



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 31 May 2016

To: Members of the
**EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

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

A meeting of the Executive and Resources Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **WEDNESDAY 8 JUNE 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/>*

PART 1 AGENDA

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

STANDARD ITEMS

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

**3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC
ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Thursday 2nd June 2016.

**4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETINGS
HELD ON 11TH AND 12TH MAY 2016 (EXCLUDING EXEMPT ITEMS)**
(Pages 3 - 10)

5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 11 - 14)

6 FORWARD PLAN OF KEY DECISIONS (Pages 15 - 26)

HOLDING THE RESOURCES PORTFOLIO HOLDER TO ACCOUNT

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

In accordance with the Council's Constitution, questions to 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 Thursday 2nd June 2016.

HOLDING THE EXECUTIVE TO ACCOUNT

8 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 27 - 30)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 15th June 2016.

POLICY DEVELOPMENT AND OTHER ITEMS

9 WORK PROGRAMME 2016/17 (Pages 31 - 36)

PART 2 AGENDA

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

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

11 EXEMPT MINUTES OF THE MEETING HELD ON 12TH MAY 2016 (Pages 37 - 38)

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

12 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS

a INSURANCE RENEWALS 2016/17 - AWARD OF CONTRACTS (Pages 39 - 48)

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

13 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS

EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 12 May 2016

Present:

Councillor Simon Fawthrop (Chairman)
Keith Onslow (Vice-Chairman)
Councillors Nicholas Bennett J.P., Ian Dunn, Ellie Harmer,
William Huntington-Thresher, David Livett, Alexa Michael,
Tony Owen, Sarah Phillips, Michael Rutherford,
Stephen Wells and Angela Wilkins

Also Present:

Councillor Graham Arthur, Councillor Stephen Carr and
Councillor Robert Evans

293 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Judi Ellis and Russell Mellor. Apologies for lateness were received from Councillors William Huntington-Thresher and Sarah Phillips.

294 DECLARATIONS OF INTEREST

There were no declarations of interest.

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

No questions had been received.

296 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 16th MARCH 2016 (EXCLUDING EXEMPT ITEMS)

RESOLVED that the minutes of the meeting held on 16th March 2016, excluding exempt information, be confirmed.

297 MATTERS ARISING FROM PREVIOUS MEETINGS Report CSD16066

The Committee received an update on matters arising from previous meetings.

298 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Forward Plan of Key Decisions as published on 19th April 2016.

299 CORPORATE CONTRACTS REGISTER

The Committee received the latest version of the Corporate Contracts Register. A shortened version, covering only contracts relating to the Chief Executive's Department, was tabled.

The Committee noted the insurance contracts (numbers 14, 15 and 16 on the Register) – tenders had now been received and it was anticipated that there would be a report to the next meeting prior to a decision by the Resources Portfolio Holder. Contract numbers 46 to 51 were all aligned with the proposed Total Facilities Management (TfM) contract. If the TfM contract went ahead it was likely that the contractor would have their own suppliers for these contracts. Reports were expected in July or September, and Councillor Wells suggested that these should be considered by the new Contracts Sub-Committee.

The Chairman sought assurances that there would be no last minute waivers or extensions for any of the contracts on the Register. The Resources Portfolio Holder, Councillor Graham Arthur, confirmed to the Committee that he went through the Contracts Register each Monday with senior officers and procedures were in place to ensure that issues were addressed according to deadlines.

Councillor William Huntington-Thresher requested further information as Chairman of Environment PDS Committee on the Electricity and Street Lighting contract (number 45) , where there was a note about issues with data provision from a third party service.

The Committee requested that the column with comments from the Commissioning Team be re-instated in the Register.

RESOLVED that the contents of the Contracts Register be noted.

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

No questions had been received.

301 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS
Report CSD16067

The Committee considered the following reports on the part 1 agenda for the Executive's meeting on 18th May 2016.

(6) Better Care Fund – Local Plan 2016/17
Report ED16031

The report recommended that the Executive approve Bromley's Better Care Fund 2016/17 local plan.

RESOLVED that the recommendations be supported.

(7) Authorisation to Procure Special Educational Needs Placements through a Dynamic Purchasing System
Report ED16031

A Dynamic Purchasing System (DPS) had been set up with nine other South London Authorities, with LB Croydon acting as the host, to procure Special Educational Needs (SEN) placements. It was anticipated that the DPS would produce savings of between 5% and 8%.

RESOLVED that the recommendations be supported.

(8) Gateway Review 1/2 Approval of Education Building Maintenance Budgets, Education Planned Maintenance Programme and Preferred Procurement Options
Report DRR16/047

The report set out the maintenance budget for education buildings, the criteria used to assemble the programme and the preferred procurement option. The size of the programme was reducing as more schools became academies. A Member suggested that some expenditure could be funded through the Salix Fund, which aimed to increase energy efficiency and reduce carbon emissions, but it was thought that these schemes would not be eligible.

RESOLVED that the recommendations be supported.

(9) Civic Centre Development Strategy Stage 2 Report: Business Case
Report DRR16/045

A Development Strategy Stage 2 report had been prepared which refined the option for the Civic Centre selected by the Executive on 17th September 2015. The Executive was recommended to approve the scheme, agree that the Palace and Council Chamber would not be retained, seek approval from full Council that the sum of £14.1m be included in the capital programme for the scheme, funded by capital receipts, and to approve the procurement of a Project Delivery Team at a cost of £365k.

Councillor Michael Rutherford confirmed that as a ward councillor he had been closely involved in the development of the proposals and that he was in support of the scheme. He asked whether officers could be confident about the anticipated capital receipts. Another Member suggested deferring the proposals so that more robust estimates could be obtained.

The proposals included a new Council chamber/multi-purpose venue on the site of the Adventure Kingdom building. A Member asked if the Council Chamber at the old Town Hall was being retained as part of the redevelopment of the site as a hotel, in which case the Council might rent it for its meetings rather than provide a new venue.

The proposals involved a considerable reduction in office space and in staff car parking space, but officers were confident that this could be achieved successfully. With a clear desk policy and flexible working practices, it was expected that 70% desk provision would be adequate. It was anticipated that the scheme might be finished as early as the third quarter of 2018. Further work was needed on access to the public park and its maintenance arrangements. The Chairman proposed an additional recommendation to authorise the Director of Corporate Services to seek expert legal advice.

RESOLVED that the recommendations be supported, subject to the addition of an additional recommendation –

“That the Director of Corporate Services is authorised to seek advice from suitably qualified and experienced counsel on the application of and management of the covenants relating to the land should he deem it appropriate to do so, any such advice being funded from money allocated to the project costs.”

302 BROMLEY YOUTH EMPLOYMENT PROJECT - PROGRESS UPDATE

The Committee received a report updating them on the progress made in delivering the Bromley Youth Employment Scheme. The report covered the period from November 2015 to the end of March 2016. The project was due to end in December 2016, so officers were working with partners to design an exit strategy.

A key target in the Scheme was to place 100 young people into contracted employment; 87 had now been placed and it was anticipated that the target would definitely be met.

From April 2017 there would be a levy on large employers to support apprenticeships. The links with schools, employers and the Council's own supply chain developed through the project would help in delivering the new apprenticeships agenda.

The Council already ran a graduate paid internship scheme and this would contribute to the apprenticeship agenda. A Member requested a report on the internship scheme and on how the Council could use it to develop staff for the future.

RESOLVED that the progress of the Project be noted and a further report be submitted on the Council's internship scheme and future strategy.

303 WORK PROGRAMME 2016/17
Report CSD16068

The Committee considered its work programme for 2016/17. Dates for the Leader, Resources Portfolio Holder and Chief Executive to be scrutinised would be added to the programme.

The Committee received a report on the work of the Contracts Working Group from its Chairman, Councillor Stephen Wells, and discussed the role of the new Contracts Sub-Committee. It was suggested that about six meetings per year would be needed, although additional dates could be set up if required. The Sub-Committee could report via its minutes, and Councillor Wells stated that he would be providing a report at the end of the year.

The Committee discussed terms of reference for the Contracts Sub-Committee. It was important that the Sub-Committee did not usurp the legitimate role of service Committees and a suggestion was made that relevant PDS Chairmen should be invited to attend when matters relating to their committees were being discussed. The following terms of reference were proposed –

Contracts Sub-Committee – Terms of Reference

To undertake the policy development and scrutiny role in respect of the Council's commissioning and contracts functions (whilst respecting the responsibilities of service PDS Committees) and report to Executive and Resources PDS Committee as appropriate.

Councillor Graham Arthur stated that he would welcome the opportunity to appear before the Sub-Committee. Councillor William Huntington-Thresher suggested that the Sub-Committee should invite Liberata to a future meeting for scrutiny and to consider whether they could provide any additional services.

Councillor Ian Dunn requested that the Committee receive a report on the IT contract; it was suggested that this should be in July or September to allow the new contract to be fully bedded in.

RESOLVED that

(1) The work programme be noted.

(2) Terms of Reference for the Contracts Sub-Committee be confirmed as set out above.

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

RESOLVED that the Press and public be excluded during consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summaries
refer to matters
involving exempt information**

305 EXEMPT MINUTES OF THE MEETING HELD ON 16TH MARCH 2016

The exempt minutes of the meeting held on 16th March 2016 were confirmed.

306 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS

The Committee scrutinised the following reports on the Executive's part 2 agenda for the meeting on 18th May 2016 –

- (14) Growth Fund
- (15) Revision to the exchequer services specification – Real Time Information
- (16) Civic Centre Development Strategy Stage 2 Report: Business Case

The Meeting ended at 8.42 pm

Chairman

**EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Minutes of the meeting held at 8.19pm on 11th May 2016
following the annual meeting of the Council

Present:

Councillor Simon Fawthrop (Chairman)
Councillor Keith Onslow (Vice-Chairman)
Councillors Nicholas Bennett JP, Ian Dunn, Judi Ellis,
Ellie Harmer, William Huntington-Thresher, David Livett,
Alexa Michael, Tony Owen, Sarah Phillips, Michael
Rutherford, Stephen Wells and Angela Wilkins

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Russell Mellor.

2 PROPORTIONALITY

RESOLVED that seats on the Sub-Committee of the Executive and Resources PDS Committee be allocated to political groups as follows:

Sub Committee	Size of Sub-Committee	Allocation		
		Conservative	Lab	UKIP
Contracts Sub-Committee	7	5	1	1

3 APPOINTMENT OF SUB-COMMITTEE

RESOLVED that the following Sub-Committee be appointed for the 2016/17 Municipal Year, with membership as indicated:-

CONTRACTS SUB-COMMITTEE

	Councillors
1	Simon Fawthrop
2	William Huntington-Thresher
3	Keith Onslow
4	Chris Pierce
5	Stephen Wells
6	Angela Wilkins
7	(vacancy – UKIP)

4 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

RESOLVED that the following Councillors be appointed as Chairman and Vice Chairman of the Sub-Committee of the Executive and Resources PDS Committee for the 2016/17 Municipal Year.

(a) Contracts Sub-Committee

Councillor Stephen Wells (Chairman)
Councillor Chris Pierce (Vice Chairman)

The meeting finished at 8.20pm.

Chairman

London Borough of Bromley

Report No.
CSD16079

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th June 2016

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

Title: MATTERS ARISING FROM PREVIOUS MEETINGS AND
UPDATES FROM OTHER PDS COMMITTEES

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 Appendix 1 to this report updates Members on matters arising from previous meetings which continue to be "live." Five matters are listed. Since the Committee's last meeting, the only PDS Committee to have met is the Environment PDS Committee on 7th June 2016.
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2. **RECOMMENDATIONS**

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

Corporate Policy

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

Financial

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

Staff

1. Number of staff (current and additional): 8 posts (7.27fte)
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours between each meeting.
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Legal

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

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

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

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

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
255 Benefits Service Monitoring Report 6 th January 2016	Committee requested that, for the next report, information be provided on speed of processing for outer London authorities.	The information requested will be provided for the next report in July.	Head of Revenues and Benefits	July 2016
299 Corporate Contracts Register 12 th May 2016	Cllr William Huntington-Thresher requested further information on the Electricity and Street Lighting Contract (No.45)	Further information was supplied to Cllr Huntington-Thresher on 13 th May 2016.	Head of Corporate Procurement	May 2016
299 Corporate Contracts Register 12 th May 2016	Committee requested that the column with comments from the Commissioning Team be re-instated in the Register.	To be addressed in the next issue of the Contracts Register	Head of Corporate Procurement	October 2016
302 Bromley Youth Employment Project – Progress Update 12 th May 2016	Committee requested a report on the Council's internship scheme.	A report will be prepared for a future meeting	Director of Human Resources	August 2016
303 Work Programme 12 th May 2016	Cllr Ian Dunn requested a report on the IT support contract	A report will be prepared for a future meeting – once the new contract has bedded in.	Head of ICT	July/ August 2016

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LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 17th May 2016

PERIOD COVERED: 17th May 2016 – 30th September 2016

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 14th June 2016

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
COUNCIL						
EXECUTIVE						
AUTHORISATION TO ENTER INTO DYNAMIC PURCHASING AGREEMENT WITH THE SOUTH LONDON CONSORTIUM FOR THE PURCHASING OF INDEPENDENT SPECIALIST SEN PLACEMENTS	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Mary Cava Tel: 020 8461 7633 Mary.Cava@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
GATEWAY REVIEW 1/2 APPROVAL OF 2016/2017 EDUCATION BUILDING MAINTENANCE BUDGETS, EDUCATION PLANNED MAINTENANCE PROGRAMME AND PREFERRED PROCUREMENT OPTIONS	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
REVISION TO THE EXCHEQUER SERVICES SPECIFICATION - REAL TIME INFORMATION	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: John Nightingale Tel: 020 8313 4858 john.nightingale@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
CIVIC CENTRE DEVELOPMENT STRATEGY STAGE 2 REPORT: BUSINESS CASE	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@bromley.gov.uk	<u>Item will be considered during the public part of the Executive and Executive and Resources PDS Committee meetings with confidential material to be considered during exempt proceedings.</u>	Report and relevant background documents
GROWTH FUND REVIEW	Executive	18 May 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Kevin Munnelly Tel: 020 8313 4582 kevin.munnelly@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

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FOSTER CARER ALLOWANCES	Executive	31 May 2016 Non-Executive Members, including Members of the Executive and Resources PDS Committee and Care Services PDS Committee, will be invited to attend the Special Executive meeting to offer any comment.	Non-Executive Members, including Members of the Executive and Resources PDS Committee and Care Services PDS Committee, will be invited to attend the Special Executive meeting to offer any comment.	Contact Officer: Ian Leadbetter Tel: 020 8313 4116 ian.leadbetter@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
BIGGIN HILL AIRPORT LTD (BHAL) - PROPOSAL TO VARY THE OPERATING HOURS	Executive	15 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Andrew Rogers Tel: 020 8461 7670 andrew.rogers@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
FUNDING FOR AN EXTERNAL RECRUITMENT DRIVE FOR FOSTER CARERS FOR ADOLESCENTS	Executive	Not before 15 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Ian Leadbetter Tel: 020 8313 4116 ian.leadbetter@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
AWARD OF CONTRACT FOR TEMPORARY ACCOMMODATION AT TRINITY PRIMARY SCHOOL AND CASTLECOMBE PRIMARY SCHOOL	Executive	Not before 15 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Robert Bollen Tel: 020 8313 4697 Robert.Bollen@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
PARKING CONTRACT	Executive	15 June 2016 Environment PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Ben Stephens Tel: 0208 313 4514 ben.stephens@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

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GLADES SHOPPING CENTRE - CAR PARK IMPROVEMENTS	Executive	Not before 15 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Neil Thompson Tel: 020 8313 4603 neil.thompson@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
GATEWAY REVIEW OF DOMICILIARY CARE	Executive	13 July 2016 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
GATEWAY REPORT FOR LEARNING DISABILITY SUPPORTED LIVING SCHEMES	Executive	Not before 13 July 2016 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Colin Lusted Tel: 0208 461 7650 Colin.Lusted@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents

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TENANCY SUSTAINMENT SERVICES	Executive	<p>Not before 13 July 2016</p> <p>Non-Executive Members, including Members of the Executive and Resources PDS Committee and Care Services PDS Committee, will be invited to attend any Special Executive meeting to offer any comment.</p>	<p>Non-Executive Members, including Members of the Executive and Resources PDS Committee and Care Services PDS Committee, will be invited to attend any Special Executive meeting to offer any comment.</p>	<p>Contact Officer: Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk</p>	<p><u>Private meeting - Exempt information - Financial/business affairs of a person or body</u></p>	<p>Part 2 report - confidential</p>

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TENANCY SUSTAINMENT SERVICES FOR YOUNG PEOPLE	Executive	<p>Not before 13 July 2016</p> <p>Non-Executive Members, including Members of the Executive and Resources PDS Committee and Care Services PDS Committee, will be invited to attend any Special Executive meeting to offer any comment.</p>	<p>Non-Executive Members, including Members of the Executive and Resources PDS Committee and Care Services PDS Committee, will be invited to attend any Special Executive meeting to offer any comment.</p>	<p>Contact Officer:</p> <p>Wendy Norman Tel: 020 8313 4212 Wendy.Norman@bromley.gov.uk</p>	<p><u>Private meeting - Exempt information - Financial/business affairs of a person or body</u></p>	<p>Part 2 report - confidential</p>
HOUSING IT SYSTEM CONTRACT AWARD	Executive	<p>Not before 13 July 2016</p> <p>Care Services PDS Committee and Executive and Resources PDS Committee</p>	<p>Meetings</p>	<p>Contact Officer:</p> <p>Sara Bowrey Tel: 020 8313 4013 sara.bowrey@bromley.gov.uk</p>	<p><u>Private meeting - Exempt information - Financial/business affairs of a person or body</u></p>	<p>Part 2 report - confidential</p>

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GATEWAY REVIEW HEALTH VISITING SERVICES	Executive	13 July 2016 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Dr Nada Lemic Tel: 020 8313 4220 Nada.Lemic@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
GATEWAY REVIEW COMMUNITY SEXUAL HEALTH SERVICES	Executive	13 July 2016 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Dr Nada Lemic Tel: 020 8313 4220 Nada.Lemic@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
DRAFT LOCAL PLAN	Executive	Not before 13 July 2016 Development Control Committee	Meeting	Contact Officer: Mary Manuel Tel: 020 8313 4303 mary.manuel@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
OUTCOME OF FEASIBILITY STUDY FOR DEVELOPMENT OPTIONS AT BROMLEY VALLEY GYMNASIICS CENTRE	Executive	Not before 13 July 2016 Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: John Gledhill Tel: 020 8461 7527 john.gledhill@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
BUSINESS IMPROVEMENT DISTRICT STRATEGY FOR TOWN CENTRES	Executive	Not before 13 July 2016 Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Lorraine McQuillan Tel: 020 8461 7498 Lorraine.McQuillan@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
REVIEW OF BROMLEY TOWN CENTRE MARKET	Executive	13 July 2016 Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Lorraine McQuillan Tel: 020 8461 7498 Lorraine.McQuillan@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
AWARD OF CONTRACT FOR CAPITAL WORKS AT ST GEORGE'S C.E. PRIMARY SCHOOL AND SCOTTS PARK PRIMARY SCHOOL	Executive	Not before 13 July 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: Robert Bollen Tel: 020 8313 4697 Robert.Bollen@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
CARE SERVICES PORTFOLIO						
EDUCATION PORTFOLIO						
ENVIRONMENT PORTFOLIO						
ENVIRONMENT PORTFOLIO PLAN 2016/19	Portfolio Holder for Environment	Not before 07 June 2016 Environment PDS Committee	Meeting	Contact Officer: Alastair Baillie Tel: 020 8313 4915 Alastair.Baillie@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
PUBLIC PROTECTION AND SAFETY PORTFOLIO						

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
RENEWAL AND RECREATION PORTFOLIO						
RESOURCES PORTFOLIO						
INSURANCE RENEWALS 2016/17 - AWARD OF CONTRACT	Portfolio Holder for Resources	Not before 08 June 2016 Executive and Resources PDS Committee	Meeting	Contact Officer: James Mullender Tel: 020 8313 James.Mullender@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

London Borough of Bromley: 020 8464 3333 www.bromley.gov.uk

Contact Officer: Keith Pringle, Chief Executive's Department: 020 8313 4508, keith.pringle@bromley.gov.uk

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Report No.
CSD16080

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th June 2016

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

Title: PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 This report draws the Committee's attention to reports on the draft agenda for the next meeting of the Executive on 15th June 2016. Members are requested to bring a copy of their Executive agenda to the PDS Committee's meeting.
-

2. RECOMMENDATION

The Committee is recommended to select priority issues from the Executive agenda for pre-decision scrutiny.

Corporate Policy

1. Policy Status: Existing Policy: One of the major roles of PDS Committees is to scrutinise proposals coming before executive bodies for decision. This supports the “Excellent Council” BBB priority.
 2. BBB Priority: Excellent Council:
-

Financial

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

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

3.1 At each meeting, Members of this Committee have the opportunity to carry out pre-decision scrutiny of items for decision at forthcoming Executive meetings. This report identifies the reports expected for the next meeting of the Executive on 15th June 2016 to enable the Committee to prioritise which reports should be scrutinised. At the time of writing, this is the draft list of expected reports but it is likely that the list may be changed before the agenda is published on Thursday 4th June 2016.

Part 1

Provisional Final Accounts 2015/16 1
Capital Programme Outturn 2015/16 1
Biggin Hill Airport Ltd – Proposal to vary the Operating Hours 1 2
Flooding and Water Management Act 3
Chislehurst Recreation Ground – Pavilion Lease 3
Havelock Recreation Ground – Application for Registration as Town or Village Green 1

Part 2

Glades Shopping Centre – Car Park Improvements 1 2
Parking Contract 2 3
Biggin Hill Memorial Museum 1 2
Disposal of the Widmore Centre to the Education Funding Agency 1 2
Temporary Accommodation – Trinity and Castlecombe Primary Schools 1 2
Glades Shopping Centre – Appointment of Professional Advisors 1 2

Key –

- 1 Reports recommended for pre-decision scrutiny by this PDS Cttee;
- 2 Reports which are key or private decisions;
- 3 Reports being considered at Environment PDS Committee on 7th June 2016

3.2 Under the Council's arrangements for decision making by individual executive portfolio holders, any reports covering the Resources Portfolio Holder's proposed decisions are set out under separate headings on this agenda.

Non-Applicable Sections:	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Forward Plan as published 17 May 2016

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Report No.
CSD16081

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 8th June 2016

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

Title: WORK PROGRAMME 2016/17

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 This report offers the Committee an opportunity to consider its work programme for 2016/17, including scheduled meetings and PDS working groups. The Committee has nine meetings scheduled during 2016/17 – the dates are set out in Appendix 1, with a draft list of the items to be considered.
-

2. **RECOMMENDATIONS**

- (1) **The Committee is requested to consider its work programme and indicate any particular issues that it wishes to consider.**
- (2) **The Committee is requested to consider the proposal from Cllr Stephen Wells that Cllr Russell Mellor be appointed as a member of the Contracts Sub-Committee.**

Corporate Policy

1. Policy Status: Existing Policy: All PDS Committee receive a report on their work programmes.
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £335,590
 5. Source of funding: 201617 revenue budget
-

Staff

1. Number of staff (current and additional): 8 posts (7.27fte)
 2. If from existing staff resources, number of staff hours: Maintaining the work programme takes less than an hour between meetings.
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Meeting Schedule

- 3.1 Each PDS Committee determines its own work programme, balancing the roles of (i) holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. This Committee has the additional role of providing a lead on scrutiny issues and coordinating PDS work.
- 3.2 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a meeting focused on a single key issue or any other method.
- 3.3 A schedule of the Committee's meetings in 2016/17 is attached at [Appendix 1](#), along with draft lists of reports. The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, question sessions with the Leader, Resources Portfolio Holder and Chief Executive are being arranged.

Sub-Committees and Working Groups

- 3.4 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee's workload may include follow-up work on some of these reviews.
- 3.5 In 2015/16 the Committee established a Contracts Working Group which met seven times under the chairmanship of Councillor Stephen Wells. Following the Constitution Improvement Working Group's fifth report, Council approved the establishment of a Contracts Sub-Committee, as a Sub-Committee of this Committee. The following Members were appointed to the Sub-Committee on 11th May 2016 – Councillors Stephen Wells (Chairman), Chris Pierce (Vice-Chairman), Simon Fawthrop, William Huntington-Thresher, Keith Onslow and Angela Wilkins. Councillor Wells has subsequently requested that Councillor Russell Mellor be added to the Sub-Committee. This can be achieved without harming the political balance requirements. The following terms of reference were proposed for the Sub-Committee following the discussions at the last meeting –
- To undertake the policy development and scrutiny role in respect of the Council's commissioning and contracts functions (whilst respecting the responsibilities of service PDS Committees) and report to Executive and Resources PDS Committee as appropriate.
- 3.6 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) to this report. This will be updated for future meetings as other PDS Committees meet and confirm which Working Groups to appoint.

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

COMMITTEE MEETING SCHEDULE 2016/17

Meeting 1: Thursday 12th May 2016

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

Meeting 2: Wednesday 8th June 2016

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

Meeting 3: Thursday 7th July 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Monitoring Report: Customer Services
Scrutiny of the Resources Portfolio Holder
Mobile Phone Contract and Annual IT Support Contracts

Meeting 4: Wednesday 31st August 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Corporate Contracts Register
Scrutiny of the Chief Executive
Council Internship Scheme
IT Support Contract

Meeting 5: Wednesday 5th October 2016

Standard items (Matters Arising/Forward Plan/ Executive Agenda/Work Programme)
Scrutiny of the Leader

Meeting 6: Wednesday 23rd November 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Scrutiny of the Resources Portfolio Holder

Meeting 7: Wednesday 4th January 2017

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

Meeting 8: Wednesday 1st February 2017

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

Meeting 9: Wednesday 15th March 2017

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

PDS SUB-COMMITTEES AND WORKING GROUPS 2016/17

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE AND RESOURCES PDS		
Contracts Sub-Committee	Approved by Council on 11 th April 2016. Due to meet mid or late June 2016	Cllrs Stephen Wells (Ch), Simon Fawthrop, William Huntington-Thresher, Keith Onslow, Chris Pierce and Angela Wilkins
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Next due to meet on 8 th June 2016	Cllrs Judi Ellis (Ch), Ruth Bennett, Kevin Brooks, Mary Cooke, Hannah Gray, David Jefferys, Terence Nathan, Catherine Rideout, Charles Rideout & Pauline Tunnicliffe
Our Healthier South East London Joint Health Overview and Scrutiny Committee (with Bexley, Greenwich, Lambeth, Lewisham & Southwark)	Met on 1 st February 2016, 26 th April 2016 and 17 th May 2016.	Cllrs Judi Ellis and Hannah Gray (subject to consideration at Care Services PDS Committee on 28 th June)
EDUCATION SELECT COMMITTEE		
Education Budget Sub-Committee	Next due to meet on 27 th September 2016	Cllrs Kathy Bance, Julian Benington, Nicholas Bennett, Alan Collins, Judi Ellis & Neil Reddin
ENVIRONMENT PDS		
PUBLIC PROTECTION AND SAFETY PDS		
RENEWAL AND RECREATION PDS		

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