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DATE: 10 May 2017

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

Subject to the Executive and Resources Policy Development and Scrutiny Committee being re-constituted and Members of the Committee being appointed, there will be a meeting of the Executive and Resources Policy Development and Scrutiny Committee at Bromley Civic Centre on **THURSDAY 18 MAY 2017 at 7pm.**

MARK BOWEN  
Director of Corporate Services

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

## **PART 1 AGENDA**

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

### **STANDARD ITEMS**

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to the 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 Friday 12<sup>th</sup> May 2017.
- 4 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 15TH MARCH 2017(EXCLUDING EXEMPT ITEMS) (Pages 5 - 18)**
- 5 MATTERS ARISING FROM PREVIOUS MEETINGS (Pages 19 - 22)**
- 6 FORWARD PLAN OF KEY DECISIONS (Pages 23 - 32)**

## **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 ensure that questions are received by the Democratic Services Team by 5pm on Friday 12<sup>th</sup> May 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 BIGGIN HILL AIRPORT LIMITED (BHAL) - CONSENT TO NEW OPERATIONAL EQUIPMENT BUILDING (Pages 33 - 36)**

## **HOLDING THE EXECUTIVE TO ACCOUNT**

### **9 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS**

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 24<sup>th</sup> May 2017.

## **POLICY DEVELOPMENT AND OTHER ITEMS**

### **10 MONITORING REPORT: AGENCY STAFF CONTRACT (ADECCO)**

Report to follow

### **11 WORK PROGRAMME (Pages 37 - 42)**

## **PART 2 AGENDA**

### **12 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**

### **13 EXEMPT MINUTES OF THE MEETING HELD ON 15TH MARCH 2017 (Pages 43 - 44)**

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

**14 PRE-DECISION SCRUTINY OF EXEMPT  
REPORTS TO THE EXECUTIVE**

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

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

Minutes of the meeting held at 7.00 pm on 15 March 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  
and Angela Wilkins

### **Also Present**

Councillor Stephen Carr, Councillor Graham Arthur and  
Councillor Robert Evans

#### **426 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Apologies were received from Councillor Stephen Wells.

#### **427 DECLARATIONS OF INTEREST**

Cllr Simon Fawthrop declared an interest by virtue of employment with B.T.  
and Cllr Keith Onslow declared an interest as a former employee of Zurich  
Insurance Group and a current pensioner of Zurich Insurance.

#### **428 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

There were no questions to the Committee.

#### **429 MINUTES OF THE EXECUTIVE AND RESOURCES PDS COMMITTEE MEETING HELD ON 1ST FEBRUARY 2017 (EXCLUDING EXEMPT ITEMS)**

The minutes were agreed.

#### **430 MATTERS ARISING FROM PREVIOUS MEETINGS**

Members noted matters arising and a further update was provided by email  
from the Committee Clerk on 10<sup>th</sup> March 2017.

**431 FORWARD PLAN OF KEY DECISIONS**

Members noted the Forward Plan.

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

There were no questions to the Portfolio Holder.

**433 RESOURCES PORTFOLIO - PRE-DECISION SCRUTINY**

**a CAPITAL PROGRAMME MONITORING - 3RD QUARTER 2016/17 AND ANNUAL CAPITAL REVIEW 2017 TO 2021**

**Report FSD17025**

At its meeting on 8<sup>th</sup> February 2017, the Executive agreed a revised Capital Programme from 2016/17 to 2020/21. Changes in respect of the Resources Portfolio were outlined and a revised programme for the portfolio presented. Report FSD17025 also included actual spend against budget at third quarter stage and comments on progress for individual schemes/projects.

**RESOLVED that the Portfolio Holder be recommended to note and confirm changes agreed by the Executive on 8<sup>th</sup> February 2017.**

**b FINANCIAL SYSTEMS UPGRADE - (POST COMPLETION REVIEW REPORT)**

**Report FSD17033**

Members considered a post completion review of a capital scheme to upgrade the Council's financial systems.

The scheme completed within budget and the original contract programme was met. Information appended to Report 17033 provided a full analysis of the project.

A Member expressed concern that the project's original budget appeared high compared to the full costs of the scheme.

**RESOLVED that the Portfolio Holder be recommended to endorse the findings of the Post Completion Review for the Financial Systems Upgrade scheme.**

**c JOINT WEB PLATFORM (POST COMPLETION REVIEW REPORT)**

**Report CSD17037**

Members considered a post completion review into the Joint Web Platform project to upgrade the Council's corporate website.

The scheme completed within budget and the original contract programme was met. Appended information to Report CSD17037 provided a full analysis of the project.

A Member observed that although website visits by mobile phone had increased, less visits were made via desktops with the number of visits by tablet relatively static. As such, there appeared to be no real change in the number of website visits between January 2014 and November 2016. Another Member sought evidence that the new website had contributed significantly towards general efficiency and channel shift across areas of the Council. The Chairman felt that a number of post completion reviews presented to the meeting could provide more detail; it was necessary to consider the original contract and identify lessons for the future. Another Member questioned an earlier decision to move from a Microsoft based website to an open-sourced product suggesting the site could be more vulnerable as a result. The Member asked whether a risk assessment had been made. Another Member suggested that common platforms are susceptible to hacking but it was more about the speed and responsiveness of updates and firewall effectiveness.

In view of the level of Council services now delivered electronically, an enquiry was made on the proportion of households in the borough having internet access. A written response was requested although census figures were understood to indicate a high level of internet connection.

Providing more website services was an ongoing process. L B Harrow provided an example with significant progress made on channel shift. The Council could channel shift more services as could the Council's service providers but it was necessary to consider how to encourage the providers to do so. A Member highlighted the response time for some online orders, referring to a near four-week wait for a waste/recycling bin delivery and a one-week wait for a Controlled Parking Zone Permit. As clerical activity is needed to complete an order the system was considered to be only half working.

**RESOLVED that the Portfolio Holder be recommended to endorse the findings of the Post Completion Review for the Joint Web Platform project.**

**d POST COMPLETION REVIEW - INCREASING NETWORK SECURITY**

**Report CSD17047**

Members supported a post-completion review on the capital scheme for increasing network security and ensuring compliance with the forthcoming Government Codes of connection. This was necessary for L B Bromley to connect to the Government Secure Intranet and access shared information and services. Without such connection it would not be possible for the authority to meet some of its statutory duties.

The scheme completed within budget with the scheme objectives met. Appended information to Report CSD17047 provided a full project analysis.

An extended rollout period was necessary due to continuous Public Services Network (PSN) improvements and with significant security improvements in recent years PSN compliance has been achieved each year i.e. L B Bromley has been PSN compliant since the start of PSN connection. With the authority becoming more secure, fewer PSN improvements have been necessary over the past few years.

**RESOLVED that the Portfolio Holder be recommended to endorse the findings of the Post Completion Review for increasing network security.**

**e POST COMPLETION REVIEW - SERVER VIRTUALISATION SCHEME**

**Report CSD17045**

Members considered a post-completion review of the Server Virtualisation capital scheme. The original contract programme had been met and a full analysis of the project was outlined in appended information to Report CSD17045.

To maximise efficiency and minimise cost, the server virtualisation project sought to migrate a number of physical servers to a virtual platform. Following the project start in 2008 the Phase 1 transfer of servers was completed in 2010 (much of the work being undertaken out of hours). The then contractor was reluctant to start Phase 2 as it would have to be passed to a new supplier - Capita. Capita started Phase 2 but managed the process as a rolling replacement programme to reduce costs (a number of systems were approaching replacement). Initial technology employed in the project was then becoming outdated and it was also necessary to increase the virtualisation infrastructure capacity. The hypervisor initially installed had reached end of life and a small cost reduction was made in decommissioning its software support upon upgrading. Older servers continued to be migrated on a virtual by default approach unless physical servers were specifically required for applications or additional capacity needed on the virtual infrastructure.



Although the scheme incurred a slight overspend of £772.02 (due to the project being spread over a longer period and a need to upgrade the hypervisor and increase capacity), the project delivered more than was intended and the physical server count continued to decrease.

The project was delayed against the original contract programme but the first tranche of servers was completed by 2010. Additionally, with the contractor changed twice during the scheme and a rolling program introduced, savings had been made with achievements increased as part of the project and in the Council's ability to move forward; this was not envisaged at the start of the programme.

Some concern was expressed at the project's length of over-run. This was also highlighted in the context of an over-run for the project considered previously to increase network security. However, in light of the rolling programme e.g. replacing old servers on renewal, it was necessary for their replacement to take time and there were now fewer physical server devices on Council premises presenting less risk for L B Bromley.

**RESOLVED that the Portfolio Holder be recommended to endorse findings of the Post Completion Review for the Server Virtualisation scheme.**

**f POST COMPLETION REVIEW - CIVIC CENTRE RE-CABLING SCHEME**

**Report CSD17046**

Members considered a post-completion review of the Civic Centre re-cabling scheme. The scheme was completed within budget with the original contract programme met and increased speed and resilience at network level (the successful Windows 7 and Lync projects were not adversely affected by any performance issues due to network constraints). Information appended to Report CSD17046 provided a full analysis of the project.

With much of the Civic Centre cabling of an older standard including a variety of wiring types and quality, an upgrade was necessary to support unified communications and faster bandwidth for improved network speed. Much work needed to be undertaken with minimal impact to users. Some buildings were straightforward with cabling installed as buildings were refurbished. The project needed to be fluid and responsive to other works and slippage in refurbishment extended timescales. Initial investigation also focused on copper wiring but new fibre standards were introduced over time for faster speeds and longer transmission lengths; it was possible to fund new resilient high speed fibre cabling from the communications rooms to the new data centre, thereby increasing performance.

A Member suggested that wireless technology provided a lower cost option than cabling although it was understood the latter provided more security.

**RESOLVED that the Portfolio Holder be recommended to endorse findings of the Post Completion Review for the Civic Centre re-cabling Scheme.**

#### **434 SCRUTINY OF THE LEADER OF THE COUNCIL**

The Leader of the Council, Cllr Stephen Carr, addressed the Committee and responded to Member questions.

The Leader highlighted that some difficult decisions had been taken given the financial constraints faced by the Council. In-year savings were being delivered with the budget position closely monitored. A significant amount of oversight and work had been undertaken within the Finance Steering Group. A balanced budget would be set for 2017/18 and 2018/19 with little or no impact on the Council's frontline services. But it was necessary to work now to ensure a balanced budget in 2019/20 and 2020/2. Additional resources were also included for Children's Services and some savings were not being taken for Adult Care Services. L B Bromley would benefit from Government policy permitting Councils to levy an Adult Social Care Precept over the next three years.

Improvements had been made to the Youth Offending Service (YOS) and for Children's Services Ofsted had made two further inspection visits since last year's original inspection. A new Executive Director of Education, Care and Health Services (and Deputy Chief Executive) started with the Council last December. Improvements have been made with encouraging feedback received from the latest inspection visit on 22<sup>nd</sup>/ 23<sup>rd</sup> February 2017. These included comments on governance and leadership and financial resourcing. Ofsted no longer saw children in L B Bromley at risk. The Leader was looking to see sustainable progress with social workers performing to a high standard.

The Leader also referred to the new Contracts Register being fully operational in the coming summer. The commissioning agenda would continue and the contracts register and database would enable further improvements to commissioning and procurement of services. The outsourcing of strategic property to Cushman and Wakefield had been positive and there was now capacity for movement on a number of projects previously worked on prior to commissioning. A review of the Council's investment strategy would be undertaken at the end of April 2017; a review of the Council's Asset Management Strategy would also be undertaken.

On future challenges, the Leader referred to a high level of expenditure to deal with homelessness. Ongoing work to address the problem included extra housing supply and other means to reduce temporary accommodation costs. Initiatives such as modular homes could also be considered. On the Mears scheme 46 properties were currently purchased for the scheme (of which 25 are tenanted) with a further 47 properties under offer or going through the purchase stage. The scheme was on track for 400 properties within two years. A progress report and presentation was expected to the May Executive meeting. Indications suggested that more investment funding could be

provided for the scheme. As such, consideration could be given over the summer to its expansion - it was first necessary to achieve close to 200 units and then 400 units. There had been a significant amount of learning in the first four to five months of the scheme and some pace was now being seen. Consideration of further investment might be appropriate on reaching 150 units.

Sufficient business rate income and achieving good investment returns also presented future challenges. Additionally, it was necessary to increase income from the Council's Asset Management Strategy.

On other matters, a question was asked about the 03 flightpath to Biggin Hill airport. The Leader explained that he would be meeting with airport representatives and referred to the level of noise reduction from aircraft using the flightpath; he understood there would be a second round of consultations. An advert had also been placed for a post to assist on planning enforcement and in response to a question on a possible new rail link to Bromley North, the Leader highlighted a potential option to extend London Overground from New Cross to Bromley North.

The Chairman thanked the Leader for his comments and responses to questions.

#### **435        PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS**

The Committee looked at the following reports on the Part 1 agenda for the Executive meeting on 22<sup>nd</sup> March 2017.

#### **(5) Children's Services Update**

Members considered tabled figures outlining budget, spend and committed sums related to additional funding for Children's Social Care.

Bromley Clinical Commissioning Group (CCG) had confirmed it would provide £500k per annum for the next three years (total of £1.5m) to contribute towards funding for children with severe needs, including costs of residential care placements for children with severe autism. Within a sum of £2,093,000 committed for 2017/18 for the full year effect of 2016/17 pressures, allowance had been made for £500k from the CCG.

Clarification was sought on how the 2017/18 Children's Social Care budget figure of £5,157,000 had been arrived at with some concern expressed that a lower budget figure could have been expected. The Chairman felt that greater drill-down into the figures was necessary with more detail and follow through on budget lines for increased clarity. Nevertheless, the Children's Services budget was agreed within the overall Council budget for 2017/18 and estimating expected spend on placements (influenced by demand) was difficult. If budgets on staffing and placements could be tracked, it should be possible to demonstrate a reduction in levels over time as the service becomes more efficient (with all necessary staff employed to the required

level at this stage). Future updates would show details of staffing and placements as separate groupings. A main scrutiny focus needed to be on whether the care services overall budget was being over or under spent.

**RESOLVED that the tabled detail of additional funding for Children's Social Care be noted.**

**(6) Budget Monitoring 2016/17**  
Report FSD17034

Members considered the third budget monitoring position for 2016/17 based upon expenditure and activity to the end of December 2016.

On SEN transport, a significant cost pressure area, a thorough review of the budget was underway with reasons for overspend. With two separate vehicle fleets operated for Adults and Children, it was suggested that a significant saving could be made by combining the fleets - passenger vehicles could be used early morning e.g. 8am to transport children with special needs and later e.g. 9am to transport adults with needs. Such an option could perhaps be considered for contract renewal. SEN transport would also appear on the Contracts Register and be considered by the Commissioning Board including a commissioning strategy for the service. Commissioning would be a significant means for the Council to achieve efficiencies in meeting its budget deficit in future years (beyond 2018/19).

**RESOLVED that the recommendations be supported with a further recommendation added that consideration be given to a merger of the Adult Passenger and SEN transport vehicle fleets.**

**(9) Operational Building Maintenance Budgets and Planned Programme 2017/18**  
Report DRR17/018

Report DRR17/018 set out the proposed maintenance budgets and planned programme for 2017/18. It also highlighted a number of budgetary pressures. Additional funding of £126k per annum was requested from Central Contingency (2017/18) to ensure sufficient funds for maintaining Council buildings and compliance with statutory requirements. Two major concerns identified by Amey (in delivering building maintenance) related to the Council's regimes for water hygiene and cyclical maintenance.

Approval was also sought for (i) funding from the earmarked reserve in the Infrastructure and Investment Fund to install separate meters to the utility supplies at Churchill Theatre/Central Library to protect the Council's VAT exemption status and (ii) carrying forward a sum of £113k from this year's planned programme to 2017/18 concerning a reconstruction of brickwork to the Old Stable Wall at Central Depot.

For the Council's tenanted portfolio, Amey had identified significant ambiguity in the interpretation of landlord/tenant responsibilities for some leases. Given

the risk posed, Amey had commenced a review of leases. For any statutory need to cover additional costs a further report would seek funding through the 2017/18 Central Contingency Sum.

**RESOLVED that the recommendations be supported.**

### **(16) Information Briefing**

Members noted a progress update on the Crystal Palace Park Regeneration Plan including progress with the capital scheme on regenerating the park in line with the Masterplan vision (AECOM was now developing an implementation plan for a preferred option and a cost plan was also being developed for the delivery phase). Update details were also provided on a new form of governance for the park and a new park specific business model. Next steps related to the Regeneration Plan were also outlined.

The Chairman preferred to see ambitious options for the park's top site, looking to see what could be achieved. In this regard the Chairman wanted to see whether there is a list of "barriers" which could rule out certain considerations for the site.

### **436 RISK REGISTER (AS RELEVANT FOR RESOURCES PORTFOLIO)**

Members considered an extract from the Corporate Risk Register (June 2016 update) related to responsibilities covered by the Council's Chief Executive's Department. Additional information comprised a brief guide to Risk Management, a New Risk Matrix, and details of Risk Variables covering Impact (Severity) Guidelines and Likelihood (Probability) Definitions. Details were also provided of Corporate Risks/Organisational Issues as at March 2016 along with associated text on priority actions.

For the Register extract a general overarching view was suggested as an accompaniment to the Register – risks could also be amalgamated to reduce cost and the Register was now considered a little bulky. A need to further amend the Register was acknowledged, particularly on certain references to risks covered by the Regeneration and Transformation Division, now covered by the Environment and Community Services Department. It was also confirmed that risks corporately covered (by the Corporate Leadership Team) now included Children's Services.

The Chairman suggested presentation of the Register extract twice per year to the Committee alternating with the Corporate Contract Register (CEX extract). However, should the Risk Register be considered by Audit Sub-Committee, it would not be necessary for Executive and Resources PDS to consider although the Committee would appreciate seeing any updates to the Register. If a risk had come to pass, the Chairman also suggested that it was no longer an issue for the Register - as such, officers were encouraged to review whether items listed in the Register continued to pose a risk.

It was suggested that the next training to Members responsible for risk management (CEX/AUD.0191) should be left to the 2018 Member Induction Training (provided no further training had been programmed). In view of claim related changes/trends in the insurance market, the risk register had been submitted to insurers the previous week for review.

On risks related to Treasury Management (CEX/ACT.0300) and Banking Failure (CEX/ACT.0298), the significance of losing a capital sum was far greater than losing interest earned on the capital sum; however, it was not unusual to see such risks “evened out” due to a tolerance of risk and assessment.

From details related to Corporate Risks/Organisational issues, it was not considered possible to identify specific risks e.g. withdrawing a service given financial reductions. In proposing priority actions, a timescale was suggested for their implementation. Reference was also suggested to how a risk is monitored and managed and whether it had materialised.

Given a risk of further Government funding reductions (CEX/FIN.0095) and the Council’s need to be financially self-sufficient by 2020, the new Contract Management System would be a key tool to help procure further savings. It would also incorporate the Risk Register and flag-up issues. Managers could use information from the system daily to manage their services.

In regard to a risk of failing to provide adequate training to Members and officers responsible for risk management (CEX/AUD.0191), it was suggested that wording is needed on what might next happen should this be the case. An estimate of the financial impact of a risk was also suggested as was reference to a safety impact. In this regard, road safety schemes were subject to a cost justification process based upon a national formula applied to killed and seriously injured (KSI) cases at a location. The Chairman hoped that such a safety estimate could be evolved for other risk types so removing any need to repeat original work.

In view of his impending retirement, thanks were conveyed to the Head of Audit for his work to the Council.

#### **437        ANNUAL POLICY DEVELOPMENT AND SCRUTINY REPORT 2016/17**

The draft Annual PDS Report had been published prior to the meeting. Democratic Services would receive any Member comments on the draft document following the meeting.

#### **438        WORK PROGRAMME**

There was no discussion on the Committee’s remaining work programme for 2016/17.

**439        UPDATES FROM PDS CHAIRMEN**

An update from Cllr Alexa Michael as Chairman of the Public Protection and Safety PDS Committee is at **Appendix A**.

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

**441        EXEMPT MINUTES OF THE MEETING HELD ON  
1ST FEBRUARY 2017**

The Part 2 minutes were signed on conclusion of the meeting as an appropriate summary.

**442        PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE  
REPORTS**

Members considered certain reports on the Part 2 agenda for the Executive's meeting on 22<sup>nd</sup> March 2017.

The Meeting ended at 9.57 pm

Chairman

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## **PP&S PDS Chairman's Report**

A meeting of the Public Protection & Safety (PP&S) PDS was held on Wednesday 18 January 2017. The agenda items included:

- A presentation from Challenger Troop (Youth Engagement)
- Review of the Emergency Planning and Business Continuity Service
- Environmental Protection Update
- Police Update
- Extension of Dogs Services Contract
- Animal Welfare – Licence Fees for Home Borders
- Internal Audit Stray Dogs Review Report

The next PP&S PDS meeting is planned for Wednesday 29 March, having been moved back from Wednesday 1 March due to rescheduling of the Council Tax Setting meeting.

On Thursday 2 February, the Chairman attended a meeting of the Bromley Youth Council Executive. She attended the Bromley Safer Neighbourhood Board Public Meeting at London South East College (Bromley) in Bromley Common on Thursday 23 February, followed by a meeting of the Bromley Safer Neighbourhood Board on Monday 27 February.

**Cllr Alexa Michael**  
**PP&S PDS Chairman**  
**March 2017**

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Report No.  
CSD17072

London Borough of Bromley

## PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** Thursday 18<sup>th</sup> May 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)

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1. Reason for report

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

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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

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

## Appendix 1

Minute Number/Title/Date	Action/PDS Request	Update	Action by	Expected Completion Date
349 <b>Contracts Register (TFM/Agency Staff Contracts)</b> 7 <sup>th</sup> September 2016	Committee requested that managers for the Total Facilities Management and Agency Staff contracts should attend Committee meetings for scrutiny.	An item/report on Agency Staff is provided on the current meeting agenda and officers are looking to bring a report to the September cycle on Total Facilities Management.	Democratic Services Officer	18 <sup>th</sup> May 2017 (Agency Staff contract)  September 2017 (TFM Contract)
395 <b>Scrutiny of the Resources Portfolio Holder</b> 4 <sup>th</sup> 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.	Suggestion to be considered against priorities for the Committee's 2017/18 Work Programme.	Director of Finance/ Executive Director of Education, Care and Health Services and Deputy Chief Executive/Executive Director of Environment and Community Services/Democratic Services Officer	To be determined.
435 <b>Pre-Decision Scrutiny of Executive reports (6) Budget Monitoring 2016/17</b> 15 <sup>th</sup> March 2017	It was resolved that the recommendations be supported with a further recommendation added that consideration be given to a merger of the Adult Passenger and SEN transport vehicle fleets.	A report will be presented to the Education Budget Sub-Committee in late summer 2017 to cover this and other financial considerations related to SEN transport.	Director of Education/SEN Transport Project Manager	Late summer 2017
435 <b>Pre-Decision Scrutiny of Executive reports (16) Information Briefing 2016/17</b> 15 <sup>th</sup> March 2017	Members noted a progress update on the Crystal Palace Park Regeneration Plan. The Chairman preferred to see ambitious options for the	An Expression of Interest has been published to understand market interest in the site. The closing date is in May. The	Director of Culture, Renewal and Recreation/ Head of Culture (Culture, Leisure, Libraries and Heritage)	June 2017

	park's top site, looking to see what could be achieved. The Chairman wanted to see whether there is a list of "barriers" which could rule out certain considerations for the site.	results of this exercise will inform how the Council proceeds and will be reported to the Executive in June.		
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**LONDON BOROUGH OF BROMLEY**

**FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 25<sup>TH</sup> APRIL 2017**

**PERIOD COVERED: May 2017 - August 2017**

**DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 16<sup>th</sup> May 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?
<b>COUNCIL</b>						
DRAFT LOCAL PLAN	Council	26 June 2017  Development Control Committee and Executive	Meetings	Contact Officer:  Mary Manuel Tel: 020 8313 4303 <a href="mailto:mary.manuel@bromley.gov.uk">mary.manuel@bromley.gov.uk</a>	<u>Public Meeting</u>	Report and relevant background documents
<b>EXECUTIVE</b>						
PROGRESS IN IMPLEMENTING CHILDREN'S SERVICE IMPROVEMENTS 'PHASE 3 SPENDING PLAN'	Executive	24 May 2017  Care Services PDS Committee and Executive & Resources PDS Committee	Meetings	Contact Officer:  Angela Buchanan Tel: 0208 313 4199 <a href="mailto:angela.buchanan@bromley.gov.uk">angela.buchanan@bromley.gov.uk</a>	<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?
PROCUREMENT STRATEGY FOR LBB CCTV SERVICE	Executive	24 May 2017  Public Protection and Safety PDS Committee	Meetings	Contact Officer:  Jim McGowan Tel: 020 8313 4651 <a href="mailto:Jim.McGowan@bromley.gov.uk">Jim.McGowan@bromley.gov.uk</a>	<u>Public Meeting</u>	Report and relevant background documents
BASIC NEED CAPITAL PROGRAMME REPORT (INCLUDING SECTION 106 UPDATE)	Executive	24 May 2017  Executive & Resources PDS Committee	Meetings	Contact Officer:  Robert Bollen Tel: 020 8313 4697 <a href="mailto:Robert.Bollen@bromley.gov.uk">Robert.Bollen@bromley.gov.uk</a>	<u>Public Meeting</u>	Report and relevant background documents
ADULTS AND YOUNG PEOPLE'S SUBSTANCE MISUSE SERVICES	Executive	24 May 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Dr Nada Lemic <a href="mailto:Nada.Lemic@bromley.gov.uk">Nada.Lemic@bromley.gov.uk</a>	<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:  Maya Vadgama Tel: 0208 313 4740 <a href="mailto:Maya.Vadgama@bromley.gov.uk">Maya.Vadgama@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
DRAWDOWN OF SEND REFORMS GRANT	Executive	24 May 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Mary Cava Tel: 020 8461 7633 <a href="mailto:Mary.Cava@bromley.gov.uk">Mary.Cava@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
VIABILITY FUNDING FOR PROPERTY DISPOSALS AND PLANNING WORKS	Executive	24 May 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<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?
THE PRIORY, ORPINGTON - RELEASE OF PARK LAND	Executive	24 May 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
BIGGIN HILL AIRPORT - CONSENT FOR CONSTRUCTION WORKS	Executive	24 May 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<u>Private meeting - exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
CONTRACT AWARD: 0-4 HEALTH VISITING AND FAMILY NURSING PARTNERSHIP	Executive	24 May 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Dr Jenny Selway Tel: 0208 313 4769 <a href="mailto:jenny.selway@bromley.gov.uk">jenny.selway@bromley.gov.uk</a>	<u>Item is expected to be considered in the public part of the Executive's meeting with confidential material considered during exempt proceedings</u>	Report and relevant background documents
AWARD OF CONTRACT FOR CAPITAL WORKS AT LEESONS PRIMARY SCHOOL	Executive	24 May 2017  Executive & Resources PDS Committee	Meetings	Contact Officer:  Robert Bollen Tel: 020 8313 4697 <a href="mailto:Robert.Bollen@bromley.gov.uk">Robert.Bollen@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential

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CRYSTAL PALACE PARK REGENERATION PLAN	Executive	14 June 2017  Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Lydia Lee Tel: 01689 873 826 <a href="mailto:Lydia.Lee@bromley.gov.uk">Lydia.Lee@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
DISPOSAL OF FORMER TOILET BLOCKS	Executive	14 June 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<u>Public meeting</u>	Report and background documents
YORK RISE, ORPINGTON - DISPOSAL	Executive	14 June 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<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?
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 <a href="mailto:Catherine.Pimm@br omley.gov.uk">Catherine.Pimm@br omley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
CHIPPERFIELD ROAD, ST PAUL'S CRAY - REGENERATION SCHEME	Executive	14 June 2017  Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@br omley.gov.uk">Michael.Watkins@br omley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
REABLEMENT SERVICE CONTRACT	Executive	14 June 2017  Care Services PDS Committee	Meetings	Contact Officer:  Alicia Munday  <a href="mailto:Alicia.Munday@bro mley.gov.uk">Alicia.Munday@bro mley.gov.uk</a>	<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?
GROVELANDS ROAD, ST PAUL'S CRAY - CAPITAL PROGRAMME FOR ROOF REPAIRS	Executive	14 June 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<u>Private meeting - Exempt information - Financial/business affairs of a person or body</u>	Part 2 Report - confidential
BIGGIN HILL MEMORIAL MUSEUM	Executive	19 July 2017  Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Lydia Lee Tel: 01689 873 826 <a href="mailto:Lydia.Lee@bromley.gov.uk">Lydia.Lee@bromley.gov.uk</a>	<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?
WEST WICKHAM LEISURE CENTRE - REDEVELOPMENT	Executive	19 July 2017  Renewal and Recreation PDS Committee and Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
CONTRACT AWARD - PRIMARY AND SECONDARY INTERVENTION SERVICES	Executive	19 July 2017  Care Services PDS Committee	Meetings	Contact Officer:  Josepha Reynolds, Tel: 020 8461 7395 <a href="mailto:Josepha.Reynolds@bromley.gov.uk">Josepha.Reynolds@bromley.gov.uk</a>	<u>Private Meeting - Exempt Information - Financial/business affairs of a person or body</u>	Part 2 report - confidential
ASSET MANAGEMENT STRATEGY	Executive	13 September 2017  Executive and Resources PDS Committee	Meetings	Contact Officer:  Michael Watkins Tel: 020 8313 4178 <a href="mailto:Michael.Watkins@bromley.gov.uk">Michael.Watkins@bromley.gov.uk</a>	<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?
<b>CARE SERVICES PORTFOLIO</b>						
<b>EDUCATION &amp; CHILDREN'S SERVICES PORTFOLIO</b>						
<b>ENVIRONMENT PORTFOLIO</b>						
ENVIRONMENT PORTFOLIO PLAN	Portfolio Holder for Environment	Not before 12 July 2017  Environment PDS Committee	Meetings	Contact Officer:  Alastair Baillie Tel: 020 8313 4915 <a href="mailto:Alastair.Baillie@bromley.gov.uk">Alastair.Baillie@bromley.gov.uk</a>	<u>Public meeting</u>	Report and relevant background documents
<b>PUBLIC PROTECTION AND SAFETY PORTFOLIO</b>						
<b>RENEWAL AND RECREATION PORTFOLIO</b>						
<b>RESOURCES PORTFOLIO</b>						

London Borough of Bromley: 020 8464 3333 [www.bromley.gov.uk](http://www.bromley.gov.uk)

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

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Report No.  
DRR 17/025

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** RESOURCES PORTFOLIO HOLDER

**FOR PRE-DECISION SCRUTINY BY THE EXECUTIVE AND  
RESOURCES POLICY AND DEVELOPMENT SCRUTINY  
COMMITTEE**

**Date:** Wednesday 24 May 2017

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

**Title:** BIGGIN HILL AIRPORT LIMITED (BHAL) – CONSENT TO NEW  
OPERATIONAL EQUIPMENT BUILDING

**Contact Officer:** Michael Watkins, Manager - Strategic Property  
Tel: 020 8313 4178 E-mail: Michael.Watkins@bromley.gov.uk

**Chief Officer:** Colin Brand Assistant Director Leisure and Culture

**Ward:** Biggin Hill

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1. Reason for report

BHAL have asked the Council to give consent under the lease to a new operational equipment building.

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2. RECOMMENDATION(S)

2.1 The Portfolio Holder is recommended to grant Landlord's consent to the new Operational Equipment Building.

### 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: N/A
  2. Ongoing costs: N/A:
  3. Budget head/performance centre: N/A
  4. Total current budget for this head: £N/A
  5. Source of funding: N/A
- 

### 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: Contractual terms of lease – BHAL require consent and the Council cannot unreasonably withhold or delay consent.
  2. Call-in: Call-in is 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? Yes – to be advised that this paper will be discussed at E&R PDS.
2. Summary of Ward Councillors comments: N/A

### **3. COMMENTARY**

- 3.1 BHAL has asked the Council to formally provide its consent to the creation of a new Operational Equipment Building at the airport.
- 3.2 The proposed new equipment building has been designed to accommodate and protect the increasing amount of essential airport operational equipment that has been purchased over recent years and which cannot now be housed securely in the airport's existing buildings.
- 3.3 BHAL have also decided that three operational departments will be relocated into the new building as they have outgrown their existing facilities due to the ongoing recruitment of additional new staff.
- 3.4 Under the terms of the lease between BHAL and the Council, BHAL are obliged to obtain the Council's consent, which the Council cannot unreasonably withhold or delay. Plans related to the BHAL proposals will be available at the meeting for Member inspection.

### **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

- 4.1 There is no impact on vulnerable Adults and Children to this consent.

### **5. POLICY IMPLICATIONS**

- 5.1 A Council that manages its assets well

### **6. FINANCIAL IMPLICATIONS**

N/A

### **7. PERSONNEL IMPLICATIONS**

N/A

### **8. LEGAL IMPLICATIONS**

Consent documentation has been prepared by the Director of Corporate Services and once approval has been received it will be entered into.

### **9. PROCUREMENT IMPLICATIONS**

N/A

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

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Report No.  
CSD17001

London Borough of Bromley

## PART ONE - PUBLIC

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**Decision Maker:** **EXECUTIVE AND RESOURCES  
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

**Date:** Thursday 18<sup>th</sup> May 2017

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

**Title:** **WORK PROGRAMME 2017/18**

**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);

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1. Reason for report

- 1.1 This report offers the Committee an opportunity to consider its work programme for 2017/18, including scheduled meetings and PDS working groups. The Committee has nine meetings scheduled during 2017/18 – the dates are set out in Appendix 1, with a draft list of the items to be considered.

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2. **RECOMMENDATIONS**

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

### 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 meetings in 2017/18 is attached at [Appendix 1](#), along with draft lists of reports. The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, question sessions with the Leader, Resources Portfolio Holder and Chief Executive will be held (dates scheduled at Appendix 1).

#### Sub-Committees and Working Groups

- 3.4 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee's workload may include follow-up work on some of these reviews.
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) to this report. This will be updated for future meetings as other PDS Committees meet and confirm the appointment of Working Groups.

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children/Policy/Financial/Legal/Personnel/Commissioning
Background Documents: (Access via Contact Officer)	Previous work programme reports

**COMMITTEE MEETING SCHEDULE 2017/18**

**Meeting 1: Thursday 18<sup>th</sup> May 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Contract for Agency Staff

**Meeting 2: 13<sup>th</sup> June 2017 (date to be confirmed)**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Risk Register (or any updates to the Register should it have been previously seen by Audit Sub-Committee)  
Contracts Register (contracts covered by the Resources Portfolio)

**Meeting 3: Thursday 13<sup>th</sup> July 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/ PDS Updates/Work Programme)  
Scrutiny of the Resources Portfolio Holder  
Monitoring Report: Customer Services  
Monitoring Report: Revenues Service  
Monitoring Report: Benefits Service  
Monitoring Report: Exchequer Services  
Monitoring Report: Section 106

**Meeting 4: Thursday 7<sup>th</sup> September 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Chief Executive  
TFM Contract (Amey)

**Meeting 5: Wednesday 11<sup>th</sup> October 2017**

Standard items (Matters Arising/Forward Plan/ Executive Agenda/PDS Updates/Work Programme)  
Contracts Register (contracts covered by the Resources Portfolio)

**Meeting 6: Wednesday 22<sup>nd</sup> November 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Leader  
Risk Register (or any updates to the Register should it have been previously seen by Audit Sub-Committee)

**Meeting 7: Thursday 4<sup>th</sup> January 2018**

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  
Monitoring Report: Section 106

**Meeting 8: Thursday 1<sup>st</sup> February 2018**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Chief Executive  
Contracts Register (contracts covered by the Resources Portfolio)

**Meeting 9: Wednesday 21<sup>st</sup> March 2018**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Scrutiny of the Leader  
Annual PDS Report for 2017/18



**PDS SUB-COMMITTEES AND WORKING GROUPS 2017/18**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE AND RESOURCES PDS</b>		
Contracts Sub-Committee	Next meeting scheduled for 13 <sup>th</sup> June 2017.	To be appointed on 10th May 2017.
Any 2017/18 Working Groups of E&R PDS or Contracts Sub-Committee to be appointed by the parent bodies early in the new Council year.		
<b>CARE SERVICES PDS</b>		
Health Scrutiny Sub-Committee	Next meeting scheduled for 13 <sup>th</sup> June 2017.	To be appointed on 10th May 2017.
Any 2017/18 Working Groups of Care Services PDS or the Health Scrutiny Sub-Committee to be appointed by the parent bodies early in the new Council year.		
Our Healthier South East London Joint Health Overview and Scrutiny Committee (with Bexley, Greenwich, Lambeth, Lewisham & Southwark)	Next meeting week commencing 24 <sup>th</sup> July 2017.	Two representatives to be appointed on 10th May 2017.
<b>EDUCATION SELECT COMMITTEE</b>		
Education Budget Sub-Committee	Next meeting scheduled for 18 <sup>th</sup> July 2017.	To be appointed on 10th May 2017.
Any 2017/18 Working Groups of the Education Select Committee or Education Budget Sub-Committee to be appointed by the parent bodies early in the new Council year.		
<b>ENVIRONMENT PDS</b>		
Any 2017/18 Working Groups to be appointed by Environment PDS Committee early in the new Council year.		

<b>PUBLIC PROTECTION AND SAFETY PDS</b>		
Any 2017/18 Working Groups to be appointed by the Public Protection and Safety PDS Committee early in the new Council year.		
<b>RENEWAL AND RECREATION PDS</b>		
Beckenham Working Group	Subject to appointment by R&R PDS Committee, the Group's next meeting will be held on 22 <sup>nd</sup> June 2017.	Current appointments - Cllr Michael Tickner (Ch) and Ward Councillors - to be confirmed at next meeting of the R&R PDS Committee on 5 <sup>th</sup> July 2017.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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