potential Impact**

#### What are the negative impacts associated with this function?

1. Some older learners attending mainstream community provision at the Widmore Centre, will have to travel further to the two remaining centres, Kentwood and Poverest, and will also have less choice of provision.
2. The reduction in ESOL mainstream qualification classes particularly for those residing near, or who attend, the Widmore Centre.
3. The closure of the Nursery at both the Widmore and Kentwood nursery could present a barrier for some learners, especially those attending the ESOL provision. It could be seen as a discriminatory policy against parents in the borough, particularly women.



4. The 1013 learners who live near, as well as those who travel to regularly attend courses at the Widmore Centre would no longer have a local Adult Education Centre. They may be deterred from attending the other centres for example because of more complicated travel arrangements, especially those with mobility difficulties.
5. There is a risk of older, retired learners and residents who attend leisure classes which may be curtailed, becoming isolated, resulting in deterioration of mental and physical well-being, leading to increased costs for other services such as social services and the NHS.
6. Loss of some specialist classes at the Widmore Centre for example Silversmithing and Etching, may lead to these specialist trades being lost in the future.
7. Some courses which could aid a student to set up their own business, or help students return to employment may be curtailed or reduced in volume e.g.:
  - Beauty and complementary Therapy
  - Business
  - Computing / IT
  - Floristry
  - Food Safety
  - Interior Design
  - Picture Framing
  - Childcare
  - Counselling
8. Other Leisure Courses such as Pottery may be discontinued, and cannot be replicated in other centres due to the expensive specialist equipment needed to run the course. Creative classes like this are recommended by local doctors for patients suffering with depression or mental illness as an alternative therapy, alongside or in place of medication. Physical classes such as Yoga and Pilates, like the arts and craft courses, act as a form of therapy and exercise and can help to manage or relieve pain.
9. The unseen poor, disabled and individuals in need who live within 3 miles of Bromley Centre who cannot afford bus fares will have no local Adult Education Centre. This may lead to those individuals becoming isolated, and return to unemployment, with little chance to better themselves. Further, the many individuals using the Bromley food bank, deaf access, dyslexia association, Citizens' Advice Bureau and the many other centrally located charities, will have nowhere to be directed to for advancement.
10. With the potential increase of students attending the Poverest Centre, this may result in a lack of space at break times. This may act as a deterrent for some LDD students who are used to smaller groups and do not like crowds. This may likewise cause a problem for Wheelchair users as they already find it difficult to move about the centre at times, especially when it is busy at break times. Further, access to refreshment facilities will need to be addressed with the potential increase of learners.
11. Some LDD learners, in particular those with autism, will not cope well with the forthcoming changes, so the transition and consolidation of three centres into two will need to be handled sensitively, or risk the loss of those learners.

What are the positive impacts associated with this function?

- The potential increase of ESOL provision in local community venues to engage with hard to reach learners. This could also have the same effect for older and retired learners accessing local community venues, adults with mental ill health and the long term unemployed.
- An increase in Family Learning delivered through schools
- A wider range of mainstream adult education classes offered at the Kentwood and Poverest centres, hopefully leading to a wider geographical spread of learners.
- Delivering more of the Community Learning fund to grass route level to empower local communities to make decisions.

- Increasing access to marginalised groups in the wider community and targeting areas with isolated older residents who don't have the means to pay for courses and/or are not able to travel far to the Kentwood and Poverest Centres.
- Delivering functional skills to isolated communities through a range of vocational and qualifications-based courses.
- Work with a wider range of partners and organisations to bring real benefits to those with mental ill health and chronic health conditions in order to help them achieve better lifestyles.

What is the likely impact on the following protected characteristics?

Equality Target Group	Positive Impact	Neutral Impact	Negative Impact	Comments
Race		✓		
Learning Disability	✓		✓	<b>Positive:</b> increased access in the local community, and throughout the borough <b>Negative:</b> Reduction of provision, those who attended Widmore would not be able to following the proposed closure. However, this would only affect a small cohort.
Physical Disability	✓		✓	<b>Positive:</b> More accessibility in the Kentwood and Poverest Centres, where the provision is to continue under the proposed changes. <b>Negative:</b> Those with mobility difficulties may find it more difficult to travel to the other centres.
Gender (male, female, transgender)		✓		
Age	✓		✓	<b>Positive:</b> Isolated, marginalised older adults will have provision in their local community rather than travelling to one of the BAEC centres. <b>Negative:</b> Less choice of activities for older learners, and there is a large cohort attending BAEC.
ESOL (incl. Unemployed / No qualifications)			✓	Those who live close to Widmore would have no local centre. This could be mitigated by finding delivery partners to help provide non-accredited ESOL in the central Bromley area.
Nursery Users			✓	Parents who need access to a nursery to attend classes will no longer have access to provision for childcare on the adult education site.

## Consultation

A six week public consultation was launched on 21 October, running until 6<sup>th</sup> December 2015. This consultation allowed everyone within and outside the borough, who were either a stakeholder, student (including an individual on behalf of a student), user of other services for example the Nursery, or local community organisation to participate via an online survey. In total, there were 1,160 responses, 1,036 of which were completed and 124 partial responses. The data from these responses has been used to inform this Equality Impact Assessment.

## Part 4: Impact Assessment Action Plan

What plans could be built in to address the negative impacts as identified above?

Negative impact	Action to be taken	Expected outcomes	Timescale
1.	Identify alternative venues and/or alternative providers across the Bromley area.	Dispersal of Leisure-type courses across different providers and/or venues across the Bromley area.	Process to start following the final decision.
2.	Establish ESOL Community learning, delivered through Community partners. Place classes at venues such as the Mottingham Centre and Church Halls.	ESOL provision dispersed into community venues across the Bromley area.	Process to start following the final decision.
3.	Identify alternative providers in order to signpost provision, and ensure eligible learners are made aware of funding for alternative nursery care.	Eligible learners will have access to alternative childcare provision across the Bromley area.	June 2016
4.	Identify alternative venues and/or alternative providers across Bromley.	Dispersal of Leisure-type courses across different providers and/or venues across the Bromley area.	Process to start following the final decision.
5.	Include the Social Services and Public Health departments of the Council in partnership arrangements to target provision for the most vulnerable learners in order to access them and deliver community provision.	Vulnerable learners will have access to community provision across Bromley in order to help their well-being.	May 2016
6.	Identify equipment that can be easily relocated to either Kentwood or Poverest. Identify alternative existing providers, and those providers able to relocate resources to their own premises.	The majority of the range of courses currently on offer will be offered by BAEC and other providers across Bromley.	Process to start following the final decision.
7.	Find alternative providers within the borough in order signpost these providers online. Prioritise employment related courses where funding and facilities allow and where a local need is indicated.	Learners will have access to a range of employment-based courses across the Bromley area.	Process to start following the final decision.
8.	Identify alternative providers within the Bromley area. Yoga and Pilates courses will continue as part of the provision offered by BAEC. Support tutors to make alternative arrangements outside the council, and signpost these courses on the BAEC website. Continue work with existing community partners to support adults with mental ill health.	Continuation of a wide range of courses. Continued partnership with the Public Health and Social Services departments will help support signposting for medical referrals.	Process to start following the final decision.
9.	Strategic Partnership Board partners will have remit to ensure disadvantaged groups have access to lifelong learning in local	A wide range of provision will be on offer in community venues to support disadvantaged adults in Bromley.	June 2016

	community venues.		
10.	Working strategically to ensure LDD provision is put in place with staggered breaks to help the process.	Full integration of LDD users and no disruption to their learning and the LDD provision.	June 2016
11.	Putting strategies in place to ensure all LDD learners are integrated.	Full integration of LDD users and no disruption to their learning and the LDD provision.	June 2016

Report No.  
DRR16/025

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:**      **Development Control Committee**

9<sup>th</sup> February 2016

**Date:**                      **Executive**

10<sup>th</sup> February 2016

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

**Title:**                      **OPPORTUNITY SITE B TWEEDY ROAD DESIGN GUIDANCE AND DISPOSAL**

**Contact Officer:**      Kevin Munnely, Head of Renewal  
0208 313 4582      E-mail: [kevin.munnely@bromley.gov.uk](mailto:kevin.munnely@bromley.gov.uk)

Heather Hosking, Head of Strategic Property, 0208 313 4421.  
heather.hosking@bromley.gov.uk

**Chief Officer:**              Marc Hume, Director of Regeneration & Transformation

**Ward:**                      Bromley Town Centre

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1.      Reason for report

1.1      Opportunity Site B Tweedy Road is a development site in the Bromley Town Centre Area Action Plan, with a residential designation for around 70 units. The site was formed from the residual land left over from the A21 widening in the 1980's. The site is currently being used as the works compound for the Bromley North Village Public Realm improvements. It is anticipated that these works will be completed by the end of February 2016 and the temporary use will cease. The site is surplus to operational requirements and Executive approval is now being sought to market the Opportunity Site for sale and possible joint venture options.

1.2      It is acknowledged that this is a sensitive site, with a complex planning history and to support the marketing of this site further design guidance has been produced as to the form and style of development that would be considered acceptable on the site. This guidance supplements existing design guidance and has been consulted on with representatives of the Bromley Civic Society, Bromley Colleges and Historic England and their views will be incorporated into the final marketing document that proposes a layout containing a total of 24 units.

## 2. RECOMMENDATION(S)

### **Members of the Development Control Committee**

Endorse the additional guidance for marketing purposes.

### **Members of the Executive**

Members are requested to agree to the advertisement of Opportunity Site B, Tweedy Road, Bromley on the open market as set out in paragraph 3.7 of the report.

### Corporate Policy

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

### Financial

1. Cost of proposal: Advertising costs estimated at £4k
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Regeneration
  4. Total current budget for this head: £931k
  5. Source of funding: Existing revenue budget 2015/16
- 

### Staff

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

### Legal

1. Legal Requirement: Section 123 of the 1972 Local Government Act:
  2. Call-in: Applicable:
- 

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 Opportunity Site B Tweedy Road has been identified as a development site in the Bromley Town Centre Area Action Plan (BTCAAP) adopted in November 2010 and designated for residential development of around 70 units (Policy OSB). This site has an area of 0.33 ha (0.766 acres) and was formed from the residual land left over from the A21 widening in the 1980's. The site is currently being used as the works compound for the Bromley North Village Public Realm improvements. It is anticipated that these works will be completed by the end of February 2016 and the temporary use will cease.
- 3.2 It is acknowledged that this is a sensitive site, with a complex planning history. The Council submitted a planning application in 2003 for a scheme of 28 units, which was subsequently reduced to 22 units, and withdrawn before determination. The site was then marketed in 2006 and following a selection process an offer was accepted from Affinity Sutton for a 72 unit residential development incorporating a 35 bed foye facility to provide housing and support for young adults. The planning application was refused in August 2008 and in April 2009 an appeal was dismissed. The Planning Inspector commented in his report that he considered that the principle of development on the site was acceptable, but that he was "not persuaded that the 72 units proposed would produce a development suited to the context of the surrounding area and in [his] judgement the proposal in terms of design and layout would be tantamount to an overdevelopment of the site." The Inspector referred to the important views into the Conservation Area afforded by the site, and the important element of spacious relief from the encroachment of built form it provides.
- 3.3 The BTCAAP Policy for the site requires the Council to work with developers to secure the sensitive redevelopment of the site. Whilst the policy states "Although the Density Matrix in the London Plan could facilitate around 70 residential units because of the sensitivity of this site any proposal will be determined on the basis of the impact of the development on:
- The character of the area;
  - The retention of important views into the Conservation Area;
  - A satisfactory relationship with housing that exists to the north;
  - The recognition of the context provided by Bromley and Sheppard's Colleges;
  - Effective landscaping of the site to integrate the development into the townscape.

#### Further Guidance

- 3.4 This site has already been declared surplus to Council requirements. Executive approval is now sought to market the site as a residential development opportunity. However, as the review of the recent planning history has illustrated this is complex site which will be a challenge to develop to ensure that any scheme meets the specific requirements of the site in the context of its setting. In order to provide a greater degree of certainty to potential bidders further guidance has been prepared to support the marketing of this site and provide a design context for the assessment of bids. It is proposed that the guidance is included in the marketing information.
- 3.5 Officers have worked with architects Holder Mathias to draft clear development guidance as to the form and style of development that would be considered acceptable on this site. This guidance expands on existing design principles contained within Appendix 5 of the BTCAAP, that requires any development on the site to respect and enhance the historic environment and setting of both Bromley College and Sheppard's College. The guidance identifies the main constraints and opportunities of the site and sets out a series of Key Design Drivers to guide development, attached as Appendix 1. The Guidance also sets out in plan view the form of



development considered acceptable and the relationship to the adjacent Listed Buildings and Conservation Area. In summary the guidance proposes a layout of three residential blocks containing a total of 24 residential units, taking the format of the Victorian Villa style which is the dominant residential form in the area. The massing assessment supports a three storey structure with the third storey contained within a hipped roofline, with materials and fenestration detail to match the locality. The guidance illustrates that parking can be accommodated on a 1:1 basis.

- 3.6 The current guidance has also considered the findings of previous planning and appeal history for the site. The design team has also consulted with Ward Members, the representatives of the Bromley Civic Society, Bromley Colleges and Historic England and their views have been incorporated into the final marketing document.

### **Disposal Options**

- 3.7 Members have in the past expressed a preference for the ability to share in development profits achieved from a scheme on this site. This could be achieved by:
- i) Seeking offers for the freehold interest subject to an overage. Bidders could be invited to submit an offer for the site and to provide an assessment of the total sales value of their proposed scheme, which would have to be based on the design principles established as part of the Holder Mathias work. Any sales receipts achieved on the first sale of the units above this amount (as evidenced by the Land Registry records) would be subject to an overage payment to the Council – the sales particulars could set the percentage (say 50%), or the bidders could be requested to put forward a percentage in their bid.
  - ii) The price could be set at a fixed amount and offers could be sought on the basis of the additional overage payable above a sales threshold. The bids would be assessed on the basis of the threshold offered and the percentage.
  - iii) The land could be offered for no up-front payment on the basis of a percentage share of the total sales income from the completed scheme. Offers based on the percentage could be sought. Information on the anticipated sales values could be required as part of the bidding process.
- 3.8 It is difficult to provide a comparison of the receipts likely to be achieved by the Council under the different options. In theory, when valuing a site in order to submit its most competitive offer, a developer will assess the gross development value of the site, which is the total sales value of his proposed scheme. In order to do so, he will have regard to current values for the type of development being proposed. Following the accepted valuation practice, this will be based on current values, but in order to be competitive developers generally make assumptions about the levels by which values will increase over the development period and reflect that in their bid. This is a high risk strategy, as property values have been shown to be cyclical in nature, with periods of falling values occurring during some economic periods. This was demonstrated during the last recession when many housebuilders went out of business, or came close to collapse, because of optimistic assumptions about property value growth that were not achieved.
- 3.9 If the bids received on a full payment (plus overage, option i) are based on an assumption of increasing sales values, in theory, when analysing the values taking a partial payment “up-front” or no payment will result in the same net present value as the up-front payment, with the exception that offers based on either arrangement should reflect the benefit to the purchaser of not bearing all or part of the finance costs associated with the site purchase. However, the opportunity cost to the Council of this arrangement would have to be reflected in any assessment of an offer, as, by delaying a receipt, the Council has foregone interest on it at a

minimum of Treasury lending rates, or at property investment yields if the receipt could have been invested in a property at an initial yield of 5-6%.

## **Risks**

- 3.10 It must be noted that there are risks associated with a delayed receipt. The lowest risk to the Council is in the full up-front payment with an overage arrangement (Option 1), as payment is received on completion of a sale and before a start on site. Offers could be sought on a conditional and unconditional basis to enable a comparison of the two. The report produced by Holder Mathias should provide some certainty about the type of development that will be acceptable in planning terms, which should enable developers to submit unconditional bids. If an offer is accepted which does not proceed to a completed sale the Council will have lost time, and will have incurred some professional costs, but it will still own the land and will be able to re-market.
- 3.11 If a deferred payment is agreed there is a risk if the purchaser ceases trading before all the payment has been received. The level of risk will depend on the nature of the arrangement with the developer. If no up-front payment is made the Council should retain the freehold of the site and transfer individual long leases to purchasers and eventually the freehold interest. This will mean that the Council will have to be a party to each individual sale. If a partial up-front payment is made the developer is likely to require the transfer of the freehold interest before starting on site in order to have an interest against which to raise finance, putting the Council at risk of receiving the overage in the case of business failure. The Council could protect its interest by taking a charge over the property but if the developer needs external funding in order to proceed with the development, that funding will almost certainly be conditional on the Council postponing its charge to give the funder priority.
- 3.12 The Council is also at risk if the property market deteriorates during the development period and values decrease. The level of risk will relate to the level of deferred payment agreed. It is suggested that offers could be sought on all three bases to enable a comparison of the offers received to inform a decision on the sale arrangements.

## **4. POLICY IMPLICATIONS**

- 4.1 Opportunity Site B Tweedy Road is a development site in the Bromley Town Centre Area Action Plan (BTCAAP), designated for residential development of around 70 units. Policy OSB 'Corner of Tweedy Road/London Road' remains the relevant site specific adopted policy. This and all other relevant policies within the Development Plan for the Borough will apply in consideration of any scheme when submitted for planning permission.
- 4.2 The site is included in the Council's Five Year Housing Supply Paper 2015 (June 2015) with a figure of 40 homes, the reduction indicated in this report can be offset by an increase in the provision of homes as part of the Site C Former Town Hall and South Street Car Park site.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The estimated cost of advertising the site is £4k and can be met from the Regeneration budget.
- 5.2 It is recommended that offers be sought for all three disposal options detailed in 3.7 above. All offers received will be evaluated and compared to inform a decision on the sale of the site.

## **6. LEGAL IMPLICATIONS**

- 6.1 Section 123 of the 1972 Local Government Act requires a local authority to secure the best consideration reasonably obtainable when it disposes of land (other than on a lease of 7 years

or less) unless it has the benefit of an express or general consent of the Secretary of State. This site would be advertised on the open market to ensure compliance with this requirement.

## 7. PERSONNEL IMPLICATIONS

- 7.1 Marketing of the site will be undertaken by the Strategic Property team and the results will be reported back to the Executive Committee.

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

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**APPENDIX 1 - SITE B, TWEEDY ROAD,  
DESIGN GUIDANCE**

# Tweedy Road—Bromley Site A

Design Principles

Bromley Council  
Bromley  
December 2015







North view of Bromley College &  
Tweedy road





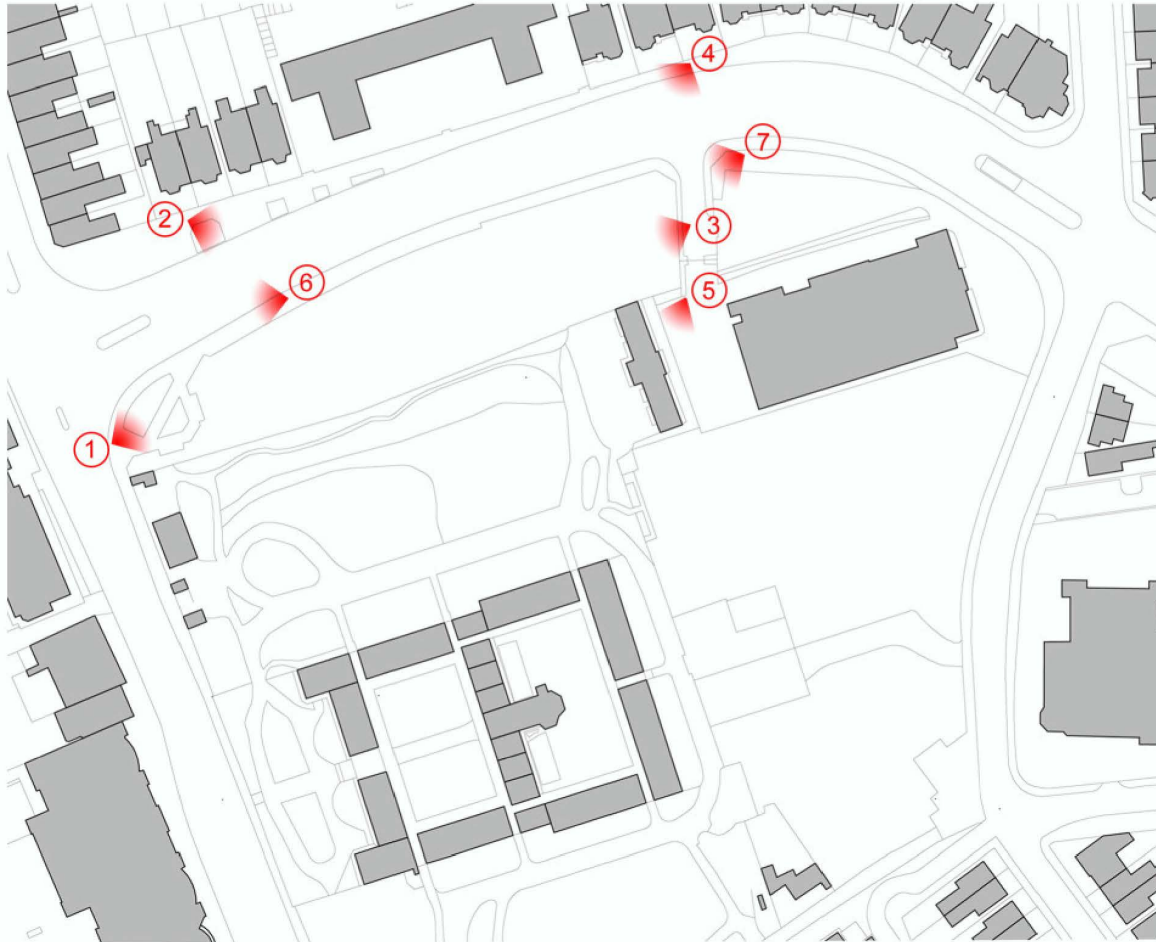
Possible access into site from pocket park would be an attracting pedestrian route



Relationship with road to is immediate and linear



Good quality vegetation acts as natural screen



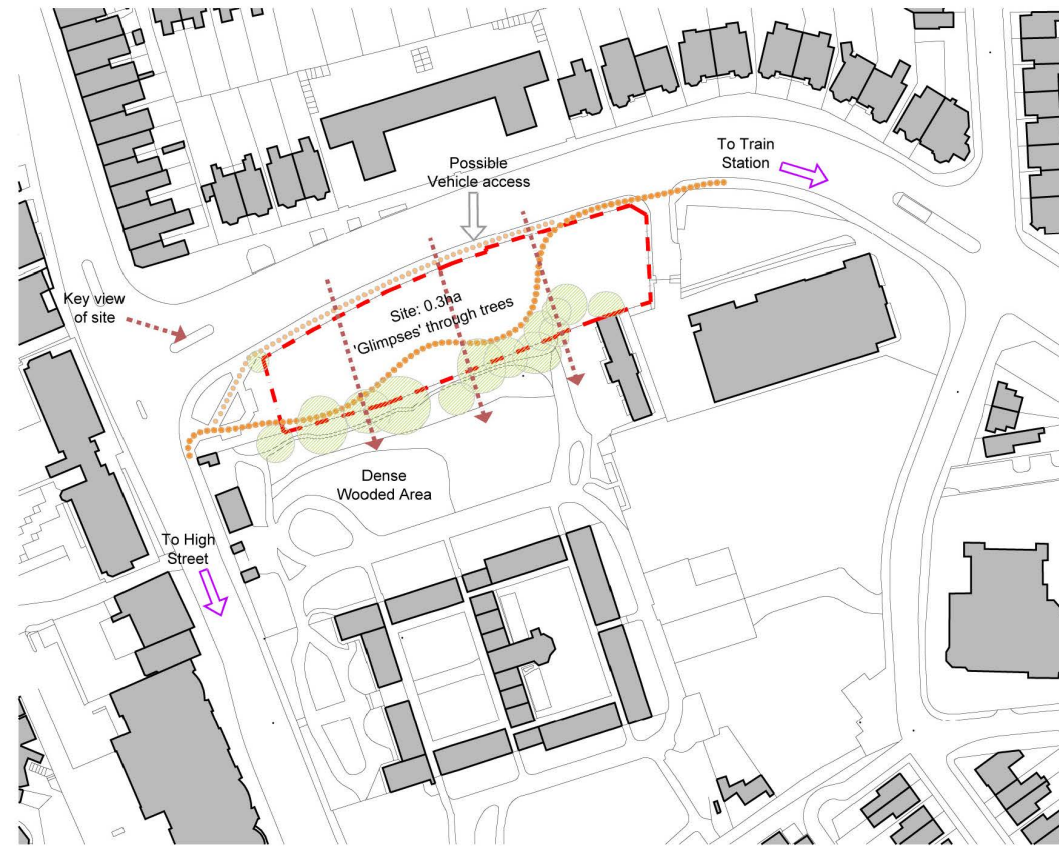
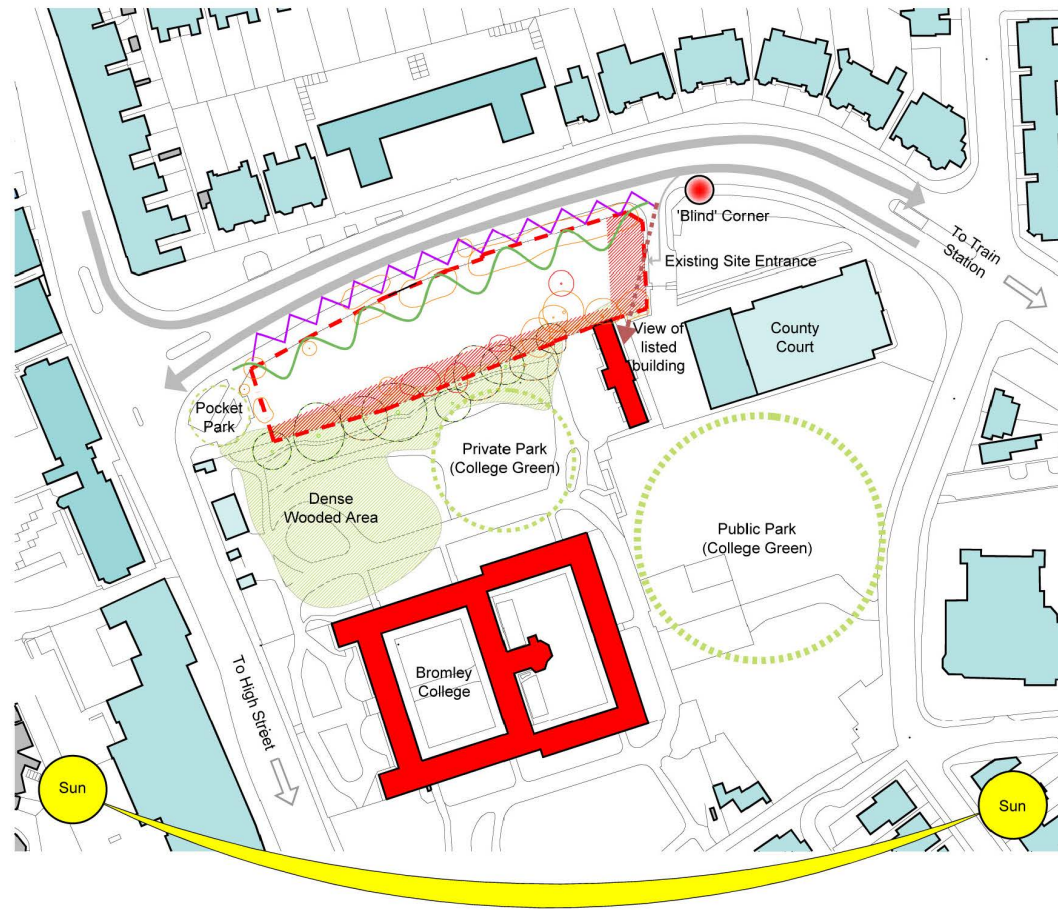
Good quality vegetation acts as natural screen



Adjacent building to be respected



Existing access from blind corner

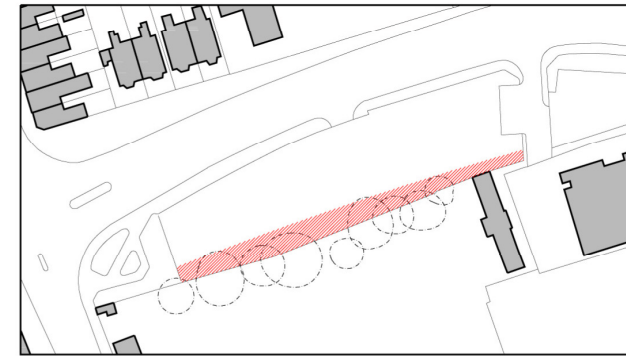


Key	
<span style="display:inline-block; width:15px; height:15px; background-color:#ADD8E6;"></span>	4 Storey Buildings
<span style="display:inline-block; width:15px; height:15px; background-color:#87CEEB;"></span>	2/3 Storey Buildings
<span style="display:inline-block; width:15px; height:15px; background-color:#ADD8E6;"></span>	1 Storey Buildings
<span style="display:inline-block; width:15px; height:15px; background-color:#FF0000;"></span>	Listed Buildings
<span style="display:inline-block; width:15px; height:15px; background-color:#90EE90;"></span>	Dense wooded area
<span style="display:inline-block; width:15px; height:15px; background-color:#FFA07A;"></span>	Areas not to build upon
<span style="display:inline-block; width:15px; height:15px; border-bottom: 2px solid gray;"></span>	Heavy traffic
<span style="display:inline-block; width:15px; border-bottom: 2px dashed red;"></span>	Site Boundary
<span style="display:inline-block; width:15px; border-bottom: 2px dotted green;"></span>	Green Open Space
<span style="display:inline-block; width:15px; height:15px; background-color: radial-gradient(circle, green 1px, transparent 1px); background-size: 4px 4px;"></span>	Possible trees to preserve
<span style="display:inline-block; width:15px; border-bottom: 2px dashed purple;"></span>	Heavy traffic noise
<span style="display:inline-block; width:15px; border-bottom: 2px dashed green;"></span>	Elevation relief
<span style="display:inline-block; width:15px; border-bottom: 2px dotted red;"></span>	Views
<span style="display:inline-block; width:15px; border-bottom: 2px dotted orange;"></span>	Primary pedestrian route
<span style="display:inline-block; width:15px; border-bottom: 2px dotted brown;"></span>	Secondary pedestrian route

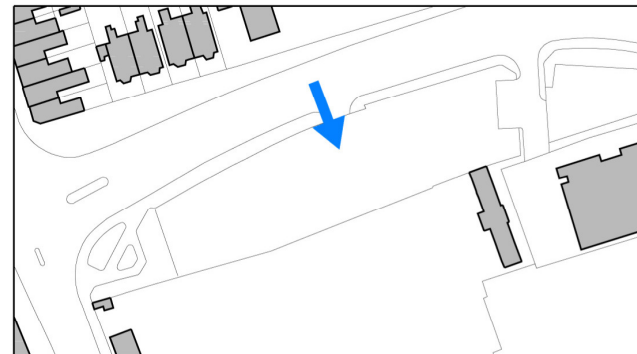
# Design Guidance - Key Design Drivers



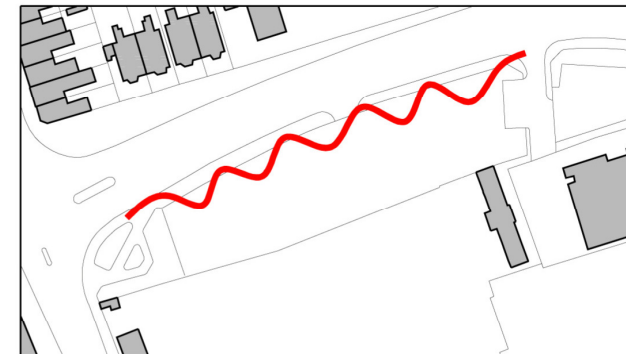
Views through the development must be provided to maintain a connection with the wooded area to the south



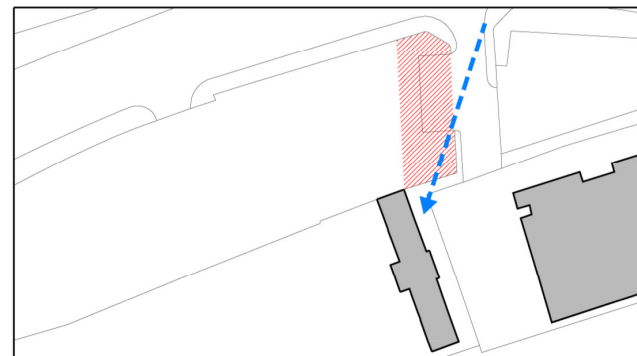
A buffer must be provided at the south of the site in order to protect the privacy of surrounding spaces and allow the preservation of existing, mature trees.



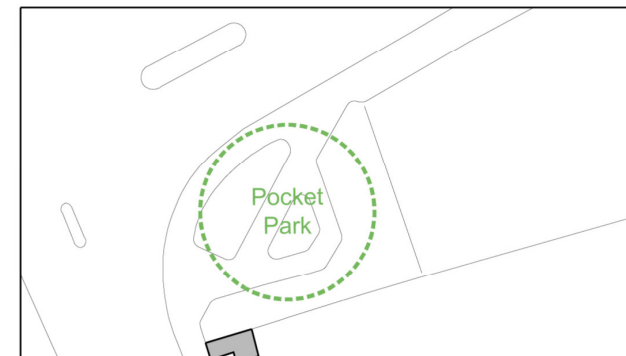
An access point to the site should be introduced in order to alleviate congestion at the existing site entrance which is a blind turning.



Some relief to the site boundary line must be introduced in order to avoid a dense linear sightline along Tweedy Road.



A 10m strip at the east of the site should not be built upon in order to improve the views of the listed building beyond. Improved landscaping is desirable in this location.

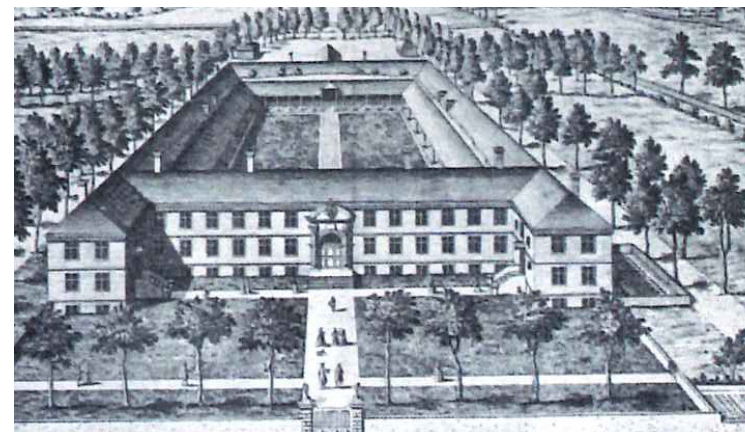


The pocket park to the west of the park should be incorporated into the design.

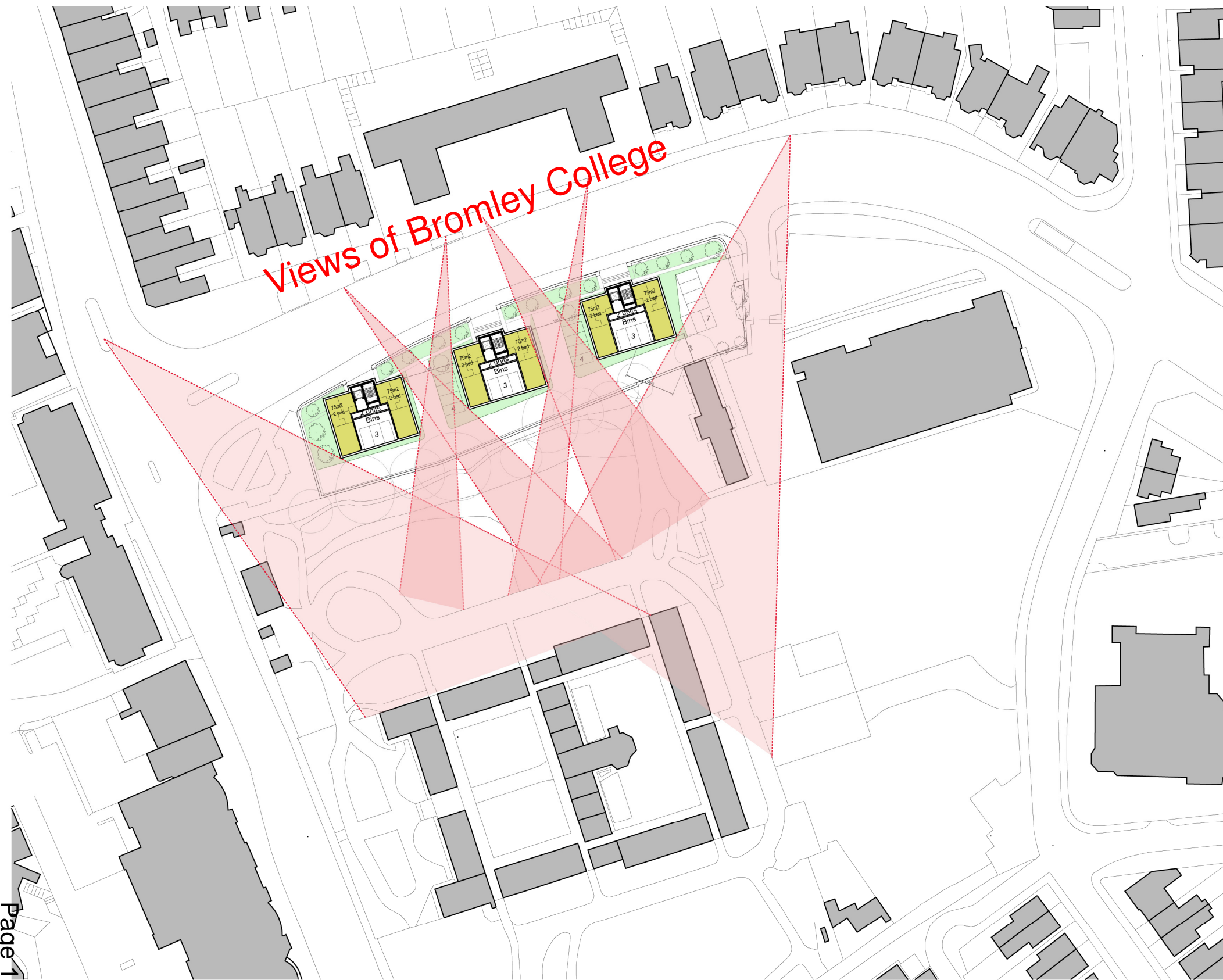
Restored North view of Bromley College

In 1987 demolition of housing along on the site occurred and revealed the northern view which had not been seen for over 100 years. This was an important Gateway / landmark into Bromley in 1672.

**This is an important historic asset and clearance of the site has had an enhancing effect on Bromley College!**







## SCHEME PARTICULARS

- . 3 Residential blocks
- . 3 floors of apartments
- . 8 units / block
- . 24 units
- . Range of 1b & 2b units
- . 1b - 66sqm
- . 2b - 75 sqm
- . On site parking - 24 spaces
- . Refuse & cycle facilities
- . Pitched roof third floor
- . Landscaped frontage
- . Retained site access



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Report No.  
CSD 16027

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:**      **Executive**

**Date:**                      **10th February 2016**

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

**Title:**                      **REVIEW OF CORPORATE CUSTOMER SERVICES IT SYSTEMS**

**Contact Officer:**      Duncan Bridgewater, Head of Customer Service  
Tel: 0208 461 7676      E-mail: Duncan.Bridgewater@bromley.gov.uk

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

**Ward:**                      (All Wards);

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1.      Reason for report

- Support service for the current version of the corporate Customer Relationship Management (CRM) system, provided by Microsoft, expires in March 2018.
  - We have also been recently advised that support service for the version of the web site content management system, provided by Jadu, will also cease in September 2016.
- 

2.      **RECOMMENDATIONS**

2.1      **Executive are requested to:**

- (a) **agree that officers proceed to scope requirements and produce a technical specification and a thorough review of the current market and options, which includes a full lifecycle cost and potential savings compared to current expenditure;**
- (b) **agree the inclusion of a Customer Services Systems Review & replacement scheme in the Council's Capital Programme with an initial budget of £100k as detailed in para 5.1;**
- (c) **note that a further, fully costed recommendation and options appraisal to either upgrade or replace the current systems will be reported back later in 2016.**

### Corporate Policy

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

### Financial

1. Cost of proposal: Estimated Cost: £100k
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Customer Services
  4. Total current budget for this head: £937k
  5. Source of funding: Capital Programme
- 

### Staff

1. Number of staff (current and additional): sector specialist and project support resources
  2. If from existing staff resources, number of staff hours: some input from existing staff
- 

### Legal

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

### Customer Impact

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

### Ward Councillor Views

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

### 3 COMMENTARY

- 3.1 This reports sets out the business case to allocate suitable funds to recruit a suitable Subject Matter Expert (SME) to review the current systems, review the market to produce a technical specification and a further recommendation or options for Members to consider.
- 3.2 There is no one with the required experience within the Council currently to carry out this activity. Previous budget options which delivered reductions in core staffing recognised the need to recruit the necessary expertise as and when required rather than maintaining a standing resource.
- 3.3 This also represents a good opportunity for the Council to review the provision of these systems and potentially identify savings and efficiencies as a result and to ensure alignment with key corporate programmes.
- 3.4 The Subject Matter Expert is needed to undertake work to identify the ongoing requirements of supporting systems and project management. The resource management will be within the ISD division with sign off by the services involved.
- 3.5 This makes best use of the resources now available within the organisation, and supports service leads
- 3.6 The system reviews identified by this report are two of several core system reviews that will be required over the next few years. The resource identified in this report for initial draw-down may be used flexibly across a number of system reviews and programme upgrades in the longer term, although initially required on Web and CRM reviews given the initial timescales available.

#### **Microsoft Dynamics CRM System**

- 3.7 Originally procured in 2007, the system was upgraded to version 4 in 2008. It is this version we are currently using.
- 3.8 We have made enquiries about extending support for the current version beyond 2018, and have been advised by our Microsoft Licencing partner that this is likely to cost in excess of £100,000 per annum.
- 3.9 The CRM system is mainly used by Customer Services, Liberata, Waste Services and Veolia.
- 3.10 Customer contact is recorded in the CRM system from customer phone calls in the Contact Centres, via web forms, web portals (MyBromley, Fix My Street), voice recognition system, visitors to Reception and e-mails through [csc@bromley.gov.uk](mailto:csc@bromley.gov.uk) . Additionally, the system supports the service requirements for Waste Services – it provides workflow, reports and customer data for both the Bromley Waste Team and Contractor.
- 3.11 There are integrations between the CRM system and a number of back office systems, which allow automated transfer of data between front office service teams and customers, through to back office teams and contractors.
- 3.12 This integration also allows data to flow back into CRM when the request is fulfilled, which is then or can be relayed out to the customer.
- 3.13 These systems include Uniform and Confirm which are used by the ECS Department across a wide range of high-profile, public facing services

- 3.14 CRM also provides the data store for customers who have registered for a MyBromley account – currently over 15,000.
- 3.15 There are over 245,000 customer records in CRM, with a distribution list of over 54,000 who are regularly sent electronic version of the corporate newsletter 'Update'.
- 3.16 A high proportion of the Council's customer contact is processed in some way through this system.
- 3.17 The system therefore plays a key role in our ability to know who our customers are, what they are contacting us about, what we do as a result of that contact.
- 3.18 It enables us to communicate with them, inform them of items of interest and potentially change their behaviour in how they make contact with us in the future.

### **Jadu CMS System**

- 3.20 The Jadu CMS supports all aspects of [www.bromley.gov.uk](http://www.bromley.gov.uk) currently handing over 4,000,000 visitors annually, who view over 14,000,000 pages.
- 3.21 It is a key system for the Council to support this significant contact volume efficiently and affordably.
- 3.22 The web site itself has over 4,000 pages of content and was upgraded to be responsive in 2014 to improve and enhance customers using it from mobiles and tablet devices.
- 3.23 There are around 90 web forms that have been developed in house, which result in around 68,000 annual submissions, some including payments via the e-pay module.
- 3.24 Additionally the 'Fix My Street' reporting tool has been embedded into the site and results in around 20,000 reports per year.
- 3.25 Jadu have confirmed that although support will end in September 2016, they will maintain support provided there is a project in progress to move us off the current version.
- 3.26 These systems have become integral to a wide range of customer transactions.
- 3.27 It is essential that the Council maintain supported systems in both these areas, as severe reputational damage could occur should these systems fail.
- 3.28 Additionally, they enable us to provide self-service opportunities for customers, which in turn provide the platform to reduce contact costs in the future.
- 3.29 Although non statutory, these systems support services that do provide statutory services.
- 3.30 Reviewing both systems simultaneously could provide additional benefits for the Council.
- 3.31 Initial market research of current CRM system providers appear that they can supply a number of 'bolt-on' options, which may enable the Council to reduce the number of supporting systems currently within the organisation leading to a more inclusive and easier to manage/support solution..

- 3.32 These include on-line diary and appointment booking, queue management for face to face services, on-line self-service account and fault reporting modules.
- 3.33 A further menu of options available could also deploy enhanced systems such as mobile access for field based staff, including:
- Web reporting
  - Workflow Management
  - Online portals
  - Online application forms
  - Online appointment booking
  - Online payments
  - Social Media
  - Telephone calls
- 3.34 The current Web solution is hosted which improves support and upgrades being delivered smoothly and more importantly in a commissioning environment allows 3<sup>rd</sup> parties to communicate with the system without coming direct through the LBB network and the security protocols required in each of those instances.
- 3.35 As well as allowing the logging and processing of customer enquiries and contacts CRM systems are also offering built in powerful analytical tools to map trends, explore relationships, demographics, channels and assist an organisation's communication and marketing allowing for insightful and targeted output across a multiple of platforms.
- 3.36 A small project team has already been established which has begun to research the market. This group is made up of representatives from Corporate IT, Customer Services and Environment.
- 3.37 Timeframes are quite tight now, as a full calendar year is often required to implement an upgrade or system change of this size.
- 3.38 Factoring in time to carry out the procurement, the scoping of needs and technical requirements therefore needs to begin immediately, and approval is sought for an initial £100k funding which is required, mainly for a temporary resource to manage the technical scoping/specification work required in this highly complex and specialist area.
- 3.39 The full outcome of the investigation along with a full recommendation and/or options will be provided for Members later in the year to consider prior to a further request for draw down funding to cover the full system implementation costs.

## **4 POLICY IMPLICATIONS**

- 4.1 Continuation and investment in these systems will support the Council's objectives of providing efficient services and excellent council in Building a Better Bromley, and supports the delivery of high standards of service across all areas of our borough.
- 4.2 Corporate Operating Principles state that for our customers we will reduce to overall need to contact the Council. Where contact is necessary, we will ensure that it is accessible, convenient, efficient and responsive to demand. These systems underpin this principle.

## 5 FINANCIAL IMPLICATIONS

5.1 The estimated cost of the initial work that is required during 2016/17 totals £100k as detailed in the table below.

	<b>£'000</b>
Scoping and Implementation specialist	60
Business process mapping	10
Project support	10
Bromley Knowledge (Liberata)	20
	<u>100</u>

5.2 Subsequent costs are likely to include upgrade or system costs from system suppliers, project management costs, Liberata and Bromley Knowledge resource costs and IT contractor delivery costs. At present, estimated upgrade costs from the current system providers for their elements only are £115k for CRM and £60k for Web. Full details of all implementation costs will be reported to Members for approval once a thorough evaluation of options has been completed.

5.3 The majority of the ongoing revenue costs relating to the website are recharged to Liberata as part of the Customer Services element of the contract, however there is a hosting element relating to Housing Registration forms, as well as the E-Payments support which are funded by the Council. The current revenue cost to the Council of the systems is £17k per annum as detailed to in the table below.

	<b>£'000</b>	<b>£'000</b>
<b>Web:</b>		
Jadu X-Forms	3	
Jadu Content Management	5	
Jadu E-Pay	2	
Blue Sky Hosting	48	
Blue Sky Hosting (Housing element)	<u>5</u>	
		63
Less costs recharged to Liberata		-56
<b>CRM:</b>		
Licenses		10
		<u>17</u>

5.4 It is currently anticipated that the ongoing revenue costs of the systems will be contained within the existing budgets; however this will be covered in the subsequent report later in the year which will include details of all revenue implications including any potential savings.

## 6 LEGAL IMPLICATIONS

6.1 Early indications suggest that many of the providers of these systems are part of various procurement frameworks, which may prove favourable in achieving the limited timescales.

<b>Non-Applicable Sections:</b>	None
Background Documents: (Access via Contact Officer)	None

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of the Local Government Act 1972.

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