



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Keith Pringle

keith.pringle@bromley.gov.uk

DIRECT LINE: 020 8313 4508

FAX: 020 8290 0608

DATE: 7 March 2017

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 15 MARCH 2017**
AT 7.00 PM

MARK BOWEN
Director of Corporate Services

Paper copies of this agenda will not be provided at the meeting. Copies can be printed off at <http://cds.bromley.gov.uk/>. Any member of the public requiring a paper copy of the agenda may request one in advance of the meeting by contacting the Clerk to the Committee, giving 24 hours' notice before the meeting.

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 four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Thursday 9th March 2017.

- 4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 1ST FEBRUARY 2017 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 14)**

5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 15 - 18)

6 FORWARD PLAN OF KEY DECISIONS (Pages 19 - 30)

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 the Portfolio Holder must be received in writing four working days before the date of the meeting. Therefore please that ensure questions are received by the Democratic Services Team by 5pm on Thursday 9th March 2017.

8 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

The Resources Portfolio Holder to present scheduled reports for pre-decision scrutiny on matters where he is minded to make decisions.

a CAPITAL PROGRAMME MONITORING - 3RD QUARTER 2016/17 AND ANNUAL CAPITAL REVIEW 2017 TO 2021_(Pages 31 - 38)

b FINANCIAL SYSTEMS UPGRADE - (POST COMPLETION REVIEW REPORT)_(Pages 39 - 44)

**c JOINT WEB PLATFORM (POST COMPLETION REVIEW REPORT)
(Pages 45 - 52)**

**d POST COMPLETION REVIEW - INCREASING NETWORK SECURITY
(Pages 53 - 56)**

**e POST COMPLETION REVIEW - SERVER VIRTUALISATION SCHEME
(Pages 57 - 60)**

**f POST COMPLETION REVIEW - CIVIC CENTRE RE-CABLING SCHEME
(Pages 61 - 64)**

HOLDING THE EXECUTIVE TO ACCOUNT

9 SCRUTINY OF THE LEADER OF THE COUNCIL

10 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS (Pages 65 - 68)

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 22nd March 2017.

POLICY DEVELOPMENT AND OTHER ITEMS

11 RISK REGISTER (AS RELEVANT FOR RESOURCES PORTFOLIO)

Information circulated under separate cover.

12 ANNUAL POLICY DEVELOPMENT AND SCRUTINY REPORT 2016/17

Report to follow

13 WORK PROGRAMME (Pages 69 - 74)

14 UPDATES FROM PDS CHAIRMEN

PART 2 AGENDA

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

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

Items of Business

Schedule 12A Description

16 EXEMPT MINUTES OF THE MEETING HELD ON 1ST FEBRUARY 2017 (Pages 75 - 80)

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

17 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 1 February 2017

Present

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

Also Present

Councillor Graham Arthur and Councillor Robert Evans

410 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies.

411 DECLARATIONS OF INTEREST

Cllr Simon Fawthrop highlighted his interest as an employee of B.T. with whom the Council was contracted for IT support.

Cllr Keith Onslow also highlighted his interest as an employee of the Royal Borough of Greenwich on insurance related work, Cllr Onslow also declaring that he had previously been employed by Zurich Insurance and was currently a pensioner.

As an England athlete, and in relation to the Committee's pre-decision scrutiny of Executive reports, Councillor Michael Rutherford declared an interest on the Executive item regarding future proposals for Norman Park Athletics Track.

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

There were no questions to the Committee.

413 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 4TH JANUARY 2017

The minutes were agreed.

The Chairman of the Environment PDS Committee provided a brief update on outstanding utility works debt by B.T - the debt being owed as a result of poor highway repair following utility works. Debt recovery was not easy to enforce as there is no contract between a utility company and the Council requiring payment; it was first necessary to agree a sum with a utility company and the Council would then in a better position to enforce recovery. B.T. was aware of the Council's focus for improved highway repair and the standard was now improving. Most of the outstanding B.T. debt would be recovered.

414 FORWARD PLAN OF KEY DECISIONS

Members noted the Forward Plan.

415 CONTRACTS REGISTER

Members considered the latest position on contracts covered by the Chief Executive's Department.

Further to a second 'plus one' extension option being taken and agreed for the Mobile Phone Services contract (CEX 27), reasons for the extension would be circulated to Members.

Following concern on how efficiently Amey take forward furniture requests under Total Facilities Management (CEX51), a process map was requested to show how the company deals with service requests. There was also concern on the time taken by Amey to provide a car park permit and the Contracts Sub-Committee would look for an opportunity to consider such matters at a future meeting.

The contract for Occupational Health Services (CEX12) was marked amber but issues concerned with a framework contract arrangement had now been resolved.

The contract covering Multi-Functional Devices (MFDs), Central Print Unit Devices, and Print Management Software (CEX180) was also marked amber. The provision was originally intended for Amey as part of the TFM contract but better rates could be obtained by the Council undertaking its own tendering. It was also premature to enter a contract/lease arrangement when certain staff accommodation matters at the Civic Centre remained outstanding. The future print/MFD strategy was dependant on such matters, including the decanting of staff, being finalised.

It was also confirmed that on-site contactors use the Council's MFDs but costs are recovered along with a proportion of administration costs.

RESOLVED that the Contracts Register be noted.

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

There were no questions to the Portfolio Holder.

417 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY

**a TREASURY MANAGEMENT - QUARTER 3 PERFORMANCE
2016/17**

Report FSD17018

Members noted treasury management activity during the third quarter of 2016/17.

Investments at 31st December 2016 totalled £304.5m (excluding the balance of the Heritable investment) and at 23rd January 2017 the balance of investments stood at £331.8m. There was no outstanding external borrowing.

In response to a question from the Vice-Chairman it was confirmed that the current balance of the Parallel Fund, (set up in 2014/15 to mitigate the potential revenue impact of future actuarial Pension Fund valuations) stood at £2.88k although a balance of £2.824k was expected for the Fund at year end.

RESOLVED that the Resources Portfolio Holder be requested to note the Treasury Management performance for the third quarter, 2016/17.

**b TREASURY MANAGEMENT - ANNUAL INVESTMENT
STRATEGY 2017/18**

Report FSD17019

Prior to submission to the Portfolio Holder and full Council, Members received the Treasury Management Strategy Statement and Annual Investment Strategy for 2017/18, required by the CIPFA Code of Practice for Treasury Management in Public Services (revised in 2009 and updated in 2011).

The report also included prudential indicators and the MRP (Minimum Revenue Provision) Policy Statement, both needing full Council approval. Statute required the prudential indicators to be agreed and published, primarily to confirm the Council's capital expenditure plans as affordable and sustainable. As L B Bromley does not borrow to finance its capital expenditure, many of the indicators do not have particular relevance for the Council. Prior to the meeting it had been necessary to update the indicators to reflect changes to the Capital Programme made as part of the third quarter monitoring 2016/17. Relevant updated tables included in the Treasury Management Strategy Statement 2017/18 were circulated to Members prior to the meeting and also tabled at the meeting.

RESOLVED that:

(1) the report be noted; and

(2) the Resources Portfolio Holder be asked to recommend to Council that the Treasury Management Statement and the Annual Investment Strategy for 2017/18 be adopted (Appendix 1 to Report FSD17019), including the prudential indicators (as tabled) and the Minimum Revenue Provision (MRP) policy statement.

**418 BIGGIN HILL AIRPORT LIMITED (BHAL)- CONSENT TO
 CHARGING OF LEASE BY BHAL TO HSBC BANK PLC**

Report DRR17/014

The Council as Landlord had been asked by BHAL Ltd to give consent to a charge being placed on the lease with the airport for the benefit of HSBC Bank Plc.

The decision was marked urgent as consent is required as soon as possible for the airport to charge the head lease in order to raise funds for estate improvements (substantially a proposed hotel and a new terminal hangar). The consent should not be unreasonably delayed or withheld. Without consent it was not possible for a proposed loan facility to be provided to the airport. The lease would form part of the security and it was necessary for the lender to enter into a direct covenant with the Council in relation to operation of the airport should the Council notify it of any intention to take action for a breach of the lease.

The charge would not affect the Council's Freehold reversion, and officers considered that there were no grounds on which the Council could reasonably refuse to allow BHAL to charge its lease.

Members sought further clarification on the implications of the charge. This included clarification on implications should BHAL default on their loan repayments. Information on the financial amount represented by the charge was also sought. However, the matter was a commercial one between BHAL and HSBC and any amount was not known to the Council. Were the airport to cease trading and/or default on their payments it was thought that the lease would revert back to the freeholder with the Council's position not jeopardised.

A Member suggested that the lease would effectively be used as collateral and should BHAL cease trading was concerned that a new leaseholder could be appointed to the airport site. A further Member sought clarification on what the security would be for HSBC should BHAL default on the lease and why the bank needed a charge. Before a decision is taken Members felt that further information/clarification was necessary on placing a charge against the lease and any implications for the Council. As such, Members agreed to note the report and to recommend that additional information outlined above be provided to the Portfolio Holder. Nevertheless, the Portfolio Holder was confident that the arrangement was in order but would confirm with Council lawyers prior to taking his decision.

RESOLVED that the report be noted and further information be provided to the Portfolio Holder as necessary before a decision is granted to grant Landlord's consent to allow BHAL to charge the Lease.

419 SCRUTINY OF THE CHIEF EXECUTIVE

The Chief Executive addressed Members and received questions.

The position on Children's Services was now stabilising and Ofsted were due to visit again on 22nd and 23rd February 2017. Compared to Ofsted's visit last May, governance considerations were now in place although improved service and practice was taking a little longer. Caseloads were nevertheless reducing with good calibre staff being recruited. Tools for improved performance were in place and 150 laptops had been issued to social care staff. The Commissioner monitoring Children's Services in Bromley had been with the authority two to three days per month and would report to the Minister on 27th May 2017. There would also be a further Ofsted visit at that point. Ofsted was looking to see improvements delivered and the Commissioner was taking a wider review of the authority's ability to provide Children's Services. Staff skills were important as was a need for staff and partners to own children's services.

Following Ofsted's first monitoring visit of Children's Services, Ofsted considered there had been limited progress and the Council was demonstrating commitment. Improvements had been made too recently for outcomes to be properly assessed and more progress was needed (e.g. around partnerships and bringing the focus back to children); the pace was still slow with required changes needing to be considerably accelerated. Officers were driving for a positive outcome at the final inspection. The Council's leadership, management and governance would provide a platform to achieve the level of improvement needed. The Chief Executive was confident the Council would see a positive direction of travel; progress was being made at the front line and case levels were now reducing. Improvement was taking time but the Executive Director had a track record of achievement. The Executive Director was establishing his team and the focus was on improving outcomes for children.

On the Council's four year financial outlook, a budget gap remained for years three and four. Priorities for Building a Better Bromley had been signed-off with partners last November and collaborative working was important; in this regard measures were being taken forward to boost economic regeneration in areas such as Biggin Hill. The Council was also making good use of its assets and the partnership with Cushman and Wakefield would bear fruit in maximising property income. Further improvements were also being made to contract management across the Council.

The Chief Executive referred to progress on integrating health and social care and the challenges towards this. Reference was also made to the Transfer of Care Bureau, established to enable better co-operation between agencies for complex discharges from the Princess Royal University Hospital (PRUH).

Supporting a successful transfer of patients from the PRUH to the community each month, the arrangement provided a seamless approach enabling discharges and release of hospital beds. The Council's Social Services was recognised by the PRUH and Clinical Commissioning Group (CCG) as having a key input to the timely discharge of patients from hospital beds.

On public protection, the Metropolitan Police was looking to deliver policing in London via "super boroughs" headed by a Borough Commander. A Member expressed concern at the frequency of re-organisation within the Metropolitan Police; the Member also advocated appropriate training to ensure a reduction in the current level of re-offending. He also asked how economic development was now being led at officer level and, in the context of integrating health and social care, highlighted the approach taken at Salford.

The Council was investing in its partnership with Cushman and Wakefield with an even greater level of expertise now available to officers. At Director level, oversight was provided by the Executive Director of Environment and Community Services with support from the Head of Strategic Property. On the Salford model for integrating health and social care, discussions would be held with consultants - a number of places were now considering the approach. Training budgets would also be protected and the new Deputy Chief Executive and Executive Director of Education, Care and Health Services was keen to focus on training for social care staff. Wider reductions had stabilised and it was not intended to drive further cuts and efficiencies in social care; income for front line services would instead be sought from revenue generating projects.

For the Youth Offending Service (YOS), Ofsted inspectors had been on site week beginning 23rd January 2017 and a further inspection would begin on 6th February 2017, including inspection by partner inspectorates from Learning and Skills (Ofsted), Children's Social Care (Ofsted), Health (including substance misuse), the Care Quality Commission (CQC), and Police inspectorates. Some service improvements were being achieved although faster improvements were necessary.

In view of partnership working starting to bear fruit, a Member sought assurance on the continued engagement of partners. The Chief Executive referred to work by the Children's Service Improvement Governance Board whose membership included partners. The YOS Management Board also included partners who were contributing to improvements. Partner engagement was encouraged and there was now more challenge with partners when necessary. Building a Better Bromley was now about L B Bromley and its partners delivering the objectives; Children's Services was no longer considered L B Bromley Children Services but Children's Services in L B Bromley and partners could be expected to become even more involved in future.

A Member was concerned that there appeared to be little information coming from the police; as such, the concern would be passed to the Borough Commander and taken to the Safer Bromley Partnership. The Member also

enquired about future operation of Bromley Town Centre Market. It was understood that, generally, traders were positive to the market being moved to a new town centre location, away from Market Square; although there would be fewer stalls, it was thought that the number of food stalls would increase.

On Governance matters, the Chief Executive's views were sought on the current Education Select Committee pilot. The Chief Executive suggested that looking at a single subject appeared to have been successful and PDS Committees need to be a little more focused on issues. This could involve individual PDS Committees focussing on specific issues or perhaps having one Select Committee to cover PDS work. The decision was one for Members. The Chairman suggested that Sub-Committees e.g. Contracts Sub-Committee also seemed to work well. There was opportunity for PDS to consider/discuss policy development in areas affecting Council business. A task and finish approach was advocated but it was necessary to have the best use of officer time. PDS reviews would need a sharpness and focus to drill down to key issues. The Vice-Chairman also highlighted an inquiry into Local Government Overview and Scrutiny by the House of Commons Communities and Local Government Select Committee.

On integrating health and social care, the Vice-Chairman also suggested looking at liabilities and contracts and not solely finances, suggesting that a number of contracts needed improvement. The Chief Executive referred to work of the Health and Wellbeing Board, and how to use funding to build objectives for the community. There was also potential for cost sharing; it is possible to work through contract issues with health partners if there is a good relationship in place e.g. health aspects of a child's placement. The Vice-Chairman suggested that the Salford model may provide solutions. It was highlighted that certain functions can be delegated to CCGs and CCGs also have powers to delegate to Local Authorities.

The predicted budget overspend for Adult Social Care was some £1.8m at previous budget monitoring stage but this was now down to £1.2m. The intention was to reduce the overspend to below £1m. Although it was not possible to reach zero overspend, better mechanisms were now in place to control expenditure.

Following a Member enquiry, an update was also provided on progress in clearing the former Waste4fuel site at Cornwall Drive, Orpington. The Council had received regular communication from the Environment Agency and the direction of travel in clearing the site was good. Some hazardous waste was possibly included and officers were in discussion with the Environment Agency.

420 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

The Committee looked at the following reports on the Part 1 agenda for the Executive's meeting on 8th February 2017.

(1) 2017/18 Council Tax

Report FSD17016

Final issues affecting the 2017/18 revenue budget were outlined in Report FSD17016 with recommendations sought to full Council on the level of the Bromley element of the 2017/18 Council Tax and Adult Social Care precept. The final GLA precept would be confirmed to the full Council meeting on 20th February 2017. Final approval of the “schools budget” was also sought.

The approach reflected in the report was for the Council to not only achieve a legal and financially balanced budget in 2017/18 but to have measures in place to deal with the medium term financial position (2018/19 to 2020/21).

Introducing the report, the Director of Finance referred *inter-alia* to the level of funding in the latest local government finance settlement. The Council continued to lobby Government on its low level of funding even though it maintained a low cost position. The Leader of the Council had recently discussed the matter with Gavin Barwell MP, Minister of State for Housing and Planning and Minister for London.

The Draft 2017/18 and future years financial forecast assumes a Bromley element council tax increase of 1.99% per annum and an increase for the adult social care precept of 2% (total of 3.99%). Subject to any further inflationary pressures being addressed and key costs pressures such as, for example, social care being contained, a balanced budget was expected for the next two years.

With a total allowable increase of 6% over the three year period 2017/18 to 2019/20, a 2% increase per annum was assumed in the forecast. The Government have not specified, at this stage, the additional conditions relating to the option of a front loaded 3% increase in 2017/18. The Chairman supported the approach assumed in the draft 2017/18 Budget on grounds of consistency and being able to plan ahead.

The recent announcement by Surrey County Council to hold a referendum on a 15% Council Tax rise reflected concern for a reduced level of grant against significant social care cost pressures. However, such a course was not considered appropriate for L B Bromley. Referendum costs were high and the amount could be used to fund services. Within the public sector local government appeared to be a lower funding priority, although revenue from the New Homes Bonus had particularly benefitted District Councils (without Social Care and Education costs). There was a view across local government that current pressures needed to be recognised.

A Member explored the significance and definition of earmarked reserves seeking clarification on their levels and the level of total reserves. Legislation identifies the reporting and treatment of general and earmarked reserves and they are measures used by central government and the National Audit Office in considering the revenue reserves available to a Council. It was not possible to use capital reserves for revenue purposes and some of the revenue

reserves are not within the council's direct control. On any scope to capitalise further reserves, it was confirmed that transformation costs could now be capitalised.

In concluding debate, Members encouraged the Executive to support the recommendations in Report FSD17016 for onward referral to full Council.

RESOLVED that the recommendations to the Executive be supported.

(2) Capital Programme Monitoring Q3 2016/17 and Annual Capital Review 2017 – 2021

Report FSD17020

Members noted the current position on capital expenditure and receipts following the third quarter 2016/17. Recommendations in the report, including those to Council, were also noted.

RESOLVED that the recommendations be noted.

421 HR INFORMATION

Report CEO1628

At the Chairman's request, summary details were provided of officer sickness levels and the Council's HR staffing capacity during the past five years.

On supplementary information circulated prior to the meeting and tabled (long term sickness by Council Department/ Division with working days lost, average FTE per division, and average working days lost per FTE) further information would be provided on the number of officers represented by the data. To help reduce long term sickness, the Council had a duty of care with measures taken to try and prevent staff sickness in the first instance. Should a trigger point of sick leave be reached, Members were advised of procedures taken (by management and HR) to assist a return to work as soon as possible. Should there be no return to work, ill health retirement or dismissal on capability grounds would be options; L B Bromley had yet to lose a sickness related dismissal at tribunal.

The range of average working days lost per FTE by division (from 0.6 to 6.1) could be attributed to the type of job undertaken. Age profile in a service area could also be relevant e.g. libraries and recorded sickness could be a function of how robustly a manager dealt with sick absence.

As a family friendly authority, it was possible for compassionate leave to be granted in appropriate circumstances, with paid leave provided in a limited number of cases. Taking sick leave in such circumstances was unnecessary and a Member suggested highlighting this for staff. The Portfolio Holder for Resources also referred to a presentation on health at work at a Departmental Representatives meeting. The Departmental Representatives Forum complemented work of the Trade Union side in representing staff interests

and included attendance by the Leader of the Council, the Resources Portfolio Holder, the Chief Executive and Director of HR.

It was also necessary to distinguish between staff taking genuine sick leave and sick leave for other reasons. If staff were found to be abusing the system disciplinary action could follow. A Member praised work by the Director of HR, having led on transformational changes including locally negotiated terms and conditions, Single Status, and a fundamental review of staff representatives.

RESOLVED that the report be noted.

422 WORK PROGRAMME

Report CSD17001

Members noted the Committee's remaining Working Programme for 2016/17.

RESOLVED that the Committee's Work Programme be noted.

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

424 PRE-DECISION SCRUTINY OF EXEMPT RESOURCES PORTFOLIO HOLDER REPORTS

a FRAMEWORK AGREEMENT: CROWN COMMERCIAL SERVICES (CCS) AND ROYAL MAIL SCHEDULE 4 - AS AGREED BY ROYAL MAIL AND LONDON BOROUGH POSTAL BOARD

Members considered a proposed decision related to the future delivery of mail services.

425 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS

Members considered certain reports on the Part 2 agenda for the Executive's meeting on 8th February 2017.

The Meeting ended at 9.55 pm

Chairman

Agenda Item 5

Report No.
CSD17029

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Wednesday 1 February 2017

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

Title: MATTERS ARISING FROM PREVIOUS MEETINGS

Contact Officer: Keith Pringle, Democratic Services Officer
Tel: 0208 313 4508 E-mail: keith.pringle@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: (All Wards)

1. Reason for report

- 1.1 Appendix 1 to this report updates Members on matters arising from previous meetings which continue to be "live".
-

2. **RECOMMENDATION(S)**

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

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
-

Corporate Policy

1. Policy Status: Existing Policy
 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
-

Personnel

1. Number of staff (current and additional): 8 posts (7.27fte)
 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): This report is intended primarily for the benefit of Committee Members.
-

Ward Councillor Views

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

Non-Applicable Sections:	Impact on Vulnerable People and Children/Policy/Financial/Legal/Personnel/Procurement
Background Documents: (Access via Contact Officer)	Minutes of previous meetings – 7 th September 2016, 12 th October 2016

Appendix 1

Minute Number/Title/Date	Action/PDS Request	Update	Action by	Expected Completion Date
349 Contracts Register (TFM/Agency Staff Contracts) 7 th September 2016	Committee requested that managers for the Total Facilities Management and Agency Staff contracts should attend Committee meetings for scrutiny.	Suitable slots will be found in the Committee's work programme – Agency Staff is scheduled for 18 th May 2017.	Democratic Services Officer	May 2017
395 Scrutiny of the Resources Portfolio Holder 4 th January 2017	Portfolio Holder suggested a Member Working Group to consider options for further income generation and tight spending controls. Chairman suggested it was too late in the current year to establish a working group but it might be possible for 2017/18.	Committee to consider suggestion for its 2017/18 Work Programme.	Director of Finance/ Executive Director of Environment and Community Services/Democratic Services Officer	Suggestion to be considered at the Committee's first meeting of 2017/18.
399 Benefits Service Monitoring Report 4 th January 2017	(1) Although the monthly error rate appeared to increase in the year to 30 th September 2016, the level had reduced in October and November and the Chairman suggested it was necessary to see more recent figures.	To be provided.	Head of Revenues and Benefits	More recent figures to be circulated to as soon as possible.
415 Contracts Register 1 st February 2017	Further to a second 'plus one' extension option being taken and agreed for the Mobile Phone Services contract (CEX 27), reasons for the extension would be circulated	To be provided.	Head of Corporate Procurement	Details to be circulated as soon as possible.

	<p>to Members.</p> <p>Following concern on how efficiently Amey take forward furniture requests under Total Facilities Management (CEX51), a process map was requested to show how the company deals with service requests. There was also concern on the time taken by Amey to provide a car park permit and the Contracts Sub-Committee would look for an opportunity to consider such matters at a future meeting.</p>	<p>Process Map will be provided on Reactive Tasks covering furniture requests and the Service quotation process, applying to orders/requests outside of scope of services</p> <p>Further investigation will be given to the time for providing a car park permit and an update provided.</p>	<p>Facilities and Support Client Services Manager</p>	<p>Process Maps to be circulated as soon as possible.</p> <p>Update to be provided asap on time for providing a car park permit.</p>
<p>421 HR Information 1st February 2017</p>	<p>On supplementary information circulated prior to the meeting and tabled (long term sickness by Council Department/ Division with working days lost, average FTE per division, and average working days lost per FTE) further information would be provided on the number of officers represented by the data.</p>	<p>Further information to be circulated as soon as possible.</p>	<p>Director HR/ HR Information & Systems Manager</p>	<p>Further details as requested to be provided as soon as possible.</p>

LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 21st February 2017

PERIOD COVERED: March 2017 - June 2017

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 25th April 2017

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						
COUNCIL TAX LEVEL 2017/18	Council	1 March 2017 Executive, PDS Committees, Business Community, and Local Residents	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
REVENUE BUDGET 2017/18	Council	1 March 2017 Executive, PDS Committees, Business Community, and Local Residents	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@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?
CAPITAL PROGRAMME 2017/18 ONWARDS	Council	1 March 2017 Executive and Key Stakeholders	Meetings	Contact Officer: James Mullender Tel: 020 8313 James.Mullender@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
ANNUAL INVESTMENT STRATEGY 2017/18	Council	1 March 2017 Executive & Executive and Resources PDS Committee	Meetings	Contact Officer: James Mullender Tel: 020 8313 James.Mullender@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
LENDING PROPOSAL	Council	10 April 2017 Executive & Resources PDS Committee and Executive	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
DRAFT LOCAL PLAN	Council	Not before 10 April 2017 Development Control Committee and Executive	Meetings	Contact Officer: Mary Manuel Tel: 020 8313 4303 mary.manuel@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
EXECUTIVE						
PROGRESS IN IMPLEMENTING CHILDREN'S SERVICE IMPROVEMENTS 'PHASE 3 SPENDING PLAN'	Executive	22 March 2017 Care Services PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer: Angela Buchanan Tel: 0208 313 4199 angela.buchanan@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
GATEWAY REPORT - MENTAL HEALTH FLEXIBLE SUPPORT SERVICES CONTRACT	Executive	22 March 2017 Care Services PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer: Adeyinka Adetunji Tel: 020 8461 7463 Adeyinka.Adetunji@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
PROPOSED PUBLIC REALM PROJECT AND MARKET REORGANISATION FOR BROMLEY HIGH STREET	Executive	22 March 2017 Renewal & Recreation PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer: Kevin Munnelly, Martin Pinnell Tel: 020 8313 4582, Tel: 020 8313 4457 kevin.munnelly@bromley.gov.uk , martin.pinnell@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?
OPERATIONAL BUILDING MAINTENANCE BUDGETS AND PLANNED MAINTENANCE PROGRAMME 2017/18	Executive	22 March 2017 Executive & Resources PDS Committee	Meetings	Contact Officer: Catherine Pimm Tel: 020 8461 7834 Catherine.Pimm@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
BASIC NEED CAPITAL PROGRAMME REPORT (INCLUDING SECTION 106 UPDATE)	Executive	Not before 22 March 2017 Executive & Resources PDS Committee	Meeting	Contact Officer: Robert Bollen Tel: 020 8313 4697 Robert.Bollen@bromley.gov.uk	<u>Public Meeting</u>	Report and relevant background documents
CONTRACT AWARD OF LEARNING DISABILITY SUPPORTED LIVING SCHEMES	Executive	22 March 2017 Care Services PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer: Colin Lusted Tel: 0208 461 7650 Colin.Lusted@bromley.gov.uk	<u>Item to be considered during the public part of the Executive and Care Services PDS meetings with confidential material to be considered during exempt proceedings.</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?
EXTRA CARE HOUSING - CONTRACT AWARD	Executive	22 March 2017 Care Services PDS Committee and Executive and Resources PDS Committee.	Meetings	Contact Officer: Alicia Munday Alicia.Munday@bromley.gov.uk	<u>Item to be considered during the public part of the Executive meeting with confidential material to be considered during exempt proceedings.</u>	Part 2 report - confidential
HOUSING IT CONTRACT AWARD	Executive	22 March 2017 Care Services PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Sara Bowrey Tel: 020 8313 4013 sara.bowrey@bromley.gov.uk	<u>Item to be considered in the public part of the Executive meeting with confidential material to be considered during exempt proceedings.</u>	Part 2 report - confidential

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
AWARD OF COMMUNITY SEXUAL HEALTH EARLY INTERVENTION SERVICES	Executive	22 March 2017 Care Services PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer: Mimi Morris-Cotterill mimi.morris-cotterill@bromley.gov.uk	<u>Item to be considered during the public part of the Executive meeting with confidential material to be considered during exempt proceedings.</u>	Report and relevant background documents
EXTENSION OF CONTRACT FOR TEMPORARY ACCOMMODATION AT STEWART FLEMING PRIMARY SCHOOL	Executive	Not before 22 March 2017 Executive & 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
AWARD OF CONTRACT FOR CAPITAL WORKS AT LEESONS PRIMARY SCHOOL	Executive	Not before 22 March 2017 Executive & 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

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?
AWARD OF CONTRACT FOR CONSTRUCTION WORKS AT POVEREST PRIMARY SCHOOL	Executive	Not before 22 March 2017 Executive & 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
HOMELESSNESS REVIEWS CONTRACT	Executive	22 March 2017 Care Services PDS committee	Meetings	Contact Officer: Sara Bowrey Tel: 020 8313 4013 sara.bowrey@bromley.gov.uk	<u>Private meeting - Exempt information - financial/business affairs of a person or body.</u>	Part 2 report - confidential
OLD TOWN HALL, 30 TWEEDY ROAD, BROMLEY	Executive	Not before 01 March 2017 Executive and Resources PDS Committee	Meetings	Contact Officer: Michael Watkins Tel: 020 8313 4178 Michael.Watkins@bromley.gov.uk	<u>Part 2 report - confidential</u>	Private meeting - Exempt information - Financial/business affairs of a person or body
BANBURY HOUSE, CHISLEHURST	Executive	24 May 2017 Executive & Resources PDS Committee	Meeting	Contact Officer: Michael Watkins Tel: 020 8313 4178 Michael.Watkins@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?
SPECIAL EDUCATIONAL NEEDS (SEN) TRANSPORT FOR CHILDREN AND NON SEN CHILDREN'S TRANSPORT FRAMEWORK	Executive	24 May 2017 Executive and Resources PDS Committee	Meetings	Contact Officer: Joanne Harris Tel: 020 8461 7530 Joanne.Harris@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
BROMLEY VALLEY GYMNASTICS CENTRE - OUTCOME OF FEASIBILITY STUDY	Executive	14 June 2017 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
CHURCHILL THEATRE/CENTRAL LIBRARY - REPLACEMENT OF CLADDING	Executive	14 June 2017 Executive and Resources PDS Committee	Meetings	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?
CRYSTAL PALACE PARK	Executive	14 June 2017 Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer: Lydia Lee Tel: 01689 873 826 Lydia.Lee@bromley.gov.uk	<u>Public meeting</u>	Report and relevant background documents
CARE SERVICES PORTFOLIO						
EDUCATION & CHILDREN'S SERVICES PORTFOLIO						
ENVIRONMENT PORTFOLIO						
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?
DOMESTIC VIOLENCE AGAINST WOMEN AND GIRLS SERVICES - CONTRACT AWARD	Portfolio Holder for Public Protection and Safety	Before 31 March 2017 Public Protection & Safety PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer: Victoria Roberts Tel: 020 8313 4290 Victoria.Roberts@bromley.gov.uk	<u>Item is expected to be considered during the public part of the Executive meeting with confidential material to be considered during exempt proceedings.</u>	Report and relevant background documents
RENEWAL AND RECREATION PORTFOLIO						
RESOURCES PORTFOLIO						

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

Contact Officer: Graham Walton, Chief Executive's Department: 020 8461 7743, graham.walton@bromley.gov.uk

Agenda Item 8a

Report No.
FSD17025

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RESOURCES PORTFOLIO HOLDER

Date: For Pre-Decision Scrutiny by the Executive & Resources PDS Committee on 15th March 2017

Decision Type: Non-Urgent Executive Non-Key

Title: CAPITAL PROGRAMME MONITORING - 3RD QUARTER 2016/17 & ANNUAL CAPITAL REVIEW 2017 TO 2021

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

- 1.1 On 8th February 2017, the Executive received a report summarising the current position on capital expenditure and receipts following the 3rd quarter of 2016/17 and presenting for approval the new capital schemes in the annual capital review process. The Executive agreed a revised Capital Programme for the five year period 2016/17 to 2020/21. This report highlights changes agreed by the Executive in respect of the Capital Programme for the Resources Portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are included at Appendix B.

2. **RECOMMENDATION(S)**

- 2.1 **The Portfolio Holder is asked to note and confirm the changes agreed by the Executive on 8th February 2017.**

Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring and review 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. 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". The capital review process requires Council Directors to ensure that bids for capital investment provide value for money and match Council plans and priorities.
 2. BBB Priority: Excellent Council
-

Financial

1. Cost of proposal: Total increase of £14.5m to reflect latest updates on investment property acquisitions
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £55.4m for the Resources Portfolio over five years 2016/17 to 2020/21
 5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Capital Expenditure

3.1 A revised Capital Programme was approved by the Executive on 8th February 2017, following a detailed monitoring exercise carried out after the 3rd quarter of 2016/17. The Executive also considered and approved new capital schemes in the annual capital review process. This report identifies changes relating to the Resources Portfolio and the table in paragraph 3.2 summarises the overall position following the Executive meeting.

Capital Monitoring – variations agreed by the Executive on 8th February 2017

3.2 The base position prior to the 3rd quarter's monitoring exercise was the revised programme approved by the Executive on 30th November 2016, as amended by variations approved at subsequent Executive meetings. Changes to the Resources Portfolio Programme approved by the Executive in February are shown in the table below and further details are included in paragraphs 3.3 to 3.6. The revised Programme for the Resources Portfolio is attached as Appendix A and detailed comments on individual schemes are included at Appendix B.

3.3 Property Investment Fund (net £14,539k increase in 2016/17 and 2017/18)

On 1st March 2017, Council agreed an increase of £14,539k to the Property Investment Fund scheme, funded from the Growth Fund, to reflect the latest property acquisitions. This includes the purchase of 63 The Walnuts in Orpington which was completed in December, and a further purchase for which contracts have been exchanged and is anticipated to be completed in March 2017. In addition, £15,163k has been rephased into 2017/18 relating to the £15m funding from capital receipts for future purchases agreed in February 2015, plus £163k of commitments outstanding from previous property purchases.

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL 2016/17 to 2020/21
	£000	£000	£000	£000	£000	£000
Programme approved by Executive 30/11/16	25,837	5,670	9,180	210	0	40,897
<u>Variations approved by Executive 08/02/17</u>						
Property Investment Fund (see para 3.3)	-624	15,163	0	0	0	14,539
Schemes rephased from 2016/17 into future years (see para 3.4)	-3,258	2,508	0	750	0	0
Total Q3 Monitoring variations	-3,882	17,671	0	750	0	14,539
Revised Resources Capital Programme	21,955	23,341	9,180	960	0	55,436

3.4 Schemes rephased from 2016/17 into future years

As part of the 3rd quarter monitoring exercise, a total of £3,258k has been rephased from 2016/17 into future years to reflect revised estimates of when expenditure on Resources schemes is likely to be incurred. The majority (£2,508k) related to schemes rephased into 2017/18, and £750k related to Civic Centre Development Strategy scheme rephased into 2019/20. This has no overall impact on the total approved estimate for the capital programme. Further details and comments are provided in Appendix B.

Capital Expenditure – Rephasing in Q3 monitoring	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000
Emergency Works on Surplus Sites	-68	68	0	0
Review of Corporate Customer Services I.T	-100	100	0	0
Performance Management/Children's Services – IT	-164	164	0	0
Replacement of MD110 telephone switch	-190	190	0	0
Replacement of Storage Area Networks	-291	291	0	0
Rollout of Windows 7 and Office 2010	-100	100	0	0
SharePoint Productivity Platform upgrade/replacement	-800	800	0	0
Upgrade of Core Network Hardware	-112	112	0	0
Windows Server 2003 replacement program.	-300	300	0	0
Civic Centre Development Strategy	-750	0	0	750
Carbon Management Programme	-383	383	0	0
Total Resources Programme rephasing	-3,258	2,508	0	750

Annual Capital Review – new scheme proposals

- 3.5 In recent years, the Council has steadily scaled down new capital expenditure plans and have transferred all of the rolling maintenance programmes to the revenue budget. General (un-earmarked) reserves, established from the disposal of housing stock and the Glades Site, have been gradually spent and have fallen from £131m in 1997 to £49.6m (including unapplied capital receipts) as at 31st March 2016. The Council's asset disposal programme has diminished and any new capital spending will effectively have to be met from the Council's remaining revenue reserves.
- 3.6 As part of the normal annual review of the Capital Programme, Chief Officers were invited to come forward with bids for new capital investment, including Invest to Save bids which were particularly encouraged. No bids were submitted for the Resources portfolio.

Post-Completion Reports

- 3.7 Under approved Capital Programme procedures, capital schemes are 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. Post-completion reports for the following Resources Portfolio schemes are included elsewhere on the agenda:
- Increasing Network Security
 - Civic Centre Cabling Renewal
 - Joint Web Platform
 - Server Virtualisation
 - Financial systems upgrade/replacement of unsupported software

A post-completion report for the Office Accommodation Strategy scheme will be reported to the May meeting of the Executive.

The quarterly capital monitoring 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. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 8th February 2017. Changes agreed by the Executive for the Resources Portfolio Capital Programme are set out in paragraph 3.2.

Non-Applicable Sections:	Legal, Personnel & Procurement Implications, Impact on Vulnerable Adults and Children
Background Documents: (Access via Contact Officer)	Approved Capital Programme (Executive 30/11/16). Capital Q3 monitoring report (Executive 08/02/17).

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 8 FEBRUARY 2017									
Code	Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.16	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		
PROPERTY DIVISION									
939320	Emergency Works on Surplus Sites	312	174	10	98	30	0	Michael Watkins	(Block Capital) Essential to maximise capital receipts
917246	Carbon Management Programme (Invest to Save funding)	1,266	832	51	383	0	0	Alastair Baillie	Revenue savings (schemes to be worked up); £250k funded by Salix
936407	Property Investment Fund	102,304	66,275	20,866	15,163	0	0	Michael Watkins	Various property acquisitions - met from Property Investment Fund, Growth Fund and Capital Receipts
	TOTAL - PROPERTY DIVISION	103,882	67,281	20,927	15,644	30	0		
RESOURCES DIRECTORATE									
936409	Civic Centre Development Strategy	14,100	0	10	3,980	9,150	960	Cathy Pimm	Approved Executive 18/05/16 and Council 04/07/16
936444	Digital Print Strategy	125	100	25	0	0	0	Dave Starling	Invest to Save - Multi-Functional Devices
936448	Upgrade of Core Network Hardware	1,050	422	2	626	0	0	Stuart Elsey	
936452	Performance Management/Children's Services - information te	671	352	155	164	0	0	Janet Bailey / Angela Buchanan	Approved by Executive 16/06/10
936454	Replacement of Storage Area Networks	1,780	871	118	791	0	0	Stuart Elsey	Business continuity - need to keep data secure and accessible
936455	Rollout of Windows 7 and Office 2010	763	632	31	100	0	0	Stuart Elsey	Upgrade of all desktops and laptops
936456	Replacement of MD110 telephone switch	760	562	8	190	0	0	Stuart Elsey	Essential replacement of switch that was installed in 1999
936457	SharePoint Productivity Platform upgrade/replacement	1,500	101	129	1,270	0	0	Stuart Elsey	
936458	Windows Server 2003 replacement program	900	41	559	300	0	0	Stuart Elsey	Approved by Executive 11/02/15
936459	Review of Corporate Customer I.T System	276	9	-9	276	0	0	Duncan Bridgewater	Approved by Executive 10/02/16
	TOTAL RESOURCES DIRECTORATE	21,925	3,090	1,028	7,697	9,150	960		
	TOTAL RESOURCES PORTFOLIO	125,807	70,371	21,955	23,341	9,180	960		

RESOURCES PORTFOLIO - APPROVED CAPITAL PROGRAMME 2016/17 - 3RD QUARTER MONITORING					
Capital Scheme/Project	3rd QUARTER 2016/17				Responsible Officer Comments
	Actual to 31.03.16	Approved Estimate Nov 2016	Actual to 01.02.17	Revised Estimate Feb 2017	
	£'000's	£'000's	£'000's	£'000's	
PROPERTY DIVISION					
Emergency Works on Surplus Sites	174	78	0	10	(Block Capital) Essential to maximise capital receipts. £8k was carried forward from 15/16 to 16/17 as agreed by Executive 15/06/16 to prepare surplus sites for disposal and to cover any emergency works. The Priory/Orpington Library (listed building) is likely to require some works to maintain/secure it prior to disposal. £68k has been rephased into 17/18.
Carbon Management Programme (Invest to Save funding)	907	434	51	51	Remaining projects for which repayment are being made include SON SL project and MSCP LED project. Officers are currently reviewing potential projects which includes lighting in Stockwell Blocks and other Street Lighting projects. It is not anticipated that £383k will be spent within FY16/17 and has been rephased to 17/18.
Investment Fund - Property Acquisition	66,275	21,490	10,185	20,866	An additional £15m funding from capital receipts was approved by Executive on 11/02/15 for future acquisitions. Council approved the addition of £14.5m on 01/03/17 funded from the Growth Fund, for the purchase of 63 The Walnuts and another property which is expected to complete in March 17. No further purchases are expected for the remainder of FY16/17, and £163k commitments from previous purchases are outstanding, so the balance of £15,163k has been rephased into 17/18.
Civic Centre Development Strategy	0	760	0	10	Approved by Council 04/07/16. The project will be delivered through the TFM Contract which commenced on 1 October 2016. LBB Client team and Amey Community Ltd have agreed the Delivery team structure. A review of the buildings to be retained is being considered prior to commencement of the Programme.
TOTAL PROPERTY DIVISION	67,356	22,762	10,236	20,937	
RESOURCES DIRECTORATE					
Digital Print Strategy	100	25	0	25	This scheme relates to the implementation of Multi-Functional Devices, and to fund the lease purchase of software and additional hardware. Now that the TFM contract has commenced, any residual balance will be reviewed and removed in the next financial year as necessary
Upgrade of Core Network Hardware	422	114	2	2	The additional hardware has been purchased and is being configured to meet the needs of London Public Service Network, Direct access, Citrix and reverse proxy application servers. Due to changes on the service provider, it is not anticipated that the project will be completed in this financial year, as several other projects will have to be completed first. It is taking longer than anticipate to migrate; £112k has been rephased into 17/18
Performance Management/Children's Services - information technology	352	319	0	155	The Care First upgrade to Eclipse is in progress. All capital funding will be needed for identified expenditure. It is estimated a maximum of £155k will be spent for remainder of 16/17; £164k has been rephased into 17/18.
Replacement of Storage Area Networks	871	409	45	118	The major SAN replacement project was previously postponed due to conflicts with other major projects. Various work streams are now working parallel in together (undertaken by BT), and the data migration stage is currently underway. It is anticipated approximately £118k of works will be completed in this FY, and £291k has been rephased into 17/18.
Rollout of Windows 7 and Office 2000	632	131	2	31	Executive 15/07/15 approved £43k virement between Financial system upgrade and Window & rollout - Work is progressing and has been re-baselined. There has been a new plan for the rollout due to the problems experienced at other councils, and the scheme is now in its final stages. The 'core' project finished however there are few minor outstanding works such as application package which will not be completed until data migration is completed. Improvement and enhancement work is anticipated to be carried out next FY; £100k has therefore been rephased into 17/18.
Replacement of MD110 telephone switch	562	198	2	8	The bulk of the works (including MD110, Lync and call recording) are completed. Minor outstanding works include finalising the move to the new provider. £190k has been rephased into 17/18.
SharePoint Productivity Platform upgrade/replacement	101	929	0	129	The project is slowly progressing. The workshop has taken longer than anticipated. Officers are working closely with the contractors in resolving these issues. There were delays on the specification, and a clear picture of the anticipated spend will be available once the tender exercise has been completed. However, it is unlikely that all the works will be completed in this FY, so £800k has been rephased into 17/18.
Windows Server 2003 replacement program	41	859	375	559	Approved by Executive 11/02/15. This scheme is linked with various other schemes including Replacement of Storage Area Networks and Upgrade of Core Network Hardware. Work is in progress updating / replacing around 230 servers with approximately 70 remaining. It is anticipated that the works to be completed by late spring 17, in compliance with the PSN (Public Service Network) and PCI (Payment Card Industry) requirement.
Review of Corporate Customer I.T System	9	91	-2	-9	£100k approved by Executive 10/02/16, further £176k approved by Executive 14/09/16. Officers have now secured technical resources to implement the work and upgrade of the systems. It is anticipated the project to conclude Summer/Autumn 2017; £100k has been rephased into 17/18.
TOTAL RESOURCES DIRECTORATE	3,090	3,075	424	1,018	
TOTAL RESOURCES PORTFOLIO	70,446	25,837	10,660	21,955	

Report No.
FSD17033

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RESOURCES PORTFOLIO HOLDER

For Pre-Decision Scrutiny by the Executive & Resources PDS Committee on:

Date: 15th March 2017

Decision Type: Non-Urgent Executive Non-Key

Title: FINANCIAL SYSTEMS UPGRADE - (POST COMPLETION REVIEW REPORT)

Contact Officer: Emma Richardson, Head of Financial Systems
Tel: 020 8461 7453 E-mail: emma.richardson@bromley.gov.uk

Chief Officer: Director of Finance

Ward: N/A

1. Reason for report

- 1.1 As part of the Capital Programme Procedures it is a requirement that schemes should be formally reviewed within one year of completion and the outcome of this review is brought to the Portfolio Holder for endorsement.

2. RECOMMENDATION(S)

- 2.1 That the Portfolio Holder endorses the findings of the Post Completion Review that has been carried out in respect of the Financial Systems Upgrade scheme.

Impact on Vulnerable Adults and Children

1. Summary of Impact: N/A
-

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £982k
 5. Source of funding: Capital receipts
-

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: Statutory Requirement
 2. Call-in: Applicable
-

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: N/A

3. COMMENTARY

3.1 The Capital Programme Procedures require that a post completion review be carried out within 12 months of the completion of schemes that are included within the programme. This process is designed to determine the Authority's performance in the following key area;

- Were the original scheme objectives achieved?
- Were the scheme costs contained within the original budget?
- Did the scheme complete on time?
- What was the level of customer satisfaction from the end user with the overall process?

3.2 The information set out in the appendices shows the above information for the Financial Systems Upgrade.

3.3 The scheme completed within budget and the original contract programme was met. A full analysis of the project is contained within the appendix.

4. POLICY IMPLICATIONS

4.1 One of the main aims of the Council's Asset Management Plan is to ensure that all the partners in the asset management planning processes are fully consulted on the process and its outcomes. Progression of the scheme will assist in meeting one of the key outcomes of Building a Better Bromley: Ensuring good strategic financial management and robust discipline to deliver within our budgets.

5. FINANCIAL IMPLICATIONS

5.1 This report provides information on a Post Completion Review that has been carried out in respect of the Financial Systems Upgrade project.

5.2 The initial budget allocated to the project was £1.5m in February 2004. This was subsequently amended to £982k as shown in the table below, which also summarises the financial outturn position of the scheme: -

Financial Summary of the Financial Systems Upgrade Project

	£'000	£'000
Original capital estimate	1,500	
Less reallocation of budget towards E-procurement project (Agreed Nov 2006)	-475	
Less reallocation of remaining budget to rollout of Windows 7 (Agreed Jul 2015)	<u>-43</u>	
Latest approved capital estimate		982
Final scheme costs		<u>982</u>
Net underspend		<u><u>0</u></u>

Non-Applicable Sections:	Legal, Personnel & Procurement Implications, Impact on Vulnerable Adults and Children, Consultation
Background Documents: (Access via Contact Officer)	16 th Feb 2004 - CAPITAL REVIEW 2003 AND THE PRUDENTIAL CODE

Financial Systems Upgrade

Scheme Details

1. The scheme was to upgrade the Councils financial systems. Oracle had notified the Council that they would no longer be supporting the current corporate financial system, Oracle Financials 10.7, and that the hardware was not sufficient to cope with the latest version, Oracle E-Business Suite 11i. The scheme also included the introduction of two new financial monitoring systems (Employee Budget Monitoring and Full Budget Monitoring), and an electronic invoice archiving and payment processing solution to improve efficiencies in the Council and enable savings to be achieved.

Scheme History

2. In February 2004, Council approved an application for £1.5m capital funding to update the Oracle Financial System 10.7.

In November 2006 £475k of the budget was reallocated to the E-Procurement capital scheme and in July 2015, Executive agreed to transfer £43k to the Rollout of Windows 7 capital scheme and to contribute towards upgrading the VersionOne (V1) system.

The latest approved capital budget was £982k as shown in the table below: -

		£'000
Original Budget	Feb-04	1,500
Re-allocation of Budget to E-Procurement	Nov-06	-475
Transfer to Rollout of Windows 7	Jul-15	-43
		<u>982</u>

The scheme was mainly used to re-implement the existing financial system Oracle 10.7, which included the Council's Accounts Payable, Accounts Receivable, Cash Book and General Ledger functions. As part of the upgrade, the Purchase Order module was bought, and a 'punch-out' function included for ordering stationery and related items from Office Depot with an automatic electronic invoicing system. Oracle 11i went live in April 2006 and a year later the online ordering module went live.

Whilst upgrading to Oracle 11i a document scanning/imaging system (V1) was introduced that would allow users to drill down to the actual images of invoices. This saved users time searching through manual batches of invoices which were held by the Accounts Payable team. Cash savings were made as the invoice batches no longer needed to be microfilmed. In addition, the Council later implemented V1's direct BACS payment software and cheque printing solutions which achieved savings of over £80k per annum on the previously outsourced contract.

The scheme was also used to develop a Financial Management Information System (FMIS) in 2005 to provide web based financial reporting to Budget Holders to empower them to effectively manage their service and budgets. Although the system went live there were limitations with it and the system was eventually replaced with bespoke systems that were developed in-house – Employee Budget Monitoring (EBM) and Financial Budget Monitoring (FBM).

From July 2012 the support of Oracle 11i moved to an 'extended support' situation so a further major upgrade to R12 was undertaken which went live in March 2013. The upgrade which also

involved moving to new non-proprietary hardware and operating system (HP Blade servers and Red Hat Linux) for better disaster/fall-over recovery and integration with the Council network.

A summary of the full costs of the upgrade is shown below: -

	£
Oracle Upgrade to 11i including Purchase Order module	448,130
Oracle Upgrade to R12 and hardware update	210,649
Budget monitoring systems	165,253
V1 - Document Imaging and payments	157,960
	<u>981,992</u>

Running Costs

3. There have been some changes in running costs both increases and decreases with the various elements e.g. licenses, however these have been contained within the operational budgets.

Scheme Objectives

4. The objective of the scheme was to update the Council's main Financial system to ensure that it was still supported.

Assessment of Scheme Success

5. The scheme objectives have been met and the scheme has been a success.

Assessment of Contract Efficiency

6. Contract period – 11i: 27 weeks
Start Date: Oct 2005
Practical Completion: April 2006
Over-run: None

Outstanding Issues and Their Proposed Resolution

7. There are no outstanding issues.

Report No.
CSD 17037

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RESOURCES PORTFOLIO HOLDER

For Pre-Decision Scrutiny by the Executive and Resources PDS
Committee on:

Date: 15th March 2017

Decision Type: Non-Urgent Executive Non-Key

Title: JOINT WEB PLATFORM (POST COMPLETION REVIEW
REPORT)

Contact Officer: Duncan Bridgewater, Head of Customer Service
Tel: 020 8461 7676 E-mail: duncan.bridgewater@bromley.gov.uk

Chief Officer: Director of Corporate Services

Ward: Borough wide

1. Reason for report

1.1 As part of the Capital Programme Procedures it is a requirement that schemes should be formally reviewed and the outcome of this review is brought to the Portfolio Holder for endorsement.

2. **RECOMMENDATION(S)**

2.1 That the Portfolio Holder endorses the findings of the Post Completion Review that has been carried out in respect of the Joint Web Platform.

Impact on Vulnerable Adults and Children

1. Summary of Impact: The website supports equal access to services and information to all residents.
-

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £240K
 5. Source of funding: Capital Receipts
-

Personnel

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

Legal

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

Procurement

1. Summary of Procurement Implications: N/A – Post completion report
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 4 million annual visitors
-

Ward Councillor Views

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

3. COMMENTARY

3.1 The Capital Programme Procedures require that a post completion review be carried out within 12 months of the completion of schemes that are included within the programme. This process is designed to determine the Authority's performance in the following key areas.

- Were the original scheme objectives achieved?
- Were the scheme costs contained within the original budget?
- Did the scheme complete on time?
- What was the level of customer satisfaction from the end user with the overall process?

3.2 The information set out in the appendix shows the above information for the Joint Web Platform.

3.3 The scheme completed within budget and the original contract programme was met. A full analysis of the project is contained within the appendix.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 The website supports equal access to services and information to all residents.

5. POLICY IMPLICATIONS

5.1 Building a Better Bromley states we will invest in technology to enable greater flexibility and give customers alternative means of accessing our services. A modern and flexible website enables that to be achieved.

6. FINANCIAL IMPLICATIONS

6.1 An overall Capital sum of £240K was allocated for the upgrade and development of the Website. An initial £142K was approved by Executive, as an Invest to Save scheme with a 7 year payback, to fund the purchase and implementation of the core content management system by Jadu.

6.2 The remaining £98K funding was used to fund a subsequent upgrade to a responsive web system which adjusts to users on tablets and mobiles and embedding GIS maps into web pages to improve the customer experience.

6.3 The table below summarises the financial outturn position of the scheme.

	£'000
Capital Estimate	240
Final scheme costs	240
Balance	<u>nil</u>

6.4 The scheme spent to budget.

6.5 The scheme saved £20K per annum on revenue costs, as the new system was less to maintain than the old web system. Additionally the scheme supported channel shift savings identified in the Contact Centre, prior to outsourcing.

Non-Applicable Sections:	Personnel, Legal, Procurement
Background Documents: (Access via Contact Officer)	1 September 2010 report to Executive – Website Upgrade Report no. LDCS10151 14 September 2016 report to Executive – Upgrade of Website Report no. CSD16111

APPENDIX 1

Scheme Details

The upgrade of the corporate website, www.bromley.gov.uk, was undertaken as part of the channel-shift initiative set out by the Council, tied within the Building a Better Bromley framework. It aims to ensure that more customers are self-serving; reducing costs and minimising more time-consuming means of contacting the council. The upgrade of the website primarily involves the expansion of its use through the augmentation of services which can be accessed online, as well as the shift away from more traditional access channels towards new digital services.

Scheme History

Phase one of the project was to move the Bromley website on to the open-source Jadu platform. This was achieved on time and within budget, moving some 4,000 pages of content and giving the website a total redesign.

Phase two released more funds in order to utilise the new environment to develop or integrate additional features that would encourage self-service and increase online transactional abilities. A full list of the main developments are listed below:

i. Online forms /reporting

To date the project has delivered around 115 online forms, many of which are integrated directly into back office systems. Currently the volume of forms being submitted is around 100,000 annually, and amongst others includes forms for reporting missed bins, changing Council Tax information, applying for free school meals and requesting freedom of information requests.

The project also funded the purchase, development and integration of the popular “Fix My Street” online reporting tool, an innovative two-way reporting tool that allows progress tracking of reports of street problems. Currently around 20,000 issues are reported via this method each year.

ii. Online Payments

The project funded the purchase of an additional Jadu module to enable integration of online payments with web forms and the provision of a shopping basket type facility. Several forms have been integrated with e-payments including green garden waste which currently takes almost 15,000 annual payments for new users and renewals.

iii. Online diary /booking system

The project funded the implementation and development of online bookings via an external provider - Stopford.

There are 3 projects in progress currently:

Registrars	1. Births, Death and Marriage appointments (new development) 2. Nationality Checking Service appointments (new development)
Waste	3. Bulky Waste appointments (replaced existing system and adding additional functionality for the back office)

The Stopford system is integrated within our main corporate website, the administration of the system is the responsibility of the service/department. The Registrar projects listed above are

both within the final stages of development and are due to go live after final testing has been signed off by the services. The Waste project is now live.

iv. Integration of Geographic Information System

The project funded the development of tools to enable the integration and embedding of interactive maps and geographical lists into the public facing website. This has successfully delivered the “next bin day” look- up tool, which is used over 150,000 times a year. Interactive gritting and childcare maps have also been developed. The tools will continue to be available to create further maps and interactive geographic features within the site.

v. Mobile web (Responsive design)

To address the global growth in mobile devices, the website has been redesigned to become “responsive”, so that it detects what kind of device is being used to view it and changes the layout to optimise the user’s experience.

Since 2010 the amount of visits to the website has doubled from 2 million per year to over 4 million per year. Over half of the visits to Bromley.gov.uk are now made on a mobile device.

Running Costs

The table below summarises the financial outturn position of the scheme:

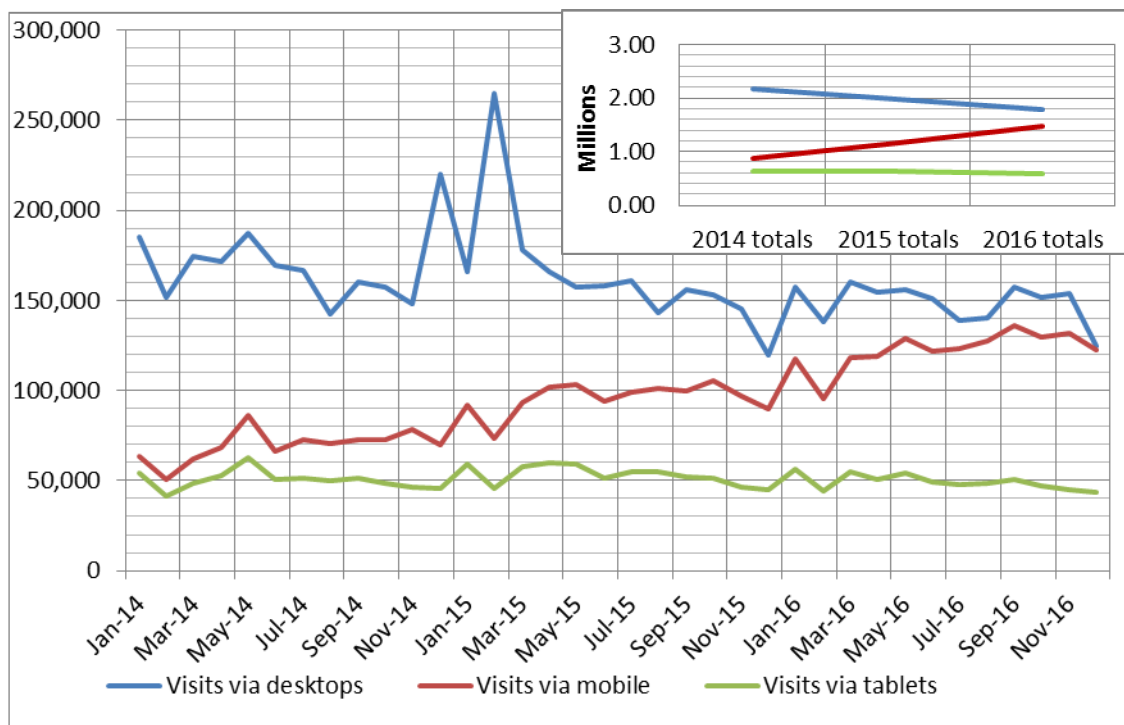
Jadu Software	£44,000
Jadu Professional services, Project Management, Design & Implementation Services	£31,000
E-Booking System	£18,000
Electronic Payments (Epay) Project	£30,600
Integration of Geographic Information Systems (Mapping)	£26,600
Responsive Design (Mobile) Project*	£5,000
Staffing	£76,300
Assorted customisations to CMS and website	£8,500
Total Capital Expenditure	£240,000

Revenue costs for system maintenance are recharged via the Liberata contract, and are circa £10K annually. This represents a saving on the maintenance of the former systems of £20K per annum.

Scheme Objectives

The Council made a decision to move away from its existing Microsoft based website, to an open-source product in order to give flexibility in achieving its aim of making the Bromley website more transactional and to meet the needs of the fast-changing online environment.

Assessment of Scheme Success



The above graphs convey monthly visits (main) and annual visits (top right) to bromley.gov.uk on various platforms (desktops, mobile phones and tablets) over the 36 month period of Jan 2014 – Dec 2016. This graph demonstrates the success of the corporate site, with overall visits rising but a gradual shift in which device is used to access the site, from PC towards mobile.

Feedback from Members and Customers is received via the 'Contact Us' link on the homepage. Comments are used to refine and improve the detail and content of the web site. Liberata conduct proactive satisfaction surveys with users.

Assessment of Contract Efficiency

The new web site has contributed significantly across all areas of the Council towards general efficiency and channel shift. The project was delivered within budget and at a fraction of the total cost many other Councils spend on their web services.

Outstanding Issues and their Proposed Resolution

As with all technology, developments are frequent. Jadu are withdrawing support for the current system version we are running, in favour of an advanced platform called Continuum, which has perpetual updates. This should avoid future large upgrade costs, once we transition to that. A further Capital project is now in progress to move across to the Continuum platform, which Executive approved in September 2016.

London Borough of Bromley

Report No.

CSD17047

PART 1 – PUBLIC

Title:	POST COMPLETION REVIEW - INCREASING NETWORK SECURITY		
	Resources Portfolio Holder		
	For Pre-Decision Scrutiny by the Executive and Resources PDS Committee on:		
	15th March 2017		
Decision Type:	Non-Urgent	Executive	Non-Key
Budget/Policy Framework:	Within policy and budget		
Chief Officer:	Director of Corporate Services		
Contact Officer:	Stuart Eley, Head of ICT Tel: 020 8313 4542 Email: stuart.eley@bromley.gov.uk		
Ward:			

1. SUMMARY

- 1.1 As part of the Capital Programme Procedures it is a requirement that schemes should be formally reviewed within one year of completion and the outcome of this review be brought to the Portfolio Holder for endorsement.

2. RECOMMENDATIONS

- 2.1 **That the Portfolio Holder endorses the findings of the Post Completion Reviews that have been carried out in respect of increasing network security.**

3. COMMENTARY

3.1 The Capital Programme Procedures require that a post completion review be carried out within 12 months of the completion of schemes that are included within the programme. This process is designed to determine the Authority's performance in the following key area;

- Were the original scheme objectives achieved?
- Were the scheme costs contained within the original budget?
- Did the scheme complete on time?
- What was the level of customer satisfaction from the end user with the overall process?

3.2 The information set out in the appendices shows the above information for Increasing Network security

3.3 The scheme completed within budget and the original contract programme was met. A full analysis of the project is contained within the appendix.

4. POLICY IMPLICATIONS

4.1 One of the main aims of the Council's Asset Management Plan is to ensure that all the partners in the asset management planning processes are fully consulted on the process and its outcomes. Progression of the scheme (*name of scheme*) will assist in meeting one of the key outcomes of (*details of how the scheme helps to meet Council priorities*)

5. FINANCIAL IMPLICATIONS

5.1 This report provides information on a Post Completion Review that has been carried out in respect of (*scheme name*). There are no financial implications arising from the matters addressed in this report.

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

Bromley ICT – Increasing Network Security

Scheme Details

1. The scheme was to increase the security within the LBB environment and ensure compliance with the upcoming Government Codes of connection, which was required for us to connect to the Government Secure Intranet and access shared information and services. Without this connection we would not be able to meet some of our statutory duties.

Scheme History

2. In July 2008 Bromley ICT applied for capital funding for the funds required to increase the security of the estate as our security needed to be increased significantly which could not be met by operational budgets.
3. During the rollout we had to implement the new security measures and changes to the infrastructure with minimal downtime, although given the nature and scale of the changes some was required.

	Original Estimate	Actual Expenditure	Variance
Increasing Network Security	£400,000	398,036.99	1963.01

The Scheme has come in on budget but has had an extended rollout period. This is due to the continuous improvements from the PSN therefore it is not a static target. We have made significant improvements in the security over the last few years and have achieved PSN compliance every year.

Running Costs

4. There have been some changes in running costs both increases and decreases in the various elements; however these have been contained within the operational budgets.

Scheme Objectives

5. The objective of the scheme was to increase network security and achieve PSN compliance.

Assessment of Scheme Success

6. The scheme objectives have been met and LBB have been PSN compliant since the start of the PSN connection.

Assessment of Contract Efficiency

7. Contract period: 1 year
Start Date: 2008
Practical Completion: 2015
Over-run: 6 years

The overrun looks significantly bad, however the PSN compliance has not been static and the changes required significant changes to the security to achieve compliance which we achieved by the initial deadline.

However what was not factored in, as it was unknown at the time of the capital scheme bid was the continuous PSN improvements and the requirement for securing remote sites.

Over the last few years the PSN improvements have become fewer as we become more secure overall requiring less significant and costly changes.

It is difficult to determine the level of user satisfaction as only a few of the changes have been visible and the level of security awareness within the user community has increased significantly since 2008 thus people are more understanding of the need to have things such as the key fob tokens.

Outstanding Issues and Their Proposed Resolution

8. There are no outstanding issues.

Agenda Item 8e

London Borough of Bromley

Report No.

CSD17045

PART 1 - PUBLIC

Title:	POST COMPLETION REVIEW - SERVER VIRTUALISATION SCHEME		
	Resources Portfolio Holder		
	For Pre-Decision Scrutiny by the Executive and Resources PDS Committee on :		
	15th March 2017		
Decision Type:	Non-Urgent	Executive	Non-Key
Budget/Policy Framework:	Within policy and budget		
Chief Officer:	Director of Corporate Services		
Contact Officer:	Stuart Elsey, Head of ICT Tel: 020 8313 4542 Email: stuart.elsey@bromley.gov.uk		
Ward:	N/A		

1. SUMMARY

- 1.1 As part of the Capital Programme Procedures it is a requirement that schemes should be formally reviewed within one year of completion and the outcome of this review be brought to the Portfolio Holder for endorsement.

2. RECOMMENDATIONS

- 2.1 **That the Portfolio Holder endorses the findings of the Post Completion Reviews that have been carried out in respect of the Server Virtualisation scheme.**

3. COMMENTARY

3.1 The Capital Programme Procedures require that a post completion review be carried out within 12 months of the completion of schemes that are included within the programme. This process is designed to determine the Authority's performance in the following key area;

- Were the original scheme objectives achieved?
- Were the scheme costs contained within the original budget?
- Did the scheme complete on time?
- What was the level of customer satisfaction from the end user with the overall process?

3.2 The information set out in the appendices shows the above information for Server Virtualisation scheme

3.3 The scheme completed within budget and the original contract programme was met. A full analysis of the project is contained within the appendix.

4. POLICY IMPLICATIONS

4.1 One of the main aims of the Council's Asset Management Plan is to ensure that all the partners in the asset management planning processes are fully consulted on the process and its outcomes. Progression of the scheme Server Virtualisation scheme will assist in meeting one of the key outcomes of an excellent council

5. FINANCIAL IMPLICATIONS

5.1 This report provides information on a Post Completion Review that has been carried out in respect of Server Virtualisation scheme. There are no financial implications arising from the matters addressed in this report.

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

Migration of physical servers onto a virtual infrastructure

Scheme Details

1. LBB had an extremely large number of physical servers which required a substantial amount of space to house along with sufficient power and cooling for them to run. In order to maximise efficiency and minimise cost LBB embarked on a server virtualization project to migrate many of the physical servers onto a virtual platform. This required a new hardware infrastructure and the underlying software called a hypervisor, which enabled the physical servers to run in a virtual environment. The intention was to reduce the number of physical servers by 50%. At the time some servers were not able to be virtualised due to the software requirements. However there was to be a phase 2 to visit these as the virtualization technology and software that run on these became more mature and able to be virtualised..

Scheme History

2. In 2008 the program started and there was push to migrate the initial tranche of servers from physical to virtual. This was successful but due to the length of time required to perform a the physical to virtual process and downtime as much of the work was done out of hours phase 1 was completed in August 2010. Phase 2 was due to commence however there was reluctance with the contractor at the time to start a big piece of work that would not be completed and would have to be handed over to a new supplier.

The new Supplier (Capita) started phase 2 but rather than continuing as a big push decided it was better managed it as a rolling program of replacement to keep costs down as many systems were coming to replacement anyway. Phase 2 continued and the technology we had started with was starting to show its age. With the rolling program approach we needed to increase capacity of the virtualization infrastructure, but the hypervisor we had had initially installed had gone end of life and we needed to do an to a upgrade to a newer version. The market was by now very mature and we looked at alternatives to see if there was a more cost effective option. The technology we settled on was Microsoft Hyper-V 2012 R2. This meant that we were able to make a small cost reduction on the decommissioning of the old hypervisor software support.

3. The Council has continued to migrate the older servers and now has a virtual by default policy where we do not buy physical servers for applications unless absolutely required or we need additional capacity on the virtual infrastructure. Since migrating to the new SAN and the hypervisor engine the environment has become more stable with noticeable increases in speed.

	Original Estimate	Actual Expenditure	Variance
Virtualization Project	300,000	£300, 772.02	£772.02

There has been a slight overspend (which can be funded by revenue budgets) of £772.02. This is due to the project being spread over a longer period of time and the need to upgrade the Hypervisor and increase capacity. Overall the project has delivered more than it was intended to and we continue to decrease the physical server count. With the new scheme for the server 2003 migration project the amount of physical servers we have will be minimal.

Running Costs

4. The reduction in the number of physical has reduced the need to replace the amount of physical hardware. This would have had to have been funded by capital schemes in the future so rather than outright savings it has been more around cost avoidance. For example we have over 200 virtual servers. If we had to replace those as physical servers then each physical server would cost between £1500-2000 per server we would be looking at a cost of £400,000 just for hardware.
There have also been savings to the council overall on areas such as power. Unfortunately this is difficult to quantify into an exact figure due to the way servers consume power and the way in which we cool the data centre being modified.

Scheme Objectives

5. The objective of the scheme was to migrate away from physical hardware to a modern virtual environment.

Assessment of Scheme Success

6. The scheme objectives have been met and indeed exceeded. With the latest upgrade it has moved our capability to move / burst into the cloud at a later date for either production or Disaster Recovery. Despite the delays in the project the scheme overall has been a success.

Assessment of Contract Efficiency

7. Contract period: 24 months
Start Date: 1st April 2008
Practical Completion: 30th September 2015
Over-run: 5 years, 6 months

Although the project was delayed against the original contract programme, the original intention to migrate the first tranche of servers by 2010 was completed. Having changed contractor twice during the scheme and moving from a big bang to a rolling program has saved money and increased what we have been able to achieve both as part of the project but also in our ability to move forward, which was never envisaged at the start of the program.

Outstanding Issues and Their Proposed Resolution

8. There are no outstanding issues.

London Borough of Bromley

Report No.
CSD17046

PART 1 - PUBLIC

Title:	POST COMPLETION REVIEW - CIVIC CENTRE RE-CABLING SCHEME		
	Resources Portfolio Holder		
	For Pre-Decision Scrutiny by the Executive and Resources PDS Committee on:		
	15 th March 2016		
Decision Type:	Non-Urgent	Executive	Non-Key
Budget/Policy Framework:	Within policy and budget		
Chief Officer:	Director of Corporate Services		
Contact Officer:	Stuart Elsey, Head of ICT Tel: 020 8313 4542 Email: stuart.elsey@bromley.gov.uk		
Ward:	N/A		

1. SUMMARY

- 1.1 As part of the Capital Programme Procedures it is a requirement that schemes should be formally reviewed within one year of completion and the outcome of this review be brought to the Portfolio Holder for endorsement.

2. RECOMMENDATIONS

- 2.1 **That the Portfolio Holder endorses the findings of the Post Completion Reviews that have been carried out in respect of the Civic Centre re-cabling Scheme**

3. COMMENTARY

3.1 The Capital Programme Procedures require that a post completion review be carried out within 12 months of the completion of schemes that are included within the programme. This process is designed to determine the Authority's performance in the following key area;

- Were the original scheme objectives achieved?
- Were the scheme costs contained within the original budget?
- Did the scheme complete on time?
- What was the level of customer satisfaction from the end user with the overall process?

3.2 The information set out in the appendices shows the above information for Civic Centre re-cabling Scheme

3.3 The scheme completed within budget and the original contract programme was met. A full analysis of the project is contained within the appendix.

4. POLICY IMPLICATIONS

4.1 One of the main aims of the Council's Asset Management Plan is to ensure that all the partners in the asset management planning processes are fully consulted on the process and its outcomes. Progression of the Civic Centre re-cabling Scheme will assist in meeting one of the key outcomes of an excellent council

5. FINANCIAL IMPLICATIONS

5.1 This report provides information on a Post Completion Review that has been carried out in respect of Civic Centre re-cabling Scheme There are no financial implications arising from the matters addressed in this report.

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

Bromley ICT Civic Centre Cabling Renewal

Scheme Details

1. As part of a strategic work program the cabling at the civic was assessed for its suitability to support unified communications and faster bandwidth to improve network speed across the campus. The results were that much of the cabling was of an older standard (Cat 3 & 4) with a variety of wiring types and quality used. In order to maximise the benefits we had a need to upgrade the wiring across the civic centre as a whole.

Scheme History

2. In 2006 the head of ICT submitted a capital scheme bid for funding to upgrade the cabling to a suitable level. This was agreed and work commenced in 2008. The work was planned but also took into consideration any planned refurbishments of buildings.
3. One of the biggest challenges is that cabling is an incredibly disruptive process and much of this had to be done with minimal impact to users who had to remain working at all times. Some buildings where straightforward cabling was installed as buildings were refurbished. This has meant that the project has had to be fluid and responsive to other works meaning as there was slippage in the refurbishment process this extended the timescales. In addition to this the initial investigation had concentrated on the copper wiring, as we progressed new standards came out for fibre allowing us faster speeds along with longer transmission lengths. As we had saved money in the refurbished areas it was possible to fund the new resilient high speed fibre cabling from the comms rooms to the new data centre, thus increasing performance.

	Original Estimate	Actual Expenditure	Variance
Civic Centre Re-cabling scheme	£400,000	£400,002.13	+£ 2.12

The project has come in on budget albeit, literally, a few pounds over budget due to a coding error. This will be rectified and the scheme will come in a few pounds under budget.

Running Costs

4. N/A

Scheme Objectives

5. The objective of the scheme was to provide a much improved network infrastructure throughout the civic centre to allow modern telephony and ICT communications to be installed and work efficiently

Assessment of Scheme Success

6. The scheme objectives have been met and the Authority has been running with greater speed and resilience at a network level. We have had minimal problems with the new cabling, the only incidents have been 3rd parties, such as cables being cut or drilled

through. ||We have been able to complete the windows 7 and Lync projects which have been successful and have not suffered any performance issues due to network constraints.

Assessment of Contract Efficiency

7. Contract period: 2 years
Start Date: September 2008
Practical Completion: August 2014
Over-run: 5 years

Unfortunately the start of the project was delayed then run into office refurbishment constraints; however this did work in our favour as we minimised wasted cost and effort as we did not rip out new cabling in building such as Northblock which were completely refurbished. There was an initial large push to upgrade the coper infrastructure where it was out of date and the buildings were not being refurbished. The next tranche was the refurbished buildings with the final stage being work required to support the Lync rollout and add additional functionality where required.

The cabling was done to a high standard throughout by the contractors and there have been no call back to fix faulty workmanship.

In terms of timescales, unfortunately a lot of the history has been lost as people that started the project are no longer with Bromley, therefore we are unable to give full details of the early stages and what had originally been planned, however the later stages were progressed and worked around the constraints of other work.

In terms of user feedback cabling is not something that the users comment on, however it is a vital piece of the infrastructure and overall this piece of work is an essential foundation building block to the user experience as a whole. Recently there has been a much greater level of stability within the LBB environment which has been noticed and commented on in a positive way by a variety of LBB staff

Outstanding Issues and Their Proposed Resolution

8. There are no outstanding issues.

Agenda Item 10

Report No.
CSD17049

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Wednesday 15th March 2017

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

Title: PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: (All Wards);

1. Reason for report

- 1.1 This report draws the Committee's attention to reports on the draft agenda for the next Executive meeting on 22nd March 2017. Members are requested to bring a copy of their Executive agenda to the PDS Committee meeting on 15th March 2017.
-

2. **RECOMMENDATION**

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

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
-

Corporate Policy

1. Policy Status: Existing Policy:
 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
-

Personnel

1. Number of staff (current and additional): 8 (7.27fte)
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

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

Procurement

1. Summary of Procurement Implications: None
-

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

3.1 At each meeting, Committee Members have an opportunity to carry out pre-decision scrutiny of items for decision at the forthcoming Executive meeting. This report identifies items expected for the Executive's next meeting on 22nd March 2017 enabling the Committee to prioritise reports for scrutiny. At the time of writing, this is the draft list of expected reports but it is likely the list may change before the agenda is published on Thursday 9th March 2017.

Part 1

Children's Services Update 1
 Budget Monitoring 2016/17
 Proposed Public Realm Project and Market Reorganisation for Bromley High Street 2 3
 Broadband Infrastructure Investment 2
 Operational Building Maintenance Budgets and Planned Programme 2017/18 1 2
 Gateway Report – Mental Health Flexible Support Services Contract 2 3
 Basic Need Programme Update including S106 Allocations 1 2
 Drawdown of SEND Grant and Regional Lead Grant
 Contract Award for Learning Disability Supported Living Schemes (Part 1 Summary)
 Extra Care Housing – Contract Award (Part 1 Summary)
 New Housing Information System ITT Evaluation Outcome (Part 1 Summary)
 Contract Award for Statutory Homelessness Reviews Contract (Part 1 Summary)
 Award of Community Sexual Health Early Intervention Services (Part 1 Summary)

Part 2

Future Provision of Street Lighting Service 2 3
 Contract Award for Learning Disability Supported Living Schemes 2 3
 Extra Care Housing – Contract Award 2 3
 New Housing Information System ITT Evaluation Outcome 2 3
 Contract Award for Statutory Homelessness Reviews Contract 2 3
 Award of Contract for Essential Household Goods 2 3
 Award of Community Sexual Health Early Intervention Services 2 3
 Extension of Contract for Temporary Accommodation at Stewart Fleming Primary School 1 2
 Award of Contract for Capital Works at Leasons Primary School 1 2
 Award of Contract for Capital Works at Poverest Primary School 1 2
 Bromley Old Town Hall and South Street Car Park 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 either the Environment PDS Committee or the Special Renewal and Recreation PDS Committee on 7th March 2017 or the Care Services PDS Committee on 21st March 2017.

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:	Impact on Vulnerable Adults and Children/Policy/Financial/Legal/Personnel/Commissioning
Background Documents: (Access via Contact Officer)	Forward Plan published on 21 st February 2017

Agenda Item 13

Report No.
CSD17048

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE AND RESOURCES
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Wednesday 15th March 2017

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

Title: WORK PROGRAMME 2016/17

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: (All Wards);

1. Reason for report

- 1.1 This report offers the Committee an opportunity to consider its remaining work programme for 2016/17.
-

2. RECOMMENDATIONS

The Committee is requested to consider its work programme for the remainder of the current year and to indicate any changes or particular issues that it wishes to scrutinise.

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
-

Corporate Policy

1. Policy Status: Existing Policy:
 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
-

Personnel

1. Number of staff (current and additional): 8 posts (7.27 fte)
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

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

Procurement

1. Summary of Procurement Implications: None
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of committee members in setting their future work programme.
-

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) pre-decision scrutiny and 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 co-ordinating 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 select committee style meeting focused on a single key issue, or another method.
- 3.3 A schedule of the Committee’s 2016/17 meetings is attached at [Appendix 1](#) along with reports considered. 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 included.

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, the 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 the reviews.
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#). This will be updated for future meetings as other PDS Committees appoint any further working groups.

Non-Applicable Sections:	Impact on Vulnerable Adults and Children/Policy/Financial/Legal/Personnel/Commissioning
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)
Scrutiny of the Resources Portfolio Holder
Monitoring Report: Customer Services
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Section 106 Monitoring
Mobile Phone Contract and Annual IT Support Contracts

Meeting 4: Wednesday 7th September 2016

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Corporate Contracts Register
Scrutiny of the Chief Executive
Expenditure on Consultants 2015/16 and 2016/17
Reference from Contracts Sub-Committee: Contract issues arising from Internal Audit

Meeting 5: Wednesday 12th October 2016

Standard items (Matters Arising/Forward Plan/ Executive Agenda/Work Programme)
Monitoring Report: BT ICT Support Contract

Meeting 6: Wednesday 23rd November 2016

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

Meeting 7: Wednesday 4th January 2017

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)
Scrutiny of the Resources Portfolio Holder
Presentation: Liberata – Future Developments 2017
Monitoring Report: Customer Services
Monitoring Report: Revenues Service
Monitoring Report: Benefits Service
Monitoring Report: Exchequer Services
Monitoring Report: Section 106
Update on Waivers

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/Resources PH Decisions/Work Programme)
Scrutiny of the Leader
Annual PDS Report for 2016/17 + Risk Register (as relevant to Resources Portfolio)

To be allocated: Monitoring Report: TFM Contract (Amey) and Monitoring Report: Agency Staff Contract (scheduled for E&R PDS 18th May 2017)

PDS SUB-COMMITTEES AND WORKING GROUPS 2016/17

SUBJECT	DURATION	MEMBERSHIP
EXECUTIVE AND RESOURCES PDS		
Contracts Sub-Committee	Met on 22 nd June, 24 th August, 2 nd November and 8 th December 2016 and 9 th February. Will also meet on 11 th April 2017.	Cllrs Stephen Wells (Ch), Simon Fawthrop, William Huntington-Thresher, Russell Mellor, Keith Onslow, Chris Pierce & Angela Wilkins
CARE SERVICES PDS		
Health Scrutiny Sub-Committee	Met on 8 th June and 2 nd November 2016; next due to meet on 16th March 2017.	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, 17 th May and 11 th October 2016. Last meeting on 28 th November 2016.	Cllr Judi Ellis
EDUCATION SELECT COMMITTEE		
Education Budget Sub-Committee	Met on 1 st November 2016 and 31 st January 2017. Next due to meet on 15 th March 2017.	Cllrs Neil Reddin (Ch), Kathy Bance, Julian Benington, Nicholas Bennett, Alan Collins & Judi Ellis
ENVIRONMENT PDS		
Streetscene Working Group	First meeting held on 11 th October 2016.	Cllrs Ian Dunn, William Huntington-Thresher, Chris Pierce, Sarah Phillips & Catherine Rideout
Highways and Footways Working Group	Meetings held on 7 th December 2016 and 16 th January 2017.	Cllrs David Cartwright, Ian Dunn, Samaris Huntington-Thresher, William Huntington-Thresher, Angela Page & Melanie Stevens.
Congestion Working Group	To start after Highways and Footways WG.	To be confirmed
PUBLIC PROTECTION AND SAFETY PDS		
RENEWAL AND RECREATION PDS		
Beckenham Working Group	Meetings held on 27 th October 2016 and 12 th January 2017. Next meeting on 9 th March 2017	Cllr Michael Tickner (Ch) and ward councillors.

