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DATE: 25 October 2016

To: Members of the
EDUCATION BUDGET SUB-COMMITTEE

Councillors Kathy Bance MBE, Julian Benington, Nicholas Bennett J.P., Alan Collins, Judi Ellis and Neil Reddin FCCA

A meeting of the Education Budget Sub-Committee will be held at Committee Rooms - Bromley Civic Centre on **TUESDAY 1 NOVEMBER 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/>

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Wednesday 26th October 2016.

4 MINUTES OF THE MEETING HELD ON 14 JANUARY 2016 AND MATTERS OUTSTANDING (Pages 3 - 8)

5 EDUCATION PORTFOLIO BUDGET MONITORING 2016/17 (Pages 9 - 18)

6 UPDATE ON EDUCATION FUNDING

7 CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2016/17 (Pages 19 - 28)

8 EXPENDITURE ON CONSULTANTS 2015/16 AND 2016/17 (Pages 29 - 46)

9 ANY OTHER BUSINESS

10 DATE OF NEXT MEETING

7.00pm, Tuesday 31 January 2017

7.00pm, Tuesday 28 March 2017

EDUCATION BUDGET SUB-COMMITTEE

Minutes of the meeting held at 7.00 pm on 14 January 2016

Present:

Councillor Neil Reddin FCCA (Chairman)
Councillor Teresa Ball (Vice-Chairman)
Councillors Kathy Bance MBE, Nicholas Bennett J.P.,
Alan Collins and Ellie Harmer

Councillor Peter Fortune, Portfolio Holder for Education
Councillor Tom Philpott, Executive Support Officer to the Portfolio
Holder for Education

Also Present:

James Mullender, Finance Manager
Amanda Russell, Head of Schools Finance Support

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Bailey, Director: Education.

21 DECLARATIONS OF INTEREST

Councillor Teresa Ball declared that she was employed by JTL Training, a not-for-profit charity which offered apprenticeships and traineeships.

22 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

No questions had been received from members of the public.

23 MINUTES OF THE MEETING HELD ON 20TH OCTOBER 2015 AND MATTERS OUTSTANDING

RESOLVED that the minutes of the meeting held on 20th October 2015 be agreed.

24 CAPITAL PROGRAMME MONITORING - 2ND QUARTER 2015/16

Report FSD15072

On 2nd December 2015, the Council's Executive received the 2nd quarterly capital monitoring report for 2015/16 and agreed a revised Capital Programme for the four year period 2015/16 to 2018/19. The Sub-Committee considered a report outlining the changes agreed by the Council's Executive in respect of the Capital

Programme for the Education Portfolio, which included £200k for payment of an outstanding liability to NHS Property Services arising from works carried out to the Phoenix Centre in 2006/7 and a net reduction of £91k for the period 2015/16 to 2018/19 following the confirmation of the 2015/16 Formula Devolved Capital Grant from the Department for Education which was lower than anticipated due to the increasing number of academy conversions. The Council's Executive also agreed an increase of £712k in the Capital Programme budget for Section 106 receipts to match the total funding available.

In considering the report, the Chairman noted the Section 106 funding available within the Education Portfolio and underlined the need to ensure that any time-limitations on the use of this funding was monitored. The Finance Manager confirmed that Section 106 funding continued to be used to contribute towards the provision of sufficient school places through improvement to and the expansion of Bromley schools as part of the Basic Need Programme.

An update on the completion of works related to the introduction of free school meals for all Key Stage 1 pupils would be provided to Members following the meeting.

RESOLVED that the revised Capital Programme agreed by the Council's Executive on 2nd December 2015 be recommended to the Portfolio Holder for Education for approval.

25 EDUCATION PORTFOLIO BUDGET 2016/17

Report ED16011

The Sub-Committee considered a report setting out the draft Education Portfolio Budget 2016/17, which incorporated future cost pressures and initial budget saving options reported to the Council's Executive on 13th January 2016. Members were requested to consider the initial budget saving options proposed and identify any further action to be taken to reduce the cost pressures facing the Local Authority over the next four years.

The Finance Manager advised Members that no additional growth pressures had been identified within the initial budget for the Education Portfolio for 2016/17, but that there had been additional allocations of £382k relating to the full year effect of the supplementary estimate for Adult Education, £400k in response to the reduction in Education Services Grant, and £199k relating to increases in National Insurance contributions. A number of savings for the 2016/17 budget had also been identified during 2015/16, which included savings of £76k for Bromley Youth Music Trust and £30k for Early Years.

In considering the draft Education Portfolio budget 2016/17, the Chairman noted that following Members' agreement to discontinue the market testing process for education services, a review was being undertaken of the organisation of the Education Service to ensure it continued to be fit for purpose, the outcome of which would be reported to Education PDS Committee in Spring 2016.

In response to a question from a Member, the Portfolio Holder for Education confirmed that Officers were working to identify if the Southborough Lane campus currently used by the Bromley Youth Music Trust would be needed for the provision of additional school places in Planning Area 5 in future years.

With regard to the academies agenda, the Portfolio Holder for Education highlighted that Bromley was significantly further advanced than most other local authorities and continued to work closely with the Department for Education to share learning and raise any issues which might benefit other local authorities. Further information on how the decrease in grant funding per pupil would impact the Education Portfolio as more schools converted to academy status would be provided to Members following the meeting. This issue would also be raised with the Regional Schools Commissioner for South East England and South London who was attending the next meeting of Education PDS Committee on 19th January 2016.

RESOLVED that:

- 1) The financial forecast for 2017/18 to 2019/20 be noted;**
- 2) Members' comments on the initial draft savings options proposed by the Council's Executive for 2016/17 be noted; and,**
- 3) Members' comments on the initial draft 2016/17 Education Portfolio budget be provided to the meeting of the Council's Executive on 10th February 2016.**

26 DEDICATED SCHOOLS FUNDING GRANT

Report ED16012

The Sub-Committee considered a report providing information on the Dedicated Schools Grant 2016/17 and how it would be allocated.

The Dedicated Schools Grant was made up of three blocks comprising High Needs, Early Years and Schools. In December 2015, the Department for Education had released the final Dedicated Schools Grant for 2016/17 based on the final units of funding that were released in July 2015. Dedicated Schools Grant income was generally in line with what was expected and what had been received in previous years. In 2015/16, a balanced budget had been set at the start of the financial year which took into account planned expenditure to be funded from the unspent Dedicated Schools Grant carried forward from previous years as agreed by the Schools' Forum. Based on the most recent estimates it was likely that the Dedicated Schools Grant budget would be overspent by approximately £52k for 2015/16, and by approximately £4m for 2016/17 due to a range of pressures including the need for bulge classes and the demand for special educational needs provision.

The Local Authority was very concerned about this situation as it demonstrated that the current budget was not sustainable and that further savings would need to

be identified in future years. Officers were working to identify potential savings within the High Needs and Early Years blocks, as well as within the central spend in the Schools block. However, it was anticipated that some savings might also need to be found within the Schools block, and the Schools' Forum had been asked to consider this as part of the Formula Review in preparation for the introduction of the National Funding Formula.

The Finance Manager reported that the Schools' Forum had discussed the Dedicated Schools Grant 2016/17 at its meeting on 14th January 2015. In recognising the funding pressures, the Schools' Forum had agreed to expand an existing working party initially formed to review the funding formula for 2017/18 to include Early Years and Special Schools representatives and to work to review Dedicated Schools Grant expenditure as a whole. The Working Party would be supported by Local Authority Officers to identify areas where potential savings could be made and how this would impact on provision, and would report its findings to the meeting of the Schools' Forum on 14th April 2016.

In considering the report, the Chairman was concerned at the initial projected overspend of approximately £4m for Dedicated Schools Grant for 2016/17 for which savings had been identified to mitigate. There were also measures in place to help contain the future projected overspend, such as the planned alternative provision at Beacon House which would reduce the need for high cost out-of-Borough placements.

In response to a question from the Portfolio Holder for Education, the Head of Schools' Finance Support confirmed that schools managed their finances differently. Larger schools had their own finance officers and multi-academy trusts often shared finance officers. Part of the remit of the Schools' Finance Support service was to provide financial support to schools and the service had a high level of take up, particularly from smaller schools and academies. The Schools' Finance Support service also delivered regular finance forums and training events to share best practice in school finance across Bromley schools.

Councillor Nicholas Bennett JP queried how the Pupil Premium had been impacted following the introduction of free school meals for all Key Stage 1 pupils. The Head of Schools' Finance Support reported that schools were concerned that there had been a reduction in take up of Pupil Premium by some eligible pupils and were working to engage with parents and carers to encourage them to apply for the funding which targeted the gap in attainment for pupils who were eligible for free school meals. When sufficient data was available, modelling would be undertaken to identify how free school meals had impacted the take up of Pupil Premium, which was particularly important to schools as it attracted further deprivation funding which could have a significant benefit to the achievement of the most vulnerable pupils.

RESOLVED that:

- 1) The Dedicated Schools Grant allocation for 2016/17 be noted;**
- 2) Members' comments regarding the proposed allocation and for**

reducing expenditure in future years be noted; and,

- 3) The Portfolio Holder for Education be recommended to approve the Dedicated Schools Grant allocation to the Schools Budget for 2016/17.**

27 ANY OTHER BUSINESS

Members generally discussed the level of recharges to the Education Portfolio. The Finance Manager confirmed that the level of recharges to the Education Portfolio reflected the cost of providing central services such as Human Resources, Finance and Legal Services to the services across the Portfolio, and that an annual baseline review was undertaken to help identify potential savings across these support services which could arise as a result of changes in the services they were recharged to.

Members noted that further details of the new National Funding Formula would be announced in Spring 2016, after which a consultation would take place. It was possible that Bromley would benefit from higher funding under the new formula as it was currently one of the lowest funded local authorities and received significantly less per pupil school funding than some neighbouring local authorities. Further details of the level of per pupil school funding received by other London local authorities would be provided to Members following the meeting.

RESOLVED that the issues raised be noted.

28 DATE OF NEXT MEETING

With Members agreement, the next meeting of Education Budget Sub-Committee due to take place on Tuesday 16th February 2016 was cancelled due to lack of business.

The Meeting ended at 7.51 pm

Chairman

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Report No.
ED17020

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EDUCATION BUDGET SUB-COMMITTEE

Date: 1st November 2016

Decision Type: Non-Urgent Executive Non-Key

Title: EDUCATION PORTFOLIO BUDGET MONITORING 2016/17

Contact Officer: David Bradshaw, Head of Education, Care & Health Services Finance
Tel: 020 8313 4807 E-mail: David.Bradshaw@bromley.gov.uk

Chief Officer: Chief Executive

Ward: (All Wards);

1. Reason for report

- 1.1 This report details the second quarter budget monitoring position for 2016/17 for the Education Portfolio based on activity levels up to the end of August 2016. The report also highlights any significant variations which will impact on future years.

2. **RECOMMENDATION(S)**

2.1 **The Education PDS Budget Sub-Committee is requested to:**

- (i) **Consider the latest 2016/17 budget projection for the Education Portfolio; and,**
- (ii) **Refer the report to the Portfolio Holder for approval.**

2.2 **The Portfolio Holder is asked to:**

- (i) **Endorse the 2016/17 budget projection for the Education Portfolio.**

Corporate Policy

1. Policy Status: Existing policy: sound financial management
 2. BBB Priority: Children and Young People Excellent Council
-

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Education Portfolio budgets
 4. Total current budget for this head: £12.700m
 5. Source of funding: Existing revenue budgets 2016/17
-

Staff

1. Number of staff (current and additional): 341 Full time equivalent
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

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

Customer Impact

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

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

3. COMMENTARY

3.1 The 2016/17 projected outturn for the Education Portfolio is detailed in Appendix 1, broken down over each service area. Appendix 2 gives explanatory notes on the variations in each service area.

Schools Budget

- 3.2 An element of the Education budget within Education Care and Health Services (ECHS) department is classed as Schools' budget and is funded by the Dedicated Schools Grant (DSG). Grant conditions require that any over- or under- spend should be carried forward to the next financial year.
- 3.3 The schools budget is predicted to underspend by £104k during 2016/17, which will be added to the £3.7m carried forward in 2015/16. Much of this carry forward is being used to fund the costs of the refurbishment of Beacon House and to contain growth.
- 3.4 A summary of the main variations is provided in the table below, with further details in appendices 2 and 3.

	Variations £'000
Bulge Classes	100
Modular classroom rentals	192
Special Schools/units	55
Free Early Education - 2 year olds	Cr 111
Free Early Education - 3 & 4 year olds	53
Standards Fund Grant	Cr 745
SEN:	
- Placements	434
- Support in FE colleges	68
- Transport	Cr 144
- Other Small Balances	Cr 6
	<u>Cr 104</u>

The Non Schools Budget

3.5 The rest of the Education budget within ECHS is classed as Non Schools' budget, and this is projected to overspend by £1,087k. A summary of the main variations is provided in the table below, and further details are contained within Appendices 1 and 2.

	Variations £'000
Schools and Early Years Commissioning	Cr 12
SEN Transport	1,233
Youth Service	12
Early intervention Services	Cr 146
	<u>1,087</u>

3.6 SEN transport is the main area of concern, the overspend has increased from £600k overspent when the monitoring was last reported. This is due to a number of factors including:-

- 1) the new route schedule for September not realising any further efficiencies

- 2) There have been further increases in numbers as the financial year has progressed especially in primary age children
- 3) There has been a shift from placing children at Independent boarding placements to Independent day placements. Whilst this generally helps ease pressures in the Dedicated Schools Grant (DSG), this does mean an increased number of journeys which have an impact on the Councils core funding
- 4) Increased levels of need of children using the SEN transport service especially at the early age groups.

3.7 Action is being taken by the department including:-

- 1) Continuing travel training
- 2) Route review and rationalisation
- 3) Sharing routes with other boroughs
- 4) Supporting parents to take up reimbursement of parental mileage.

3.8 However these actions are unlikely to mitigate the issue in the short term and further action would need to be taken to bring the budget back into balance.

3.9 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendices 1 and 3. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has influence and control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include for example cross departmental recharges and capital financing costs. This ensures clear accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations in considering financial performance

Full year effect for 2017/18

3.10 There is a full year effect pressure of £552k due to the impact of the Education Services Grant (ESG). As Schools convert to Academy Status, DfE reduce the grant given to Authorities to reflect the transfer of duties and responsibilities from the Authority to the Academy.

3.11 However as the impact of the ESG has been known about for some time, there is a budget in the contingency to offset any impact. It is assumed at this point that the appropriate funding will be drawn down to negate this position.

Carry forwards from 2015/16 and drawdowns from Contingency

3.12 At its meeting on the 23rd March 2016 Executive approved the carry forward and draw down of the following grants:-

- 1) SEN Implementation (New Burdens) Grant 2015/16 £28,000
- 2) SEN Implementation (New Burdens) Grant 2016/17 £180,000

3.13 At its meeting on the 18th October 2016 Executive approved the drawdown of the following grant:-

- 1) SEND Regional lead Grant 2016/17 £27,522

- 3.14 These grants are being utilised to continue to work in partnership with regional partners, with Bromley as the lead, on a programme for the transition of statements into Education Health and Care Plans (EHCP)
- 3.15 There remains in contingency £115k of funding that will be drawn down at a later date subject to Member approval.

4. POLICY IMPLICATIONS

- 4.1 Bromley’s Building a Better Bromley objective of being an excellent Council refers to the intention to provide efficient services and to have a financial strategy that focusses on stewardship and sustainability. Delivering value for money is one of the Corporate Operating Principles supporting Building a Better Bromley.
- 4.2 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised to minimise the risk of compounding financial pressures in future years.
- 4.3 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

5. FINANCIAL IMPLICATIONS

- 5.1 These are contained within the body of the report with a detailed breakdown of the projected outturn by service shown in Appendix 1 including an analysis of the budget and explanatory notes in Appendix 2. Appendix 3 shows the split between Schools’ Budget and Non Schools’/Local Authority Budget.

Non-Applicable Sections:	Legal Implications Personnel Implications Customer Implications
Background Documents: (Access via Contact Officer)	2016/17 Budget Monitoring files in ECHS Finance Section

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2015/16 Actuals £'000	Service Areas	2016/17 Original Budget £'000	2016/17 Latest Approved £'000	2016/17 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
EDUCATION CARE & HEALTH SERVICES DEPARTMENT								
Education Division								
Cr 233	Adult Education Centres	Cr 288	Cr 288	Cr 288	0		0	0
231	Alternative Education and Welfare Service	250	250	250	0		0	0
264	Schools and Early Years Commissioning & QA	391	391	379	Cr 12	1	0	0
5,141	SEN and Inclusion	4,869	5,037	6,270	1,233	2	600	0
207	Strategic Place Planning	205	205	205	0		0	0
Cr 15	Workforce Development & Governor Services	18	18	18	0		1	0
Cr 1,650	Education Services Grant	Cr 1,728	Cr 1,728	Cr 1,257	471	3	480	552
	Education Funds Held in Contingency			Cr 471	Cr 471	3	Cr 480	Cr 552
Cr 1,395	Schools Budgets	Cr 1,219	Cr 1,219	Cr 1,219	0	4	0	0
175	Other Strategic Functions	179	260	260	0		0	0
2,725		2,677	2,926	4,147	1,221		601	0
Children's Social Care								
1,757	Bromley Youth Support Programme	1,438	1,438	1,450	12	5	83	0
1,872	Early Intervention Services	1,130	1,130	984	Cr 146	6	0	0
3,629		2,568	2,568	2,434	Cr 134		83	0
6,354	TOTAL CONTROLLABLE FOR EDUCATION - ECHS	5,245	5,494	6,581	1,087		684	0
11,061	Total Non-Controllable	4,198	4,198	4,198	0		0	0
3,396	Total Excluded Recharges	3,240	3,008	3,008	0		0	0
20,811	TOTAL EDUCATION PORTFOLIO - ECHS	12,683	12,700	13,787	1,087		684	0
Memorandum Item								
Sold Services								
Cr 62	Education Psychology Service (RSG Funded)	Cr 18	Cr 18	Cr 18	0	} 7	0	0
Cr 43	Education Welfare Service (RSG Funded)	Cr 33	Cr 33	Cr 33	0		0	0
Cr 33	Workforce Development (DSG/RSG Funded)	Cr 11	Cr 11	Cr 11	0		Cr 22	0
0	Governor Services (DSG/RSG Funded)	Cr 6	Cr 6	Cr 6	0		0	0
Cr 66	Community Vision Nursery (RSG Funded)	0	0	0	0		0	0
Cr 23	Blenheim Nursery (RSG Funded)	0	0	0	0		0	0
0	Business Partnerships (RSG Funded)	0	0	0	0		0	0
	Total Sold Services	Cr 68	Cr 68	Cr 68	0		Cr 22	0

Reconciliation of Latest Approved Budget**£'000****Original Budget 2016/17****12,683****Carry forwards:**

SEN Implementation Grant 2015/16

- expenditure

28

- income

Cr 28

0

Contingency:

SEN Implementation Grant 2016/17

- expenditure

180

- income

Cr 180

0

SEN Regional Lead Grant 2016/17

- expenditure

28

- income

Cr 28

0

Other:

Transfer of SEN Transport staffing post

20

Transfer of staff as part of the Commissioning

12

Restructure

LSSG - Extended Rights to Free Travel Grant

Cr 15

Items Requested this Cycle:**Latest Approved Budget for 2016/17****12,700**

REASONS FOR VARIATIONS

1. Schools and Early Years Commissioning & QA - Cr £12k

There is a £12k underspend due to staffing changes within one cost centre.

A report recently went to the Commissioning Board relating to the two in-house nurseries within this area. The Commissioning Board has requested a management action plan be drawn up to put the nurseries on a break even position going forward. As the management action is likely to include some sort of staffing reorganisation it is likely that the management action plan will not be fully implemented until the start of the new Financial Year.

2. SEN and Inclusion - Dr £1,233k

To help authorities with the amount of work required to convert existing Statements of SEN to the new Education Health and Care (EHC) plans, and to implement the changes to working practices required, the Department for Education has created the SEN Implementation (New Burdens) Grant. LBB's allocation of this grant for 2016/17 is £201k, of which £180k was approved for drawdown by Executive in March 2016, in addition to the carry forward of £108k of the 2015/16 grant that was not used.

Additionally the Department for Education has provided us with a SEND Regional Lead Grant in 2016/17 that is used in partnership with Enfield to support the role of regional lead for the implementation of the Special Educational Needs reforms. LBB's allocation of this grant for 2016/17 is £28k, along with a carry forward of £15k of the 2015/16 grant that was not used.

Although the travel training programme continues with success and has contributed to improved outcomes and helps address annual volume increases, SEN transport is currently projected to overspend by £1.2m. A significant part of this relates to the cost of the new contracts which commenced on 01/09/2015 with a revised pricing framework, which, with no provision for inflation over the life of the contracts, are assumed to have front-loaded inflationary increases. The remainder of the overspend is due to the increased number of routes required during the year and the complexity of the clients using them (i.e. the need to have assistants on the transport route due to the young age of the client).

Central Government pay Councils the Extended Rights to Free Travel grant (funding for children to get to school) directly to us instead of as part of a number of grants. Due to this change the grant now sits in the Education portfolio instead of within Corporate. This has resulted in a £4k underspend as the budget was less than the actual income we are now receiving.

3. Education Services Grant - Dr £471k

Current projections for the Education Services Grant (ESG) allocation is £471k less than budget. The ESG allocation is re-calculated on a quarterly basis, so the grant reduces in-year as schools convert to academies. The current projection is based on the 8 conversions that have already happened this year, and a further school that will be converting during the remainder of the year. The full year effect of these conversions is £552k. It is currently assumed that the shortfall will be drawn-down from contingency to cover this, so no variation is being reported.

4. Schools Budgets (no impact on General Fund)

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

The total projected net underspend of £104k will therefore add to the £3.7m carried forward from 2015/16. The carry forward is being used to fund the refurbishment of Beacon House and to fund growth in bulge classes.

Bulge class are currently expected to overspend by £100k for this financial year. Additionally we are currently expecting to spend £192k on modular classroom rentals during the year. Both of these figures may increase once the requirements for the new academic year have been established from the October school census.

The underspends above are offset by a continued increase in the requirement for bulge classes at both primary and secondary schools. The current budget for bulge classes is £2.5m (an increase of £1m from 2015/16) that was agreed by the School Forum, and funded from the DSG carry forward. Schools Forum reviewed the future funding of bulge classes and decided not to make any changes for 2016/17, however this will be reviewed again for 2017/18, especially in light of the projected pressures across DSG as a whole.

There is currently an expected overspend of £55k on Special Schools. This relates to a payments that needed to be made this year relating to 2015/16.

Phoenix Pre School Services are currently in negotiation with their landlord over a new rental agreement for the centre they currently occupy. The new agreement is expected to lead to an above inflation increase in their rent. Ways of covering this rental income with additional income elsewhere are currently being finalised. The additional income is expected to cover the whole of the rental increase and not lead to a pressure on this budget.

SEN placements are projected to overspend by a total of £434k. This overspend is mainly due to higher than expected number of children attending Independent Day Schools (£809k) and Maintained Day Schools (£320k). There is also an increased use of Alternative support (£205k). These overspends are then offset with underspends on children being placed in Independent Boarding schools (£822k) and higher than expected income to be collected (£82k).

SEN Support for clients in Further Education Colleges is expected to over spending by £68k this year. The reason for this is due to the overspend in the cost of placing clients in colleges (mainly Bromley). This is being offset by the cost of placements at Independent providers.

Free Early Years Education is forecast to underspend by £58k this year. This is down to the £158k underspend in the summer term for the 2 year old age range. This is being off set by an overspend in the first half of the Autumn Term (47k) and an £53k overspend for the year in the 3 & 4 years age range.

The DSG funded element of SEN Transport is projected to underspend by £144k. The funding regulations do not permit this budget to be increased from the previous year, so it is kept at the current level in anticipation of further increased take up of lower cost in-borough placements in future years. This figure is likely to change once the routes for the new academic year have been finalised.

	Variations £'000
Bulge Classes	100
Modular classroom rentals	192
Special Schools/units	55
Free Early Education - 2 year olds	Cr 111
Free Early Education - 3 & 4 year olds	53
Standards Fund Grant	Cr 745
SEN:	
- Placements	434
- Support in FE colleges	68
- Transport	Cr 144
- Other Small Balances	Cr 6
	<u>Cr 104</u>

5. Bromley Youth Support Programme - Dr £12k

The Youth Service has a projected overspend in year on salaries and some running costs whilst the restructure required to reconfigure the service to achieve the 2015-16 saving is completed with the service continuing to provide both universal and targeted youth support.

The pressure in the Youth Offending Team is due to the funding they receive from the Youth Justice Board being further reduced in April by £22k. A review of their existing services will be carried out to address this short fall in future years.

The Bromley Education Business Partnership has seen an in-year underspend (£71k) relating to salary costs during a period of recruitment which has occurred whilst the service has been waiting for final confirmation of funding from Members and external bodies.

	Variations £'000
Youth Services	61
Youth Offending Team	22
Bromley Education Business Partnership	Cr 71
	<u>12</u>

6. Early Intervention Services - Cr £146k

Two services within the area have in year salary savings during a period of recruitment which has now been completed.

	Variations £'000
Bromley Children's Project	Cr 108
Parent Partnership	Cr 38
	<u>Cr 146</u>

7. Sold Services (net budgets)

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

Waiver of Financial Regulations

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

Annual Value	Number of Waivers
Under £50k	6
£50k to £250k	1
£250k to £500k	1
Total	<u>8</u>

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, three virements have been actioned all in the range of £10k to £15k. These relate to adjustments to realign the SEN Reform Grant and to move budgets to allow a post FTE to be increased.

EDUCATION PORTFOLIO BUDGET MONITORING SUMMARY

Division Service Areas	Non-Schools' Budget (RSG)						Schools' Budget (DSG)						
	Original Budget	Revised Budget	Projection	Variation	Last Reported Variation	FYE	Original Budget	Revised Budget	Projection	Variation	Last Reported Variation	FYE	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Education Division													
Adult Education Centres	Cr 288	Cr 288	Cr 288	0	0	0	0	0	0	0	0	0	0
Alternative Education and Welfare Service	250	250	250	0	0	0	376	376	376	0	0	0	0
Schools and Early Years Commissioning & QA	1 391	391	379	Cr 12	0	0	14,984	14,984	14,926	Cr 58	Cr 171	0	0
SEN and Inclusion	2 4,869	5,037	6,270	1,233	600	0	23,660	23,664	24,014	350	Cr 614	0	0
Strategic Place Planning	205	205	205	0	0	0	337	337	337	0	0	0	0
Workforce Development & Governor Services	18	18	18	0	1	0	35	35	35	0	0	0	0
Education Services Grant	3 Cr 1,728	Cr 1,728	Cr 1,257	471	480	552	0	0	0	0	0	0	0
Education Funds Held in Contingency	3 0	0	Cr 471	Cr 471	Cr 480	Cr 552	0	0	0	0	0	0	0
Schools Budgets	4 Cr 1,219	Cr 1,219	Cr 1,219	0	0	0	Cr 86,901	Cr 86,901	Cr 87,452	Cr 551	Cr 577	0	0
Other Strategic Functions	179	260	260	0	0	0	0	0	0	0	0	0	0
Early Years	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Schools	0	0	0	0	0	0	30,365	30,365	30,465	100	0	0	0
Secondary schools	0	0	0	0	0	0	3,120	3,120	3,120	0	0	0	0
Special Schools & Alternative Provision	0	0	0	0	0	0	12,127	12,127	12,182	55	0	0	0
Post-16 Provision	0	0	0	0	0	0	0	0	0	0	0	0	0
	2,677	2,926	4,147	1,221	601	0	Cr 1,897	Cr 1,893	Cr 1,997	Cr 104	Cr 1,362	0	0
Children's Social Care													
Bromley Youth Support Programme - (Youth Services)	5 1,438	1,438	1,450	12	83	0	0	0	0	0	0	0	0
Early Intervention Services	6 1,130	1,130	984	Cr 146	0	0	0	0	0	0	0	0	0
	2,568	2,568	2,434	Cr 134	83	0	0	0	0	0	0	0	0
TOTAL CONTROLLABLE	5,245	5,494	6,581	1,087	684	0	Cr 1,897	Cr 1,893	Cr 1,997	Cr 104	Cr 1,362	0	0
TOTAL NON CONTROLLABLE	4,127	4,127	4,127	0	0	0	71	71	71	0	0	0	0
TOTAL EXCLUDED RECHARGES	2,096	1,864	1,864	0	0	0	1,144	1,144	1,144	0	0	0	0
PORTFOLIO TOTAL	11,468	11,485	12,572	1,087	684	0	Cr 682	Cr 678	Cr 782	Cr 104	Cr 1,362	0	0

Agenda Item 7

Report No.
FSD16060

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EDUCATION BUDGET SUB-COMMITTEE

Date: 1st November 2016

Decision Type: Non-Urgent Executive Non-Key

Title: CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2016/17

Contact Officer: James Mullender, Principal Accountant
Tel: 020 8313 4292 E-mail: james.mullender@bromley.gov.uk

Chief Officer: Director of Finance

Ward: All

1. Reason for report

On 20th July 2016, the Executive received the 1st quarterly capital monitoring report for 2016/17 and agreed a revised Capital Programme for the four year period 2016/17 to 2019/20. The report also covered any detailed issues relating to the 2015/16 Capital Programme outturn, which had been reported in summary form to the June meeting of the Executive. This report highlights in paragraphs 3.1 to 3.6 changes agreed by the Executive in respect of the Capital Programme for the Education Portfolio. The revised programme for this portfolio is set out in Appendix A, detailed comments on scheme progress as at the end of the first quarter of 2016/17 are shown in Appendix B and details on the 2015/16 outturn are included in Appendix C.

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to note and confirm the changes agreed by the Executive on 20th July 2016.

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: Total increase of £2,112k over the 4 years 2016/17 to 2019/20, mainly due to rephasing of underspend from 2015/16.
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £49.5m for the Education Portfolio over four years 2016/17 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: Not Applicable
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Capital Expenditure- variations agreed by the Executive on 20th July 2016

3.1 A revised Capital Programme was approved by the Executive in July, following final outturn figures for 2015/16 and a detailed monitoring exercise carried out after the 1st quarter of 2016/17. The base position was the revised programme approved by the Executive on 10th February 2016, as amended by variations approved at subsequent Executive meetings. All changes on schemes in the Education Programme are itemised in the table below and further details are included in paragraphs 3.2 to 3.6. The revised Programme for the Education Portfolio is attached as Appendix A. Appendix B shows actual spend against budget in the first quarter of 2016/17, together with detailed comments on individual schemes. Appendix C includes details of the final outturn for 2015/16.

	2016/17	2017/18	2018/19	2019/20	TOTAL 2016/17 to 2019/20
	£000	£000	£000	£000	£000
Programme approved by Executive 10/02/16	36,281	9,264	426	426	46,397
Capital Maintenance Grant (Executive 18/05/16)					
- Seed Challenge	100	0	0	0	100
- Security Works	50	0	0	0	50
- Suitability	350	0	0	0	350
- Capital Maintenance in schools	458	0	0	0	458
Virement re. Edgebury School (Executive 18/05/16)					
From: Basic Needs	94	0	0	0	94
To: Capital Maintenance in Schools	-94	0	0	0	-94
Approved Programme prior to Q1 Monitoring	37,239	9,264	426	426	47,355
<u>Variations approved by Executive 20/07/16</u>					
School Access Initiative (see para 3.2)	-150	-150	-150	-150	-600
Basic Need (see para 3.3)	309	0	0	0	309
Section 106 receipts (see para 3.4)	215	0	0	0	215
Net underspendings in 15/16 rephased into 16/17 (see para 3.5)	2,188	0	0	0	2,188
Schemes rephased from 16/17 into 17/18 (see para 3.6)	-18,169	18,169	0	0	0
Total Amendment to the Capital Programme	-15,607	18,019	-150	-150	2,112
Revised Education Capital Programme	21,632	27,283	276	276	49,467

3.2 School Access Initiative (net reduction of £600k in 2016/17 to 2019/20):

As part of the savings required to balance the 2016/17 Schools Budget (DSG), agreed by the Portfolio Holder for Education, the Direct Revenue Financing for Schools Access Initiative has been ceased. Any future funding for this scheme will need to be vired from other schemes e.g. Basic Need. In July, Executive approved a net reduction of £600k (£150k in 2016/17, £150k in 2017/18, £150k in 2018/19 and £150k in 2019/20) in the capital programme.

3.3 Basic Need (£309k increase in 2016/17):

The updated Basic Need Programme was approved by Executive on 23rd March 2016. The works at Trinity (Princes Plain) School includes £309k grant funding for Education Funding Agency (EFA) for a multi-use games area (MUGA). In July, Executive agreed the inclusion of £309k in the Capital Programme to reflect the total funding available.

3.4 Section 106 receipts from developers (uncommitted balance) (£215k increase in 2016/17):

In July 2015, the Executive agreed that the Capital Programme budget should reflect the total of S106 receipts available to fund expenditure. In July 2016 the Executive agreed an increase of £215k in the Capital Programme budget for Section 106 to match the total funding available (from a balance of £2,586k in the February Executive report to £2,801k in the July Executive report). The approved S106 budgets for the Education Capital Programme are illustrated in the table below.

	Total Approved S106 Budget £000	Actuals upto FY15/16 £000	Budget FY16/17 £000
Basic Need	706	456	250
Uncommitted balance (as at May 2016)	2,551	0	2,551
Education Total	3,257	456	2,801

3.5 Net underspend in 2015/16 re-phased into 2016/17:

The 2015/16 Capital Outturn was reported to the Executive on 15th June 2016. The final capital outturn for the year for Education Portfolio schemes was £29,727k compared to a revised budget of £31,925k approved by the Executive in February, an underspend of £2,198k. This is mainly due £1,234k underspend on Glebe expansion works. There are a number of factors that have contributed to the delays by the contractor and the responsible officer is monitoring the progress closely and ensuring that the Council is applying any actions available to it under the terms of the contract to minimise any further delays. After allowing for minor adjustments, a total of £2,188k has been re-phased into 2016/17. Details of the 2015/16 outturn for this Portfolio are set out in Appendix C.

3.6 Schemes rephased from 2016/17 into 2017/18:

As part of the 1st quarter monitoring exercise, £18,169k has been re-phased from 2016/17 into 2017/18 to reflect revised estimates of when expenditure on the Education schemes is likely to be incurred. This is itemised in the table below and comments on scheme progress are provided in Appendix B.

Capital Expenditure – Rephasing in Q1 monitoring	2016/17	2017/18
	£000	£000
Basic Need	-17,688	17,688
Beacon House Refurbishment	-33	33
Early Education for Two Year Olds	-249	249
Glebe School Expansion	-99	99
Seed Challenge Fund	-100	100
Total Education Programme rephasing	-18,169	18,169

Post-Completion Reports

3.7 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. After major slippage of expenditure in recent years, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. No post-completion reports are currently due for the Education Portfolio, but this quarterly report will monitor the future position and will highlight any further reports required.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 20th July 2016. Changes agreed by the Executive for the Education Portfolio Capital Programme are set out in the table in paragraph 3.1.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Approved Capital Programme (Executive 20/07/16) Capital Outturn report (Executive 15/06/16) Q1 monitoring report (Executive 20/07/16)

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EDUCATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 20 JULY 2016									
Code	Capital Scheme/Project	Total Approved Estimate	Actual to 31.03.16	Estimate 2016/17	Estimate 2017/18	Estimate 2018/19	Estimate 2019/20	Responsible Officer	Remarks
		£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
907558	SECONDARY SCHOOLS Langley Park Boys School - BSF (Building Schools for the future) 2.3b	38,738	38,729	9	0	0	0	Rob Bollen	BSF One School Pathfinder; government grant £35,800k; LBB contribution £2,006k re: enhanced performance space; £316k t/f from Secondary Investment Strategy. Further £400k from DSG.
	TOTAL SECONDARY SCHOOLS	38,738	38,729	9	0	0	0		
907564	PRIMARY SCHOOLS Primary Capital Programme 2.7								DCSF capital grant; £800k allocated to Riverside ASD scheme £1,395k Primary Capital Programme (PCP) grant; £24k from Access initiative; £50k from extended services; £6k t/f to Highway £1,114k PCP, £250k S106' £94k t/f to Highway £2,620k PCP, £500k Children & Family Centre grant, £300k Early Years, £600k planned maint; £93k schools capital maint in 11/12; £140k revenue cont in 11/12, £94k from Princes Plain; £434k from other PCP schemes. Balance of PCP grant after allocations to Bickley, Princes Plain, Highway and Riverside ASD; £100k from maintenance re Pickhurst Infants; £144k for Crofton Juniors from School kitchens funding; £428k t/f to Highway
907564	Bickley Primary - expansion	1,463	1,463	0	0	0	0	Rob Bollen	
907564	Princes Plain Primary - expansion	1,270	1,270	0	0	0	0	Rob Bollen	
907564	The Highway Primary - partial rebuild	5,418	5,301	117	0	0	0	Rob Bollen	
907564	Other schemes funded by Primary Capital Programme grant	3,186	3,186	0	0	0	0	Rob Bollen	
	TOTAL PRIMARY SCHOOLS	11,337	11,220	117	0	0	0		
907976	SPECIAL SCHOOLS Glebe School expansion	4,880	1,407	3,374	99	0	0	Rob Bollen	Approved by Full Council 14/04/14
	TOTAL SPECIAL SCHOOLS	4,880	1,407	3,374	99	0	0		
906691	OTHER EDUCATION SCHEMES Formula Devolved Capital 2.1a	6,050	4,956	296	266	266	266	Mandy Russell	100% government grant £300k "suitability" funding in 2011/12; £11k for Farnborough scheme DDA requirement; £150k p.a from schools' revenue budget; £24k to Bickley PCP 100% DfES grant; £500k for Highway scheme, £750k for Hawes Down Co-location, grant cut by £802k; £297k revenue cont c/f from 12/13 Now funded by 11/12 capital maintenance settlement; £46k from suitability surveys; £350k to Farnborough Primary 100% government grant - 2011/12 settlement; £300k to seed challenge; £150k to security works; £150k to suitability/modernisation settlement; £80k to Hawes Down Co-Location & £93k to The Highway in 11/12; £161k t/f from modernisation fund 100% government grant 100% government grant 100% government grant. Further additions to the £558k in the Early Education for Two Year Olds scheme; £150k contribution from revenue (DSG), and £186k for the London Childcare Grant (Approved in Executive 26/11/14) £3m funded from DSG and £0.577m funded from Basic Need (Executive 09/09/15) Approved by Executive 02/12/15 (scheme re-instated) Youth Capital Fund grant £72k S106 Receipts
906695	Seed Challenge Fund	2,464	1,854	510	100	0	0	Rob Bollen	
911XXX	Schools Access Initiative	1,390	943	447	0	0	0	Rob Bollen	
906718	Security Works	1,170	921	249	0	0	0	Rob Bollen	
907549	Children and Family Centres	6,662	6,610	52	0	0	0	Rachel Dunley	
906725	Suitability / Modernisation issues in schools	1,672	1,247	425	0	0	0	Rob Bollen	
906726	Capital maintenance in schools	10,183	9,240	943	0	0	0	Rob Bollen	
907974	Basic Need	72,072	35,546	10,000	26,526	0	0	Rob Bollen	
907977	Universal free school meals	387	372	15	0	0	0	Rob Bollen	
907975	Early Education for Two Year Olds	894	147	498	249	0	0	Julia Waldmen	
907979	Beacon House Refurbishment	3,577	1,451	2,093	33	0	0	Rob Bollen	
907000	Feasibility Studies	40	0	10	10	10	10	Rob Bollen	
907556	Phoenix Pre-School SEN service - Council contribution	292	252	40	0	0	0	Rob Bollen	
907548	Youth centres - Capital improvements	72	69	3	0	0	0	Linda King	
951000	S106 - Education (unallocated)	2,551	0	2,551	0	0	0	Rob Bollen	
	TOTAL OTHER EDUCATION SCHEMES	109,476	63,608	18,132	27,184	276	276		
	TOTAL EDUCATION PORTFOLIO	164,431	114,964	21,632	27,283	276	276		

Page 25

EDUCATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 2016/17 - 1ST QUARTER MONITORING					
Code	Capital Scheme/Project	Approved Estimate Feb 2016 £'000's	Actual to 30.06.16 £'000's	Revised Estimate Jul 2016 £'000's	Responsible Officer Comments
	SCHOOLS				
	SECONDARY SCHOOLS				
907558	Langley Park Boys School - BSF (Building Schools for the future)	0	3	9	Final payment and retention to main contactors paid. Other minor outstanding cost includes consultancy cost.
	TOTAL SECONDARY SCHOOLS	0	3	9	
	PRIMARY SCHOOLS				
907564	Primary Capital Programme 2.7				
907564	The Highway Primary - partial rebuild	118	0	117	Scheme completed. Awaiting outstanding final payment for consultancy cost, and other legal issues. Once all outstanding invoices are paid (and dispute on the outstanding consultancy cost with Frankham is resolved), any funding that may remain can be returned to Basic Need as allocations were made from this funding source to underpin this scheme.
	TOTAL PRIMARY SCHOOLS	118	0	117	
	SPECIAL SCHOOLS				
907976	Glebe School expansion	2,239	789	3,374	Scheme approved by Council 14/04/14. £4.8m funded from DSG and £80k contribution from Glebe school to fund the multi-use games area (MUGA) (Exec. 11/02/16). There was major delays by the contractor and the estimate completion date has been deferred to end of the Summer 2016. Responsible officer is monitoring the progress closely and ensuring that the Council is applying any actions available to it under the terms of the contract to minimise any further delays. The defects liability period will not expire until Aug 17, and rephased £99k into 17/18 to monitor any potential defects.
	TOTAL SPECIAL SCHOOLS	2,239	789	3,374	
	OTHER EDUCATION SCHEMES				
906691	Formula Devolved Capital 2.1a	266	132	296	In and out to Schools
906695	Seed Challenge Fund	350	22	510	£100k additional allocation from DfE (Exec. 18/05/16). The 16/17 Seed programme will be subject to approval of Education PDS. It is unlikely that works will be allocated and spent in this FY and £100k was rephased into 17/18.
911xxx	Schools Access Initiative	435	68	447	Expanding number of places of hygiene room in schools. Works at Charles Darwin, Valley schools and Unicorn school have completed. Works at Tubbenden, St Josephs and Crofton will be carried out in this FY.
906718	Security Works	125	0	249	Ad hoc security works for schools. Works at Burwood (Fencing & Maglock), and Oakland are completed. Works at Worsley Bridge have started in the summer, and works Churchfield is currently in development.
907549	Children and Family Centres	0	1	52	Works are managed by Operational Property and it is anticipated that works to be completed soon.
906725	Suitability / Modernisation issues in schools	75	-14	425	£350k additional allocation from DfE (Exec. 18/05/16). The funding will be used for Health and Safety works at school (in discussion with the Commissioning Board), and we anticipate spend to budget.
906726	Capital maintenance in schools	256	-32	943	£458k additional allocation from DfE (Exec. 18/05/16). Works are managed by Operational Property, and it is anticipated that the works will be completed in this FY. Members have approved £93.5k virement from Capital Maintenance scheme to Basic Need scheme (Exec. 18/05/16) to fund the works at Edgebury school.
907974	Basic Need	27,125	562	10,000	£10m works is anticipated to be completed by 16/17. This includes works at Trinity, Castlecoomb, Bishop Justus, St Josephs, Edgebury, Poverest, Stewart Fleming, and Leasons. Rephased £17,688k into 16/17. A full detailed report on the various projects within the Basic Need Programme was reported to Exec. 23/03/16.
907977	Universal free school meals	15	-19	15	The works is anticipated to be completed soon.
907975	Early Education for Two Year Olds	755	0	498	Works in development at Poverest, Leasons School and Southborough pre-school, works completed at Blenheim Nursery and Community Vision nursery. For the remaining monies a small grants call will be developed for schools based provision to be spent by end of 16/17 academic year. It is expected that all works will be completed by Sep 17 and rephased £249k into 17/18.
907979	Beacon House Refurbishment	2,176	500	2,093	£3m of unspent DSG and remaining balance £0.577m from Basic Need. Details of expenditure was reported to Executive on 09/09/15. Project currently on time and within budget. Anticipated completion on site for Summer 16. Defects Liability Period to run for 12 months to Sep 17 and rephased £33k into 17/18 to monitor any potential defects.
907000	Feasibility Studies	10	0	10	Block capital - Not expected to use the money this year on feasibility studies
907556	Phoenix Pre-School SEN service - Council contribution	0	0	40	Re-instated - approved by Executive 02/12/15. A payment of £160k was made to NHS.
907548	Youth centres - Capital improvements	0	0	3	Likely to complete this year.
951000	S106 - Education (un-allocated)	2,336	0	2,551	Several proposed schemes are in the pipeline, subject to Members approval.
	TOTAL OTHER EDUCATION SCHEMES	33,924	1,220	18,132	
	TOTAL EDUCATION PORTFOLIO	36,281	2,012	21,632	

EDUCATION PORTFOLIO - CAPITAL PROGRAMME OUTTURN 2015/16					
Capital Scheme/Project	2015/16 OUTTURN				Comments / action taken
	Actual to 31.03.15	Approved Estimate Feb 2016	Final Outturn	Variation (under- spend '-')	
	£'000's	£'000's	£'000's	£'000's	
SCHOOLS					
SECONDARY SCHOOLS					
Langley Park Boys School - BSF (Building Schools for the future)	38,181	557	548	-9	2015/16 underspend rephased into 2016/17
TOTAL SECONDARY SCHOOLS	38,181	557	548	-9	
PRIMARY SCHOOLS					
Primary Capital Programme 2.7					
Bickley Primary - expansion	1,463	0	0	0	
Princes Plain Primary - expansion	1,270	0	0	0	
The Highway Primary - partial rebuild	5,300	0	1	1	2015/16 overspend rephased into 2016/17
Other schemes funded by Primary Capital Programme grant	3,186	0	0	0	
TOTAL PRIMARY SCHOOLS	11,219	0	1	1	
SPECIAL SCHOOLS					
Glebe School expansion	312	2,329	1,095	-1,234	2015/16 underspend rephased into 2016/17 due to delay by the contractor
TOTAL SPECIAL SCHOOLS	312	2,329	1,095	-1,234	
OTHER EDUCATION SCHEMES					
Formula Devolved Capital 2.1a	4,720	266	236	-30	2015/16 underspend rephased into 2016/17
Seed Challenge Fund	1,754	260	100	-160	2015/16 underspend rephased into 2016/17
Schools Access Initiative	862	243	81	-162	2015/16 underspend rephased into 2016/17
Security Works	786	209	135	-74	2015/16 underspend rephased into 2016/17
Children and Family Centres	6,626	36	-16	-52	2015/16 underspend rephased into 2016/17
Suitability / Modernisation issues in schools	784	463	463	0	
Capital maintenance in schools	7,971	1,592	1,269	-323	2015/16 underspend rephased into 2016/17
Basic Need	11,697	24,009	23,849	-160	2015/16 underspend rephased into 2016/17
Universal free school meals	97	275	275	0	
Early Education for Two Year Olds	39	100	108	8	2015/16 overspend rephased into 2016/17
Beacon House Refurbishment	28	1,373	1,423	50	2015/16 overspend rephased into 2016/17
Feasibility Studies	0	10	0	-10	Budget not required in 2015/16 and not rephased into 2016/17
Phoenix Pre-School SEN service - Council contribution	92	200	160	-40	2015/16 underspend rephased into 2016/17
Youth centres - Capital improvements	69	3	0	-3	2015/16 underspend rephased into 2016/17
TOTAL OTHER SCHEMES	35,525	29,039	28,083	-956	
TOTAL EDUCATION PORTFOLIO	85,237	31,925	29,727	-2,198	#

£2,188k of total net underspend rephased into 2016/17

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Report No.
CSD16147

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EDUCATION BUDGET SUB-COMMITTEE

Date: Tuesday 1 November 2016

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

Title: EXPENDITURE ON CONSULTANTS 2015/16 AND 2016/17

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 At its meeting on 7th September 2016, the Executive and Resources PDS Committee considered the attached report on expenditure on consultants across all Council departments for both revenue (appendix 2) and capital (appendix 3) budgets. The Committee requested that the report be considered by all PDS Committees.
-

2. **RECOMMENDATION**

That the Sub-Committee considers the information about expenditure on consultants relating to the Education Portfolio contained in the attached report, and considers whether any further scrutiny is required.

Impact on Vulnerable Adults and Children

1. Summary of Impact: N/A
-

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: One –off expenditure met from within existing budgets
 3. Budget head/performance centre: Consultants
 4. Total current budget for this head: N/A
 5. Source of funding: Existing revenue and capital budgets
-

Personnel

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

Legal

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

Procurement

1. Summary of Procurement Implications: N/A
-

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: Not Applicable

3. COMMENTARY

- 3.1 Revenue expenditure on consultants in the Education Portfolio is set out in Appendix 2, and is focussed on (i) one-off specialist advice, no-one with specialist skills; (ii) insufficient in-house skills/resources; and (iii) training.
- 3.2 At the Executive and Resources PDS Committee, Cllr Judi Ellis noted the expenditure (£5,828) in 2015/16) on commissioning additional consultancy to support the SEND appeals tribunal process, and suggested that a further report on the level of appeals should be submitted to the Education Select Committee.
- 3.3 Capital expenditure on consultants in the Education Portfolio is set out in Appendix 3, broken down into expenditure on architects, surveyors and multi-disciplinary/other consultants. Appendix 3A covers expenditure in 2015/16 (£1,788,701), and Appendix 3B covers the first quarter of 2016/17 (£162,455).

Non-Applicable Sections:	Impact on Vulnerable Adults and Children/Policy/Financial/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	None

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Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 7 September 2016

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

Title: EXPENDITURE ON CONSULTANTS 2015/16 AND 2016/17

Contact Officer: Claire Martin, Head of Finance
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Chief Officer: Peter Turner, Director of Finance

Ward: N/A

1. Reason for report

Members of ER PDS requested a full report on Consultant expenditure be submitted each year. Officers have therefore looked at total expenditure in 2015/16 and expenditure to date for 2016/17 for both Revenue and Capital Budgets.

2. **RECOMMENDATIONS**

Members to:-

2.1 Note the overall expenditure on Consultants as set out in this report.

2.2 Refer this report onto individual PDS Committees for further consideration

Corporate Policy

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

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: All one-off expenditure met from allocated budgets
 3. Budget head/performance centre: Consultants
 4. Total current budget for this head: £N/A
 5. Source of funding: Revenue & Capital
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 ER PDS members requested information on the Councils expenditure on Consultants be reported each year. To do this officers have looked at the total expenditure in 2015/16 and also the expenditure for this financial year as at the end of June 2016. This work covered both Revenue and Capital expenditure.
- 3.2 The basic reason for the use of consultants is that at times the Council requires that specialised work is undertaken for specific projects. This is particularly valid when consultants are engaged to work on large scale projects. For completeness expenditure on Architects, Engineers, Surveyors and other consultants commissioned to work on Capital Projects have been included as these generally meet the definition of one-off projects. Proposed expenditure on Capital Projects will have been approved by Executive before being included in the Capital Programme.
- 3.3 The Councils Contract Procedure rules sets out the procurement process to be followed when appointing a consultant and there is also guidance available to staff about what needs to be included in the formal agreement when engaging a consultant, which as a minimum needs to confirm the overall cost, project deliverables, clear brief and reporting arrangements. Appendix 1 provides this in more detail.
- 3.4 There is an element of subjectivity as to what constitutes a “consultant” as a number of services could fall within this definition, however it is generally defined as “a person brought into the Council to carry out a specific job” which is not on-going. For the purposes of this report expenditure on medical fees, counsel and legal fees have been excluded as these are considered to be professional fees rather than consultants.
- 3.5 In looking at consultants, members need to be minded that officers will use them to carry out work on the Council’s behalf when:-
- There is no one internally with the relevant skills or experience
 - There is no capacity/resources available to undertake this work
 - Specialist skills are required
- 3.6 It is important when recruiting a consultant that the project brief sets out the reasons for the use of consultant, that officers have consider any alternative options and also to evaluate the effectiveness of the work undertaken by consultants within the authority.
- 3.7 The benefit of employing consultants is that the Council makes a saving in relation to employer National Insurance and pension contribution. Also in employing consultants the Council is under no obligation to pay consultants for days when they are not working for the Council e.g. sickness and holiday and they are only engaged for a specific period of time – however offsetting this is that these staff are often more expensive.
- 3.8 The risk in not using consultants is that the Council would have to recruit a more substantial and specialised workforce at a greater expense.
- 3.9 This report provides a detailed breakdown of all costs officers believe are consultants, broken down over Portfolio’s and service areas. This is shown in Appendix 2 (revenue) and Appendix 3 (capital). It also examines the procurement arrangements associated with engaging the consultants as part of that process.

4. FINANCIAL IMPLICATIONS

- 4.1 Included in the body of the report.

5. LEGAL IMPLICATIONS

- 5.1 There is a considerable amount of legislation affording specific employment rights such as paid holiday, maternity leave and pay, entitlement to redundancy payments, minimum notice periods and protection from unfair dismissal, to name but a few to employees. Self-employed consultants, on the other hand, are not entitled to these enhanced statutory rights or protections.
- 5.2 In addition to statutory rights, an employer/employee relationship also implies a duty of trust and confidence between the parties concerned and suggests that neither should act in such a way as to undermine it. This notion introduces the idea of reasonableness into the way in which employers treat their employees. But the relationship between an organisation and a self-employed consultant does not have the same implied duties, with the consultant's protection relying largely on the contractual terms in place.
- 5.3 Describing a role as a consultant will not provide a definitive position and as a starting point, there are three key areas that should be evaluated:
- (i) a requirement for personal service
 - (ii) the existence of mutuality of obligation
 - (iii) the level of control that the council has over an individual.
- 5.3.1 **Personal service** - Is the individual personally required to perform services for the company? An employee is someone who is employed under a contract of service, that is, a contract that requires them to personally turn up for work and carry out the duties requested of them. A consultant, on the other hand, is engaged under a contract for services, that is, a contract under which they agree to provide the company with particular services. But, while they are obliged to ensure that these services are provided, they are not necessarily required to carry out the work personally.
- 5.3.2 **Mutuality of obligation** - Are employers obliged to offer individuals work under their agreed contract? Equally, if an employer offers an individual work, are they obliged to accept it? If they are, it could indicate an employment relationship.
- 5.3.3 **Control** - How much control does the employer have over an individual? Who decides what work needs to be done, how it should be done and when?
- 5.4 HMRC uses different, albeit similar, criteria when determining individual's employment status or otherwise. This means that an individual could be considered an employee for tax purposes and yet remain a consultant from an employment perspective. As stated above the process of engaging consultants is being tightened with the appropriate checks and balances. These will reduce or eliminate the obvious employment law risks including the accrual of the statutory protection rights set out in para 5.1 above. HR advice should be sought to ensure that each assignment/engagement is not likely to give rise to employment or "contract of services.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Held in finance teams

CONSULTANT

Coding for Consultants/Agency/Temp Staff

The difference between agency/temporary staff and consultants is often confused and wrongly coded on Oracle. For clarity the difference is explained below:-

➤ Agency staff – Revenue Funded (0104)*

People appointed to cover vacant posts – and paid either by LBB or via Adecco?. Anyone that we employ but we pay as a company will need to be separately identified and for the purposes of LBB classified as working under a consultancy basis (see below).

➤ Temporary Staff – Revenue Funded (0104)*

People that are employed for less than 3 months to do a specific urgent piece of work, where no post exists, so a supernumerary post is allocated and virement rules apply. Once the post exceeds 3 months a post creation form will need to be set up (back dated to when the post commenced working with the council) and justification and funding identified.

➤ Consultants – Revenue/Capital (1708)**

Consultants should be used to undertake one-off projects, where there is no one internally with the relevant skills. There should be transparency around funding of the post which should be on a fixed fee and clear deliverable, which should be reviewed at the end of the project.

* 0104 codes – there may be a basket of temporary codes so please check the FCB

** 1708 codes – unless there is a good reason, at all times this is the code that should be used.

In general terms a **Consultant** is viewed as being: -

Someone employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, which brings specialist skills or knowledge to the role, and where the council has no ready access to employees with the skills, experience or capacity to undertake the work.

A Consultant should be engaged on a fixed price contract and would not normally be employed on a day rate (this will ensure VFM).

Further details on these requirements and advice on the employment of Consultants can be found in the Council's Contract Procedure Rules (CPR 8.1 & 8.5) and the accompanying Practice Notes /Contract Document on the employment of Consultants, which can be found in the Procurement Toolkit.

Employing the Consultant

Audit Commission research has indicated that most consultancy work was not usually let on the basis of lowest price, although few authorities held records to justify their decisions. You must always take account of the available budget.

You should prepare a formal agreement before a consultancy assignment commences. This may range from a letter to a formal legal contract. As a minimum the agreement should:

- confirm agreed total costs (fixed price arrangements are usually preferable),
- description of all project deliverables
- make reference to the brief
- make reference to the consultant's submission
- confirm invoicing and payment arrangements
- set out termination and arbitration arrangements
- set out reporting arrangements

You must also ensure that sufficient provision is made for any necessary Insurances and Indemnities required to protect the Council's position. This includes a need to establish the tax position of the Consultant to ensure payments made under any commission placed are correctly treated.

Requirement for a Consultant

The initial requirements around the commissioning of Consultancy Services should include consideration of how service requirements are met and other approaches which might be used. For example can the requirement be met through the completion of work via Agency Staff, the employment of an interim manager (via a direct/temporary contract of employment with the Council), or Secondment arrangements. Only once the best "fit" has been identified should work be commissioned. The arrangement should also be subject to periodic review as, for example, an initial urgent requirement placed with a Consultant might not be better completed at a later date via a temporary contract of employment

There needs to be a clear **accountable** officer responsible for commissioning the consultants work, who monitors progress and delivery and ensures VFM is delivered at all times. The consultant would not normally manage any staff directly or be responsible for authorising spend.

Procurement – Competition Requirements (contract procedure rule 8.1) now incorporates the tender procedures for consultants with effect from September 2016.

8.1 Procurement – Competition Requirements

8.1.1 Where the Estimated Cost or Value for a purchase is within the limits identified in the in the first column below, the Award Procedure in the second column must be followed. Shortlisting shall be done by the persons specified in the third column.

Estimated Cost (or Value)	Tender procedure	Shortlisting
Up to £5,000 (£25,000 for Consultancy Services)	One oral Quotation (confirmed in writing where the Estimated Cost or Value exceeds £1,000) using the Using the Council's "Local Rules" Process where possible and other Approved Lists where Authorised	Officer
£5,000 - up to £25,000	3 written Quotations using the Council's "Local Rules" Process where possible and other lists as Agreed with the Head of Procurement.	Officer
£25,000 – £100,000	Request for Quotation using the Council's "Local Rules" Process where possible and other lists as Agreed with the Head of Procurement., to at least 3 and no more than 6 Candidates. If for whatever reason, a Request for Quotation is made using a Public Advertisement, the opportunity must also be included on "Contract Finder", with all Suitable Candidates responding, being considered. In both cases use must be made of the Council's E Procurement System, unless otherwise agreed by the Head of Procurement.	Officer and Line Manager
£100,000 up to the EU Threshold for Supplies and Services (applies to all activities)	Invitation to Tender making use of a Public Advertisement. The opportunity must also be included on "Contract Finder", with all Suitable Candidates responding, being considered. No Prior Qualification process is permitted Use must be made of the Council's E Procurement System, unless otherwise agreed by the Head of Procurement.	Officer, HOS and Head of Procurement, Head of Finance
Above EU Threshold for Supplies and Services (applies to all activities) and / or £500,000 arrangements.	The appropriate EU / Public Contract Procedure or, where this does not apply, Invitation to Tender by an Appropriate Notice /Advertisement to at least five and no more than eight Candidate.	As above + in Consultation with the Director of Corporate Services and Customer Services and Director of Finance – see Rules 7.2.3 & 8.1.4

Note – Where an intended arrangement is for the provision of Consultancy Type Service, including those for Construction related activity and the estimated value of the intended arrangement is above **£50,000** the relevant Portfolio Holder will be Formally Consulted on the intended action and contracting arrangements to be used.

8.1.2 Where it can be demonstrated that there are insufficient suitably qualified Candidates to meet the competition requirement, all suitably qualified Candidates must be invited.

8.1.3 An Officer must not enter into separate contracts nor select a method of calculating the Total Value in order to minimise the application of these Contract Procedure Rules or the Public Contract Regulations.

8.1.4 Where a Public Contract Regulations 2015 applies, the Officer shall discuss with the Head of Procurement and Consult with the Director of Corporate Services and Director of Finance to determine the arrangements to be used for the completion of the Procurement. In any case the Final Contract Documentation shall be available for viewing, via the internet, from the date of publication of any required Contract Notice, unless otherwise agreed.

8.5 The Appointment of Consultants to Provide Services

8.5.1 Consultant architects, engineers, surveyors and other professional Consultants shall be selected and commissions awarded in accordance with the procedures detailed within these Contract Procedure Rules as outlined above.

8.5.2 The engagement of a Consultant shall follow the preparation of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment, using the Council's Standard Form of Consultancy Contract, unless otherwise agreed by the Director of Corporate Services.

8.5.3 Records of Consultancy appointments shall be kept in accordance with Rule 6.

8.5.4 Consultants shall be required to provide evidence of, and maintain professional indemnity insurance policies to the satisfaction of the relevant Head of Finance for the periods specified in the relevant agreement. The officer commissioning the employment of a Consultant and/or responsible for the Approval of their employment shall ensure that the Consultants tax arrangements or company structure are properly considered and do not result in any tax liability to the Authority.

Summary of Capital Consultants Cost 2015-16

Supplier Name	EDUCATION PORTFOLIO	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
Architects					
PICK EVERARD	97,319.51	Glebe Expansion Works Feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
Total - Architects	97,319.51				
Surveyors					
ENVIRONTEC LTD	775.00	Basic Needs	1	Call-off from Operational Property Measured Term Contract	No
GLEEDS	1,500.00	Glebe Expansion Works Feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
PENNINGTON CHOICES LTD	2,320.00	Basic Needs	1	Under £30,000 within CPR's 8.5.1	No
	345.00	Beacon House Refurbishment	1	Single quotation from ConstructionLine Approved List	No
RIVERSIDE ENVIRONMENTAL SERVICES LTD	19,162.00	Basic Needs	Single Quotes (7 in total)	Individual orders raised on various projects each individual order is under £5,000 and is within CPR's 8.5.1	No
Total - Surveyors	24,102.00				
Multi Disciplinary / Other Consultants					
AECOM LTD	172.74	BSF (Building Schools for the Future)	TfL Framework	TfL Framework (mini tender)	Executive 16/06/10
BAILEY PARTNERSHIP	738,505.65	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
BAILY GARNER LLP	93,669.53	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
CALFORDSEADEN LLP	2,396.00	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	6,492.00	Beacon House Refurbishment	1	Single written quotation (CPR 8.5.1)	No
FRANKHAM CONSULTANCY GROUP LTD	19,700.73	BSF (Building Schools for the Future)	1	Appointed in 2007 for this project. (Consultant for architectural services- appointed for a fixed term following competitive tenders in 2005)	No
KEEGANS LTD	139,718.69	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	8,115.35	Glebe expansion works feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	7,404.02	Sensory Support (Vision) - Access Initiative	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	47,624.12	Beacon House Refurbishment	5	LCP Construction Related Consultancy Services 2012 Framework	No
MOTT MACDONALD LTD	8,041.25	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
PELLINGS LLP	277,622.65	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	14,815.00	Sensory Support (Vision) - Access Initiative	Appt made via Lewisham Consultants Framework	Framework tender via mini-competition	No
PINNACLE ESP LTD	1,920.00	BSF (Building Schools for the Future)	1	Single Tender Action in 2012.	No
	3,995.00	Security Works - Standards Fund	1	Construction Related Consultancy Services 2012 Framework	No
	4,500.00	Suitability /Modernisation issues in schools	1	Construction Related Consultancy Services 2012 Framework	No
	143,853.39	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
	101,079.60	Universal Free School Meals	Appt made via Lewisham Consultants Framework	Tender	No
PLAYLE & PARTNERS LLP	15,810.38	Basic Needs	All suppliers within the relevant Lot were invited to quote.	LCP Construction Related Consultancy Services 2012 Framework	No
	29,843.39	Beacon House Refurbishment	All suppliers within the relevant Lot were invited to quote.	LCP Construction Related Consultancy Services 2012 Framework	No
WORSLEY BRIDGE CATERING CONSORTIUM	2,000.00	Universal Free School Meals	1	Under £30,000 within CPR's 8.5.1	No
Total - Multi Disciplinary / Other Consultants	1,667,279.49				

Total Consultants

1,788,701.00

Summary of Capital Consultants Cost 2016-17 (Qtr 1)

	Supplier Name	EDUCATION PORTFOLIO	Scheme	No. of Quotes	Procurement Procedure followed i.e. Full tendering, Waiver etc..	Procurement reported to Members
Architects						
	PICK EVERARD	2,100.00	Glebe Expansion Works Feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
Total - Architects		2,100.00				
Surveyors						
	RIVERSIDE ENVIRONMENTAL SERVICES LTD	20,130.00	Capital Maintenance in Schools	3	Tender	No
Total - Surveyors		20,130.00				
Multi disciplinary consultant / Other Consultants						
	AECOM LTD	547.01	BSF (Building Schools for the Future)	TfL Framework	TfL Framework (mini tender)	Executive 16/06/2010
	BAILEY PARTNERSHIP	45,369.51	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
		1,858.50	Security Works - Standards Fund	1	Construction Related Consultancy Services 2012 Framework	No
	BAILY GARNER LLP	42,516.08	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
	KEEGANS LTD	2,431.02	Glebe Expansion Works Feasibility	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
		8,301.77	Beacon House Refurbishment	5	LCP Construction Related Consultancy Services 2012 Framework	No
		3,441.05	Sensory Support (Vision) - Access Initiative	All suppliers within the relevant Lot were invited to quote.	LCP Construction Related Consultancy Services 2012 Framework	No
	PELLINGS LLP	990.00	Security Works - Standards Fund	1	Single quote under Contract Procedure Rule 8.5.1	No
		17,345.00	Basic Needs	All suppliers within the relevant Lot were invited to quote.	Construction Related Consultancy Services 2012 Framework	No
	PINNACLE ESP LTD	9,000.00	Basic Needs	Appt made via Lewisham Consultants Framework	Tender	No
		2,695.50	Universal Free School Meals	Appt made via Lewisham Consultants Framework	Tender	No
	PLAYLE & PARTNERS LLP	5,729.77	Basic Needs	All suppliers within the relevant Lot were invited to quote.	LCP Construction Related Consultancy Services 2012 Framework	No
Total - Multi disciplinary / Other consultants		140,225.21				
Total Consultants		162,455.21				

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Category / Supplier Name	Division /Serv. Area	15-16 £	16-17 £	DSG/RS G/ OTHER	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
One-off specialist advice, no one with relevant specialist skills								
KEEGANS LTD	Educ	0	14,051	DSG	Provision of Multi Disciplinary Lead Design Services on the project to refurbish Beacon House in line with LBB Brief and LCP Framework Agreement. Suppliers selected via Framework, all suppliers within relevant 'lots' were invited to quote. Some work may be capitalised.	Tendered via a framework	See Description	11/02/15
ARK COMMERCIAL ENTERPRISES LTD	Educ	11,700	0	DSG	Independent chair of FAP. An exemption to competitive tendering was sought to award the contract to Ark Commercial Enterprises on a consultancy basis due to the need to mutually identify and agree a suitable person for this role in partnership with Bromley schools. This does not lend itself to competitive tendering. It is particularly important, in this transition stage towards a new Fair Access Protocol and supporting structure, to ensure the role of Chair is undertaken by somebody familiar with Bromley schools and trusted by them.	See Description	1	04/09/14
CROYDON COUNCIL	Educ	0	15,000	RSG	Joint SEN Commissioning Programme with Croydon Council who are responsible. Programme involves Consultancy which has been brought in by Croydon and Bromley is sharing the cost.	See Description		
ENFIELD COUNCIL	Educ	16,500	0	OTHER	Programme joint with Enfield Council who provide support to LBB which include bespoke support, case studies, attend Pathfinder Champion meetings, provide and deliver training at Delivery Partner workshops. Funded from SEND Pathfinder Grant.	See Description		
BROMLEY PARENT VOICE	Educ	11,862	3,750	OTHER	SEND Reform project management. Procured for the lifetime of the Pathfinder (one year in first instance) then waivers obtained over the last two years as the grant funding has continued.	Single quote under CPR 8.5.1 - Waiver Obtained	1	
NATIONAL UNION OF TEACHERS	Educ	700	0	DSG	Fee for the provision of independent advice in relation to Settlement Agreement in accordance with clause 10.2 in agreement.	Single quote under CPR 8.5.1	1	
TL SERVICES LTD	Educ	2,300	100	DSG	An additional sum to provide additional work as discussed and agreed in advance with Senior Teacher of the PPS.	Single quote under CPR 8.5.1	1	
NATIONAL DEVELOPMENT TEAM FOR INCLUSION	Educ	18,000	0	RSG	A one off piece of work to review the multi-agency approach to life planning for children and young people with special educational needs (SEN) or disabilities.	In accordance with FR 6.5B and 6.5B (iv)	2	
BROMLEY MENCAP	Educ	4,605	0	RSG	A research and marketing project to work with large organisations to develop Supported Internship programmes.	Single quote under CPR 8.5.1	1	
One-off specialist work total		65,667	32,901					
Insufficient in-house skills / resources								
OSBORNE THOMAS LTD	CSC	67,200	0	RSG	This is a specialist post that was recruited with help of HR. Candidate was not the most expensive but agreed to reduce his rate by £50 per day when interviewed by AD and Director of ECHS. Portfolio Holder was informed verbally by Director of ECHS	CPR 8.5.1 - over three written quotation	7	
L. B	Educ	5,828	0	RSG	A SENDIST report, commissioned in 2004, identified that Bromley had the highest volume of SEND appeals in England. As a result it was agreed at Chief Officer level to commission additional consultancy to support the Tribunal process. Numbers of appeals may vary considerably from year to year. For this reason the model used provides no minimum guarantee of referrals to the consultancy.	Single quote under CPR 8.5.1	1	
M. P	Educ	12,137	0	DSG	Only supplier available. Highly specialised. Mobility Officer for Visual Impairment. Exemption obtained last year and will be renewed for 15/16. There are very few skilled VI mobility officers available and M provides excellent value for money	Single quote under CPR 8.5.1	1	
C. M	Educ	1,575	0	DSG & RSG	Providing school leadership support to a school judged RI by Ofsted	Single quote under CPR 8.5.1	1	
Insufficient in-house skills total		86,740	0					

Category / Supplier Name	Division /Serv. Area	15-16 £	16-17 £	DSG/RS G/ OTHER	Description	Procurement procedure followed	No. of quotes obtained	Date Reported to Members
Training								
AMBER & GREENE LTD	CSC	4,100	0	RSG	Training for Delivery of Sentencing and Punishment of Offenders (02.07.14) and Training for Bespoke design and delivery of Critical & Thinking Skills (CATS).	Single quote under CPR 8.5.1	1	
PLAYBACK STUDIO LTD	CSC	700	0	RSG	N-GageU apprenticeship roadshow on 20th November 2014 at Bromley Youth Music Centre.	Single quote under CPR 8.5.1	1	
CLIVE ATKINS CONSULTANCY	CSC	5,000	5,000	RSG	Bromley EBP delivers the LBB Educational visits Programme as a solo service to provide support, training and guidance for educational visits undertaken by Bromley primary and secondary schools. We have a statutory duty for the schools under our control and also offer the package wider to academies. In January 2015 we lost a key member of staff with experience and knowledge of the law and guidance on EV and sought to commission the services of a consultant. At that time we several organisations were contacted to see if they could provide the service:	Three quotes under CPR 8.5	3	
P. P	Educ	3,200	1,200	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
A. D	Educ	825	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
B B	Educ	900	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
G. H	Educ	400	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
LEARNING POOL LTD	Educ	2,322	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
M. H / MIND KIND	Educ	750	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
MR K. B	Educ	1,200	240	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
NATIONAL GOVERNORS ASSOCIATION	Educ	4,378	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
R. H	Educ	350	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
ROBBINS TRAINING AND CONSULTANCY LTD	Educ	0	789	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
THE LIFE SKILLS COMPANY (LINGFIELD) LIMITED	Educ	795	0	RSG	Various training course for School Governors.	Single quote under CPR 8.5.1	1	
COPE CONSULTANTS	Educ	450	0	RSG	Various training course for School-based Staff.	Single quote under CPR 8.5.1	1	
P. S	Educ	990	0	RSG	Various training course for School-based Staff.	Single quote under CPR 8.5.1	1	
H.M EDUCATION CONSULTANCY LTD	Educ	500	0	RSG	Various training course for School-based Staff	Single quote under CPR 8.5.1	1	
RE CONSULTANT LTD	Educ	600	0	RSG	Various cost relating to teaching the new syllabus course June 2014.	Single quote under CPR 8.5.1	1	
ARTICULATE HANDS LTD	Educ	121	0	RSG	British Sign Language provided by P. M.	Single quote under CPR 8.5.1	1	
T. O	Educ	200	0	RSG	Various training course for School-based Staff.	Single quote under CPR 8.5.1	1	
INCLUSIVE TRAINING CIC	Educ	8,000	0	OTHER	Job coach training to support young people with EHC Plans develop employability skills to maximise their opportunities of employment.	Exemption as per 3.1 of the CPR, subject to appropriate authorisation as per section 1.3	1	
BROMLEY COLLEGE	Educ	5,171	0	OTHER	To support internships and other preparation for employment for young people with Special Educational Needs and Disabilities (SEND).	In accordance with FR 6.5B and 6.5B (iv)	1	
Training total		40,952	7,229					
GRAND TOTAL		193,359	40,130					