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DATE: 31 January 2017

To: Members of the
CONTRACTS SUB-COMMITTEE

Councillor Stephen Wells (Chairman)
Councillor Chris Pierce (Vice-Chairman)
Councillors Simon Fawthrop, William Huntington-Thresher, Russell Mellor,
Keith Onslow and Angela Wilkins

A meeting of the Contracts Sub-Committee will be held at Bromley Civic Centre on
THURSDAY 9 FEBRUARY 2017 AT 7.00 PM

MARK BOWEN
Director of Corporate Services

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

AGENDA

1 APOLOGIES FOR ABSENCE 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 Chairman of this Sub-Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 3rd February 2017.

**4 MINUTES OF THE MEETING OF CONTRACTS SUB-COMMITTEE HELD ON 8TH
DECEMBER 2016 AND MATTERS ARISING (Pages 1 - 4)**

5 UPDATE ON CHANGES TO WAIVERS

Update from the meeting on 22nd June 2016.

6 STREET CLEANSING CONTRACT

Update from the meeting on 24th August 2016.

7 MANORFIELDS/ORCHARD & SHIPMAN CONTRACT (Pages 5 - 16)

Update from the meeting on 2nd November 2016 – report to Care Services PDS Committee on 10th January 2017 attached for information (see paragraphs 3.28 to 3.31.)

8 CORPORATE CONTRACTS REGISTER

The Contracts Register has been circulated under separate cover.

9 CONTRACT MANAGEMENT SYSTEM - DEMONSTRATION

10 WORK PROGRAMME 2016/17 (Pages 17 - 20)

The Sub-Committee's final meeting for this Council year is on Tuesday 11th April 2017.

CONTRACTS SUB-COMMITTEE

Minutes of the meeting held at 7.00 pm on 8 December 2016

Present:

Councillor Stephen Wells (Chairman)
Councillor Chris Pierce (Vice-Chairman)
Simon Fawthrop, William Huntington-Thresher, Keith Onslow and
Angela Wilkins

33 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Chris pierce apologised that he would need to leave the meeting early at 9pm.

34 DECLARATIONS OF INTEREST

There were no declarations of interest.

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

No questions had been received.

36 MINUTES OF THE MEETING OF CONTRACTS SUB-COMMITTEE HELD ON 2ND NOVEMBER 2016 AND MATTERS ARISING

The Sub-Committee noted the importance of PDS Chairmen and Committees using Internal Audit reports to scrutinise services. The Contracts Sub-Committee had to restrict its work to where issues relating to contracts had been identified. It was suggested that the paper on the difference between contract monitoring and contract management should be re-circulated to members of the Sub-Committee.

It was noted that the contracts database system was still on-track, although there would be a focus on key issues, with other matters added later as the system grew. This would include key dates, in particular flagging that work on retendering larger contracts needed to start at least eighteen months before expiry. There would be a live demonstration at the next meeting in January.

RESOLVED that the minutes of the meeting held on 2nd November 2016 be confirmed.

37 EXPENDITURE ON CONSULTANTS 2015/16 AND 2016/17 - REFERENCE FROM RENEWAL AND RECREATION PDS COMMITTEE Report CSD16181

At its meeting on 22nd November 2016, the Renewal and Recreation PDS Committee had considered a report outlining the total expenditure of the Council

on consultants in 2015/16 for the Renewal and Recreation Portfolio. This followed consideration of a report on the employment of consultants covering all departments and portfolios which had been considered by Executive and Resources PDS Committee on 7th September 2016.

The Renewal and Recreation PDS Committee had noted the expenditure in its own portfolio, but had also suggested that this Sub-Committee should consider whether the format of the report could be modified in future to identify whether or not expenditure had been approved and whether the individual projects had been taken forward.

The Sub-Committee considered the format of the reports, but concluded that there was nothing to stop individual PDS Committees requesting the information in whatever layout they found appropriate to their services. It was perhaps more important that the requirement to report on use of consultants prevented unnecessary expenditure and ensure that they were only employed where there was a very necessary reason.

RESOLVED that the report be noted.

38 STRAY DOGS CONTRACT - REFERRAL FROM AUDIT SUB-COMMITTEE

At its meeting on 29th November 2016 the Audit Sub-Committee had received a follow up on the audit of the Stray Dogs contract, which, in November 2015, had identified nine priority one recommendations. The contract had been extended and had not been re-tendered for several years.

Jim McGowan, Head of Environmental Protection, attended the meeting to brief Members on the current position. He confirmed that all there were now no outstanding priority one recommendations, only priority two recommendations, and explained the history of the contract. There had initially been an aspiration to merge the service with another borough. Discussions had taken place with RB Greenwich, but the timing had not worked out. A joint proposal with LB Southwark had then been developed, with Southwark intending to build their own kennel facilities. An architect had been commissioned to develop the scheme, but Southwark Councillors had decided not to proceed. There had then been further delays in re-tendering due to the need to align with other Public Protection contracts. A tender had been issued for kennelling, and the cheapest tender had been accepted, producing some savings. The Council also now had access to Battersea Dogs Home's satellite kennel at Brands Hatch. A report was being prepared for Public Protection and Safety PDS Committee on 18th January 2017 – a final extension of nine months until the end of January 2018 would be required before a new contract could be started.

Members commented that it was clear that the issues should have been brought before Members at an earlier stage, and that the risks involved, such as changes to legislation and being dependent on other authorities or third parties, had not been properly assessed. The Sub-Committee considered that the establishment

of the Commissioning Board and changes to the waiver process would now have prevented the delays that occurred, and was reassured that action had been taken to address the priority one issues, and was now being taken on the priority 2 issues. Lessons had been learnt by the department. However, Members were still concerned that the problems had not been identified from the Contracts Register or addressed by Public Protection and Safety PDS at an earlier stage. Above all, it was necessary to have a commissioning strategy in place to avoid the delays, last-minute waivers and false-starts that had occurred.

RESOLVED that the current situation be noted.

39 WORK PROGRAMME 2016/17
Report CSD16170

The Sub-Committee received the latest version of its work programme report for 2016/17 and discussed how it could identify issues that needed to be scrutinised. Issues could arise through a number of sources including Internal Audit, PDS Committees, the Contracts Register, the Commissioning Projects list or the Risk Register.

Members inquired about the delays in transferring strategic property staff to Cushman and Wakefield. This had now been completed on 1st December 2016, after issues about pensions had been resolved. The delay had been to protect the position of staff; this had been an unusual contract combining facilities management, property maintenance and strategic property, and the lessons learnt had been incorporated into new guidance. The Sub-Committee decided that there were no further issues for them to pursue.

It was also suggested that the Sub-Committee could look at the agreement with V22 for the Priory, but as this was more a matter of a lease than a contract it was decided not to pursue this.

The following issues were added to the work programme –

- Change notices – this could be part of the contracts database demonstration (January)
- A report on the Orchard and Shipman report, to include Manorfields, but also looking at the overall contract – (January)
- CCTV contract (April)
- Commissioning Projects List (April)

RESOLVED that the work programme for 2016/17 be updated as set out above.

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

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

**The following summary
refers to matters
involving exempt information**

**41 AUTHORISATION FOR EXEMPTION TO CONTINUE THE
CONTRACT FOR SUPPORT SERVICES TO CHILDREN AT RISK OF
SEXUAL EXPLOITATION**
Report CS17068

At its last meeting the Sub-Committee had discussed contract ECHS 54 Support Services to Children at Risk of Sexual Exploitation. The Sub-Committee had been informed that following the Ofsted inspection, the current contract was going to be extended to allow time for a detailed specification for an enhanced contract to be drawn up, which required a growth bid. The Sub-Committee had requested that further details be provided to them at this meeting.

The contract had been considered for pre-decision scrutiny by Care Services PDS Committee on 15th November 2016 prior to the Care Services Portfolio Holder taking a decision to award a further six month contract to allow the contract to be re-tendered on a revised specification to start on 2nd October 2017 – this report was provided to the Sub-Committee.

The Director of Commissioning stated that the contract could not be allowed to be extended again, and Members expressed disappointment that the extensions were necessary.

RESOLVED that the current position with this contract be noted.

The Meeting ended at 9.11 pm

Chairman

Report No.
CS17088

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Date: **Tuesday 10th January 2017**

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

Title: **MANORFIELDS: POST WORKS EVALUATION REPORT**

Contact Officer: Sara Bowrey, Assistant Director: Housing
Tel: 020 8313 4013 E-mail: sara.bowrey@bromley.gov.uk

Chief Officer: Assistant Director: Housing (ECHS)

Ward: Borough-wide

1. Reason for report

- 1.1 Under the approved capital programme procedure, capital schemes should be subject to a post completion review.
 - 1.2 This report provides Members of the Care Services Policy, Development and Scrutiny Committee with a post works completion evaluation for Manorfields in terms of the refurbishment work and operational performance for Manorfields as temporary accommodation provision for homeless households.
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2. RECOMMENDATION

- 2.1 The Care Services Policy Development and Scrutiny Committee is asked to note the contents of this report and comment on the operational performance of Manorfields in meeting the Local Authority's statutory duties for homeless households.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Manorfields assists in meeting the Council's statutory rehousing duties by providing safe and secure local accommodation to meet the needs of those vulnerable households who find themselves homeless through no fault of their own.
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Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Supporting Independence:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Temporary Accommodation
 4. Total current budget for this head: £4,090,070
 5. Source of funding: EC&HS approved 2016/17 revenue budget
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Personnel

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

1. Legal Requirement: Statutory Requirement: Under the provision of the Homeless Legislation The Council has a statutory duty to provide temporary accommodation.
 2. Call-in: Not Applicable: No Executive Decision
-

Procurement

1. Summary of Procurement Implications: N/A
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): At the end of November 2016 there were 1,371 households in temporary accommodation of which 831 are in forms of nightly paid provision. Manorfields provides much needed local accommodation to assist the Council in meeting its statutory rehousing duties.
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Ward Councillor Views

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

3. COMMENTARY

- 3.1 Following Executive approval in October 2014 and planning permission in June 2016 Manorfields, a former residential care home was refurbished for use as temporary accommodation for homeless households.
- 3.2 The principle aim of the proposal was to follow the previously successful model adopted at Bellegrove to provide a relatively speedy good quality alternative to costly nightly paid accommodation (NPA) placements arising from increased statutory homelessness.

Refurbishment:

- 3.3 The report to Executive set out estimated capital costs for the refurbishment project based on the specification of work required to bring the scheme up to the necessary standard for use as temporary accommodation. This estimate was based on the initial inspections able to be undertaken at Manorfields and covered all identified essential work. Due to the nature of the refurbishment works, the estimate could only be indicative at this stage and was therefore subject to the following issues which could all impact upon the final total cost of refurbishment:
- Inflationary uplifts dependent upon timescales between initial quotes and start on site once planning permission granted.
 - Any additional requirements added in the planning recommendation/decision.
 - Any additional works required to heating and electrics, as these could not be fully tested and assessed until after full vacant possession and start on site.
 - A small number of areas unable to be assessed due to the presence of guardians.
 - Whilst works costs were to be fixed against those secured through the Bellegrove tendering, there would be a level of uplift to reflect increased cost of materials for the refurbishment eg: showers, kitchens.
- 3.4 The Executive report confirmed the appointment of Orchard & Shipman to project manage the refurbishment work on behalf of the Council in advance of managing the scheme under the existing accommodation management contract.
- 3.5 The planning application was submitted by Orchard and Shipman's planning consultants on 15th February 2016 following completion of the pre-application consultation phase which commenced in November 2015. The application was then scheduled for consideration at the Development Control Committee held on 9th June 2016, at which planning permission was approved. The planning permission set out a number of additional requirements which had to be added to the initial refurbishment specification.
- 3.6 Arrangements were made by Strategic Property to handover the scheme with vacant possession to Orchard and Shipman on 17th August 2015. At this time the final assessment of works could be completed to confirm the schedule of work and final refurbishment project plan. The refurbishment work commenced immediately.
- 3.7 The refurbishment work was completed within the overall agreed project plan timescales, with the first occupants taking up residence during the week commencing 11th March 2016.
- 3.8 The initial specification for works was completed with little variation to overall costs taking account of the applicable uplifts to reflect current material costs. However there were a number of variations to the specification relating to additional requirements specified in the final planning recommendation and following the full electrical, heating and property inspection which could not be completed until vacant handover in August. On-going negotiations during the refurbishment period sought to secure best value for additional works by obtaining quotes for

each area of additional work required. In September 2015, the Council successfully secured a grant funding contribution from the GLA towards the overall refurbishment works thus reducing the capital funding required for the scheme.

- 3.9 During the refurbishment phase two requests were submitted by local residents for additional work: extra fencing to the side of Manorfields and for the wall at the front of the scheme to be increased in height. These works did not constitute part of the original specification to meet the appropriate temporary accommodation standards or additional works required of the planning permission. However in consultation with local residents and the Care Services Portfolio, the Chief Executive authorised these additional works to be carried out after the initial refurbishment had been completed.
- 3.10 Once work completed it became apparent that due to the time the property had been vacant there were a number of blocked drains across the site. In order to avoid ongoing problems it was agreed to have all drains cleared and checked at this stage with a proportion of the cost being met by the Council and remainder by Orchard & Shipman. Again this work was outside of the specification for refurbishment works.

3.11 The table below sets out the final costs including variations for the refurbishment of Manorfields:

Manorfields: Refurbishment Final Outturn

Works Contract Sum estimate, prior to planning permission or vacant inspection.	£608,777
Savings Identified	£44,957
Revised Contract Sum estimate	£563,820
Variations required under planning permission	
Building/Environmental works	£64,957
Additional Secure by Design measures	£49,002
Revised Contract Sum	£677,779
Variation required following inspections when property was handed over to O&S allowing for vacant full inspection	
Replacement and completed overhaul of boiler and heating system and upgrade of internal doors to meet latest regulatory standards in line with planning/building regulation requirements	£120,523
Revised Contract Sum	£798,302
Final Outturn	£800,514
GLA grant received	£430,564
Final Outturn: for cost of refurbishment	£369,950
Works identified after refurbishment outside the scope of the specification	
Contribution to unblock drains	£3,630
additional fencing at residents requests	£3,703
Heightening the wall at residents requests	£7,333
Total	£14,666
Final outturn including additional works	£384,616

Business case:

- 3.12 Based upon the estimated running costs the scheme was designed to cover the annual management and maintenance costs through the rental stream able to be charged to those homeless households placed into Manorfields. Any small surplus is to be held as a contingency to offset potential structural repair or maintenance obligations for the Council as the landlord for Manorfields.
- 3.13 The business case also considered the reduction in cost pressures that could be achieved as a result of not incurring the cost of NPA for those households placed at Manorfields.
- 3.14 The summary of the initial business case is set out below. The figure for estimated savings against the cost of NPA was based upon the actual average net cost to the Council for NPA at the time of the Executive report.

Saving of B & B Placements

	<u>No. of units</u>	<u>Weekly cost</u> <u>(net of subsidy)</u> <u>£</u>	<u>Annual</u> <u>Cost</u> <u>£</u>
Studio	9	584.19	30,378
1 bed	11	1187.34	61,742
2 Bed	19	2397.42	124,666
3 Bed	5	887.95	46,173
	<u>44</u>		<u>262,959</u>

Alternative Accommodation at Manorfields

Costs

Management fee	93,600
Staffing	56,643
Arrears/bad debts	37,496
Maintenance/utilities, etc	<u>131,166</u>
	318,905
Income generated from Hosuing Benefit and other minor income	<u>378,270</u>
	<u>59,365</u>
<u>Revenue saving to LBB per annum</u>	<u>322,324</u>

- 3.15 A phased letting plan was implemented during March 2016 and April with full occupancy being maintained since this time.
- 3.16 The net saving regarding the comparative cost of alternative temporary accommodation relates to the cost that the Council would have incurred if Manorfields had not been available meaning

that the statutory housing duty would have had to be met through the provision of NPA. The figures are based on the current actual average NPA cost.

- 3.17 The table below shows the operational performance to date. As rooms can be flexibly used there can be a level of variation in overall income. However the performance to date showing current room configurations demonstrates a saving of £338,682 against the comparative cost of NPA provision. Rents collection is in line with the contract requirements, consistently achieving above a 97% overall collection rate since full occupancy was achieved, with all systems in place to ensure that The Council is not facing any rental shortfall liability from this area. This means that the rental stream covers the management costs with a small contingency towards administration costs and any potential maintenance and repairs falling to the Council as the landlord for Manorfields. The savings against nightly paid accommodation, together with the contingency sum provide an annual figure of £370,096. The scheme has therefore exceeded the financial savings set out in the original business case by £48,000. This is due in the main to the continuing upward trend in NPA costs and also the level of occupation able to be achieved within the parameters set in the planning permission.

Estimated Saving From the Use of Manorfield (Based on 50 Units)

<u>Accommodation Type</u>	<u>Number of Units</u>	<u>Annual Average Cost of TA</u>	<u>Annual Average HB Cont.</u>	<u>Annual Average Net Cost</u>	<u>Revenue Saving to LBB</u>
1 Bed	9	14,783	-9,619	5,163	46,470
2 Bed	37	18,006	-11,056	6,950	257,155
3 Bed	4	20,916	-12,152	8,764	35,057
Total	50				338,682

Costs

O&S Management Fees /staffing/repairs/arrears/bad debt	378,071
Void Provision contingency	8,357
	386,428

<u>Accommodation Income Type</u>	<u>Number of Units</u>	<u>Weekly Income Per Unit</u>	<u>Weeks in a Year</u>	<u>Income To be Collected</u>	
1 Bed	1	180	52.14	9,390	
2 Bed	2	211	52.14	22,037	
3 Bed	1	247	52.14	12,858	
Shared	46	156	52.14	373,557	
Total	50				417,842
					31,414
Revenue Saving to LBB per annum					370,096

Summary of Operational Performance:

- 3.18 76 households have been provided with temporary accommodation at Manorfields between March and the end of November 2016. In total these households comprised of 83 adults and 84 children. This has saved 14,838 nights in nightly paid accommodation.
- 3.19 The average time for a unit to become available for letting when a resident moves on is 1 day. Full occupancy has been consistently achieved, with an overall average length of stay of 152 days across all placements including the longer term self-contained flats before move-on can be

secured. The length of stay however will vary significantly depending on the specific household circumstances and longer term housing needs. It must be noted that due to current pressures around homelessness and accommodation supply, the average length of stay is increasing across all forms of temporary accommodation.

- 3.20 The managing agents, Orchard & Shipman have consistently adhered to the service specification and terms of the contract. They have worked closely with a range of local organisations to ensure that residents are supported and able to access relevant services. This includes health visitors, GPS, local police, the library and local community groups.
- 3.21 Initial introductions were made to all local residents together with contact details should local residents have any enquiries or concerns.
- 3.22 Orchard & Shipman have proactively managed the scheme ensuring high standards of cleanliness are maintained as evidenced through the regular spot visits and have also ensured robust adherence to the licence agreements issued to residents and accompanying 'house rules'.

Resident Consultation and involvement:

- 3.23 Initial visits were held with ward councillors, the Care Services Portfolio Holder and representatives of the AAAG local residents association.
- 3.24 Despite a number of initial concerns, there have been only a very small number of complaints relating to Manorfields, All issues which have been responded to promptly. There have not been any incidents of a serious nature and there have been no recent incidents or complaints.
- 3.25 Meetings have been held with representatives of the AAAG, the Chief Executive, Director of Corporate Services and Assistant Director of Housing, to build good relations and ensure that any concerns or difficulties are immediately addressed. From 2017, quarterly meetings will be held locally with local residents and representatives from Bromley Housing and Orchard and Shipman. A summary of the main areas raised and the responses are set out in appendix A of this report.
- 3.26 Overall the scheme has been generally well received by ingoing residents as it offers good quality local accommodation enabling residents to maintain local support networks, employment and schooling.
- 3.27 There have been a number of events held at Manorfields with local community groups including the recent 'Christmas Arts and Crafts Bonanza'. This was well attended by residents of Manorfields and members of the local community. An attendee said 'It was wonderful to see families being included and welcomed by the local community'

Audit Report:

- 3.28 Internal Audit were asked to review the Manorfields capital project. This review was completed and reported to the July meeting Audit sub-committee. An updated was then provided to the Audit-Sub Committee held on 29th November as follows:
- 3.29 As a result of the audit findings, a number of recommendations were made relating to retention of documents (which we have classified as a priority one recommendation); compliance with Contract Procedure Rules and Financial Regulations (which we have classified as a priority one recommendation); the need to have formal contracts in place for capital works setting out roles

and responsibilities, service delivery, variations etc; a full reconciliation of the Manorfields project to be completed; and consider utilising the in house Building Control team for capital works.

- a. In respect of retention of documents Internal Audit have treated this as a general issue as it has been a problem in some of the other contracts that have been audited. The following actions are being taken:
 - Awareness of the need to retain documents through a training package 'Audit Controls' that has recently been launched and available to all officers. This includes a slide on documentation retention.
 - A report to members of the Contract Sub Committee in August 2016 specifically highlighting this as a problem, the report subsequently went to E& R PDS.
 - A report on Contract Monitoring and Contract Management arrangements prepared by the Director of Commissioning Services that includes document availability to be discussed at the Corporate Leadership Team (CLT).
 - Given the above actions to promote awareness at officer and member level and referral to CLT, Internal Audit consider that this recommendation has been addressed. However, this will be tested when further contracts are reviewed.
- b. The second recommendation was in respect of compliance with Contract Procedure Rules – whilst the same actions taken as indicated above also apply to this recommendation, the monitoring of the final account for this work has still not been completed to management's satisfaction and therefore this recommendation has been kept open until it is completed and also reviewed by Internal Audit.

3.30 The final account for this work has now been completed and will be submitted to Audit for sign off.

3.31 The GLA have also now completed their audit of the scheme refurbishment works in respect of the grant funding contribution. The GLA have confirmed that the audit assessment has been passed, satisfying all requirements. There are no recommendations arising from this audit.

Conclusions on operational performance:

3.32 Manorfields provides much need local accommodation to meet statutory housing provisions. The scheme does provide cost effective temporary accommodation against the alternative of NPA placements thus helping to mitigate the current cost pressures being faced in meeting the Council's statutory duties in relation to homelessness. The overall level of savings will move dependent upon rental incomes and occupation configuration at any one time, but overall the level of occupancy achieved and increasing cost of NPA provision means that the scheme is consistently overachieving against the net savings set out in the original business case.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 There is no direct impact on vulnerable adults and children arising directly from the contents of this report. However the provision of temporary accommodation at Manorfields provides local good quality, safe accommodation for homeless households enabling them to maintain family and support networks, access health, schooling, education and employment.

4.2 The scheme also offers wider supporting in terms of access to training and employment to help families and vulnerable adults build their resilience to prevent the risk of finding themselves homeless in the future.

5. POLICY IMPLICATIONS

- 5.1 The Council has a published homelessness strategy which sets out the approved strategic policy in terms of homelessness. This includes temporary accommodation provision and reducing the reliance on NPA. The Council also has a detailed temporary accommodation procurement and placements policy to ensure that it complies with its statutory duties in this area.

6. FINANCIAL IMPLICATIONS

- 6.1 The provision of temporary accommodation is a high-risk budget area. This project forms one of a number of key actions identified to reduce the overall cost pressure being faced. The financial implications are considered within the body of this report.

7. LEGAL IMPLICATIONS

- 7.1 All local authorities have a statutory duty under Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002) to secure suitable temporary accommodation for priority homeless households
- 7.2 Failure to meet these statutory duties due to lack of or inappropriate temporary accommodation presents significantly increased risk of costly legal challenge and Judicial review, involving powers not only order the acquisition of accommodation, but also compensation orders.
- 7.3 The Manorfields scheme complies with statutory regulations and council policy for provision of temporary accommodation by providing costs effective local provision to meet homelessness duties.

Non-Applicable Sections:	Personnel procurement
Background Documents: (Access via Contact Officer)	Executive Report October 2014 Executive Gateway Report - Temporary Accommodation January 2016 Homelessness Strategy 2012-2017 Executive Contingency drawdown report – October 2016

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RESIDENTS' CONCERNS AND RESPONSE LOG

Communal area on ground floor overlooking neighbouring houses opposite.	Additional fencing to the front side of the scheme approved and erected.
Headlights of cars leaving/entering the scheme shining into neighbours windows opposite	As the entry and exist points and parking direction cannot be changed due to the narrow forecourt the height of the wall has now been increased to above headlight level.
Drains – concerns expressed that there may be an ongoing problem with the drains	When a property has been empty for some time it is not uncommon for drains to be blocked and this was the case for Manorfields. Work was undertaken once the refurbishment works had been completed to unblock the drains. This resolved the issue prevented any ongoing problems.
CCTV – concern expressed whether there were any blind spots in CCTV coverage.	Confirmed that CCTV covers all internal communal areas, entry and exit spots for Manorfields. It does not cover the whole of the forecourt as it is not possible to erect CCTV cameras where these would also record private property. The combination of perimeter CTTV and entry and exit point coverage means that it is not possible for anyone to enter Manorfields without being picked up on the CCTV recording.
Gates to the side of the scheme where the bins are located banging in the wind.	The gates are heavy gates, only opened and used for access by 2 units and bin collection. At other times they are kept closed and locked. Agreed to investigate the options for 'closures' which would soften any noise associated with opening and closing gates. Regular site inspections ensure that the gates are kept locked when not in use.
Concern regarding noise associated with residents if moving in late at night/ ambulance call and car doors being slammed at night.	<p>Residents would normally move in during office hours unless in an emergency or due to particular circumstances such as working commitments. In such cases O&S to manage to ensure noise is kept to a minimum and within reasonable hours. Active enforcement of house rules to ensure residents leaving or arriving early eg: because of work shift patterns do so quickly with minimum disruption.</p> <p>1 known incidents of car door slamming late at night. Resident spoken to and apologised.</p> <p>O&S continue to monitor closely and there have not been any serious incidents or recent complaints. To date there have been 4 occasions when an ambulance has had to be called. In all cases this was due to residents being physically unwell. O&S have worked closely with the ambulance service to agree protocols for arrivals in the event that an ambulance is required.</p>

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Report No.
CSD17007

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **CONTRACTS SUB-COMMITTEE**

Date: **9th February 2017**

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

Title: **WORK PROGRAMME 2016/17**

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 This report offers the Sub-Committee an opportunity to consider its work programme for 2016/17 and in particular to note the remaining date for this Council year, and that it is proposed that five dates will be scheduled in 2017/18 as part of the Council's programme of meetings.

2. **RECOMMENDATION**

That the Sub-Committee considers its work programme and indicates any particular issues that it wishes to consider.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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Corporate Policy

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

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Not Applicable
 4. Total current budget for this head: Not Applicable
 5. Source of funding: Not Applicable
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Personnel

1. Number of staff (current and additional): 8 (7.2fte)
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

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

1. Summary of Procurement Implications: Not Applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not Applicable
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Ward Councillor Views

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

3. COMMENTARY

- 3.1 This report offers the Sub-Committee an opportunity to consider its future work programme and prioritise the key issues that need consideration.
- 3.2 A draft work programme is set out in Appendix A. Six meetings have been scheduled for 2016/17. The dates are set out in the appendix, based on Sub-Committee Members' availability as canvassed in July 2016. Members can add to these dates, or remove dates as necessary. For 2017/18, dates will be included in the main programme of meetings – it is proposed that five dates will be scheduled. The draft programme of meetings is due to be reported to General Purposes and Licensing Committee for approval on 6th February 2017.
- 3.3 At the Sub-Committee's first meeting on 22nd June 2016, Members requested that further Member briefing sessions on Contracts and Commissioning be arranged in September. These sessions, run by the Director of Commissioning and Head of Corporate Procurement, provide key information about procedures in Bromley and an update on the latest information and approaches. A briefing session was held on Thursday 22nd September 2016 at 2.30pm. Four Councillors attended this session, bringing the total number trained to thirty nine out of sixty. A further session was arranged for Thursday 13th October 2016 at 7pm, but there was no take-up for this session so it was cancelled. Further sessions can be arranged if necessary to encourage the remaining twenty one Councillors to attend one of these sessions.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel/Impact on Vulnerable People & Children/Commissioning
Background Documents: (Access via Contact Officer)	None

Work Programme

Proposed Date	Issue	Officer
2016/17		
<u>Meeting 5</u> Thursday 9th February 2017	Corporate Contracts Register	Head of Corporate Procurement
	Contract Management System – Live Demonstration	Director of Commissioning
	Update on measures to Reduce the use of Waivers (from meeting 1)	Director of Finance
	Further Update - Street Cleansing Contract (from meeting 2)	Head of Neighbourhood Management
	Manorfields/Orchard & Shipman Contract – Update (from meeting 3)	Head of Audit
	Work Programme	DS Manager
<u>Meeting 6</u> Tuesday 11th April 2017	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	DS Manager
2017/18		
<u>Meeting 1</u> 13 th June 2017?	Review of the Commissioning Directorate	Director of Commissioning
	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	DS Manager
<u>Meeting 2</u> 21 st September 2017?	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	DS Manager
<u>Meeting 3</u> 30 th November 2017?	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	DS Manager
<u>Meeting 4</u> 6 th February 2018?	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	DS Manager
<u>Meeting 5</u> 29 th March 2018?	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	DS Manager