



THE LONDON BOROUGH  
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DATE: 21 March 2017

To: Members of the  
**PUBLIC PROTECTION AND SAFETY POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Councillor Alexa Michael (Chairman)  
Councillor Chris Pierce (Vice-Chairman)  
Councillors Kim Botting FRSA, David Cartwright QFSM, Mary Cooke, Hannah Gray, Will Harmer, Tom Philpott and Richard Williams

Non-Voting Co-opted Members –

Katie Bacon, Bromley Youth Council  
Millie Banians, Bromley Youth Council  
Terry Belcher, Safer Neighbourhood Board  
Dr Robert Hadley, Bromley Federation of Residents Associations  
Kamla Joshi, Bromley Victim Support  
Alf Kennedy, Bromley Neighbourhood Watch

A meeting of the Public Protection and Safety Policy Development and Scrutiny Committee will be held at Committee Room 1 - Bromley Civic Centre on  
**WEDNESDAY 29 MARCH 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/>

## **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 TO THE CHAIRMAN OR COMMITTEE FROM COUNCILLORS AND MEMBERS OF THE PUBLIC**

In accordance with the Council's Constitution, questions to this Committee must be

received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on March 23<sup>rd</sup> 2017.

**4 MINUTES OF THE PUBLIC PROTECTION AND SAFETY PDS COMMITTEE MEETING HELD ON 18TH JANUARY 2017 (Pages 1 - 16)**

**5 MATTERS ARISING (Pages 17 - 20)**

**6 CHAIRMAN'S UPDATE**

**7 POLICE UPDATE**

**HOLDING THE PORTFOLIO HOLDER TO ACCOUNT**

**8 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on March 23<sup>rd</sup> 2017.

**9 PORTFOLIO HOLDER UPDATE**

**10 PRE-DECISION SCRUTINY OF PORTFOLIO HOLDER REPORTS**

The Public Protection and Safety Portfolio Holder to present scheduled reports for pre-decision scrutiny on matters where she or the Executive is minded to make decisions.

**a BUDGET MONITORING (Pages 21 - 26)**

**b CAPITAL PROGRAMME MONITORING - 3RD QUARTER 2016/17 & ANNUAL CAPITAL REVIEW 2017 TO 2021 (Pages 27 - 32)**

**c GATEWAY 0 REPORT: PROCUREMENT STRATEGY FOR LBB CCTV SERVICE (Pages 33 - 42)**

**d CHARGING FOR FOOD HYGIENE RATING RESCORE VISITS (Pages 43 - 46)**

**e PREVENT STRATEGY/CHANNEL REFERRAL PROCESS (Pages 47 - 64)**

**f PRE-APPLICATION ADVICE SERVICE FOR LICENSING (Pages 65 - 68)**

**POLICY DEVELOPMENT AND OTHER ITEMS**

**11 PRESENTATION FROM BROMLEY YOUTH COUNCIL**

**12 UPDATE FROM SLAM**

**13 WORK PROGRAMME AND CONTRACTS REGISTER (Pages 69 - 76)**

**14 ANY OTHER BUSINESS**

**15 DATE OF THE NEXT MEETING**

The next meeting is scheduled for June 29<sup>th</sup> 2017.

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## **PUBLIC PROTECTION AND SAFETY POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Minutes of the meeting held at 7.00 pm on 18 January 2017

### **Present:**

Councillor Alexa Michael (Chairman)  
Councillor Chris Pierce (Vice-Chairman)  
Councillors Kim Botting FRSA, David Cartwright QFSM,  
Mary Cooke, Hannah Gray, Will Harmer, Tom Philpott and  
Richard Williams

Katie Bacon, Millie Banians, Terry Belcher, Dr Robert  
Hadley and Alf Kennedy

### **Also Present:**

Nigel Davies, Laurie Grasty, Kamla Joshi, Trevor Lawry,  
Paul Lehane, Councillor Kate Lymer and Jim McGowan  
Simon Dean, OBE

## **STANDARD ITEMS**

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

Apologies were received from the Borough Commander. Detective Superintendent Trevor Lawry attended in his absence. Apologies were also received from Sergeant Trevor Waller from British Transport Police.

### **119 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **120 QUESTIONS TO THE CHAIRMAN FROM COUNCILLORS AND MEMBERS OF THE PUBLIC**

There were no questions from Councillors or Members of the Public.

### **121 MINUTES OF THE PUBLIC PROTECTION AND SAFETY PDS COMMITTEE MEETING HELD ON 29th NOVEMBER 2016**

The Committee considered the minutes of the meeting of the Public Protection and Safety PDS Committee held on 29<sup>th</sup> November 2016.

**RESOLVED that the minutes of the meeting held on 29<sup>th</sup> November 2016 be agreed as a correct record.**

## **122        MATTERS ARISING**

### CSD 17008

The Committee noted the Matters Arising report. The Executive Director for Environmental and Community Services informed the Committee that investigations into the number and location of defibrillators in the Borough were ongoing. It was noted that three were sited at various points in the Civic Centre, and one was located at the Central Library. One existed at Biggin Hill Library. Bromley My Time had been contacted and requested to provide data on where defibrillators were located at their leisure centres.

The Executive Director was progressing the investigation with the assistance of Cllr David Cartwright. Information was also being collated around what sort of training was provided in the use of the defibrillators. A revised update would be brought to the next meeting.

**RESOLVED that an update on the location of defibrillators would be brought to the next meeting of the Committee.**

## **123        CHAIRMAN'S UPDATE**

The Chairman informed the Committee that she had recently attended an agenda planning meeting with officers.

## **124        POLICE UPDATE**

The Police update was provided by the Deputy Borough Commander (DBC), Detective Superintendent Trevor Lawry.

It was noted that the former Chief Inspector for Neighbourhood Policing was moving on and that two candidates had been interviewed for the post; an offer of employment had been made. The Committee would be updated further in due course.

In terms of performance data, the MOPAC 7 reporting system was still operational. The Police were waiting to hear of any changes to be made subsequent to the new Police and Crime Plan. The performance of Bromley Police against the MOPAC 7 targets was generally considered to be good. Bromley Police was one of only seven forces where the overall crime figures in the rolling twelve month period had decreased.

Challenges still remained with the figures for Violence with Injury (VWI) and Theft from the Person. The number of VWI offences in 2011/12 was 1889, compared with the current figure of 2132—this was an increase in the actual number of offences of 243, or 12.9%. The VWI figure was still lower than the average MPS figure.

In 2011/12, the number of Theft from the Person offences was 305, and it was currently 350, which was an increase of 14.8%.

The Committee heard that the number of ASB offences being reported was increasing across the Metropolitan Police Force. Mr Lawry felt that some of the increase was due to a real increase in offences, but that some of the increase was due to changes in the way that offences were reported. ASB offences seemed to spike on occasions like Halloween and Bonfire Night. The number of arson offences seemed to be on the increase.

Ninety per cent of grade 1 emergency calls were responded to within 15 minutes, but averaged ten minutes. Grade 2 emergency calls were responded to within 60 minutes in 84.5% of instances.

There was an update on Operation Glorious that had been undertaken in the Mottingham area. This had resulted in numerous individuals being convicted of various offences relating to drug possession and drug supply. The Committee was updated concerning Operation Atlas. This was an Operation aimed at dealing with offences connected to gangs, Child Sexual Exploitation (CSE), and other vulnerable children and young people. The Operation had originated as a response to the Ofsted Inspection on Children's Services.

A member asked if the Police were aware of instances when gangs were going around bashing people on the head. The DBC stated that any such incidences had not been reported to the Police as far as he was aware, but he would investigate and report back to the Committee.

A member requested that details of Police operations be disclosed to Councillors at the earliest opportunity so that positive feedback could be given to encourage local residents. A member stated that according to the MPS website, 32% of cases in Bromley were still outstanding, and that in 42% of cases there were no suspects. He asked if these figures were normal.

The DBC responded that the 42% figure relating to lack of suspects was not surprising. In some cases it was connected to either there being no CCTV available, or difficulty in accessing CCTV from various sources. The member commented that the 32% figure equated to 800 open cases. The DBC responded that he was confident that Bromley Police did not have 800 outstanding cases, but he would investigate further.

It was noted that at a Ward Panel meeting recently, the local Ward Officer did not attend. It was queried if it was still usual for Ward Officers to attend. The DBC confirmed that this was still the case.

A member referenced the problem caused in the Borough (especially Orpington) by the dangerous and nuisance use of quad bikes and motor bikes. He asked if Bromley Police were still using off road bikes. The DBC confirmed that this was the case, and that in fact they had been out patrolling on the morning of the meeting. Bromley was the only Borough that still used off road bikes.

A member asked what crime was potentially being committed when motor bikes were being used in town centres in a dangerous and nuisance fashion. The DBC responded that it may be the case that Road Traffic and Public Order offences were being committed in these instances.

It was noted that no charging point existed in West Wickham for body worn cameras. A member asked when this would be rectified. The DBC responded that there was not a specific date set aside for this. The charging point consisted of a special piece of kit that took up a large section of a wall. He promised to look into when the installation may take place.

A member enquired if any progress had been made in identifying the 'cat killer.' The DBC clarified that this was an investigation that was being led by Croydon Police.

A member referenced the number of windows being broken in the vicinity of the Walnuts Shopping Centre in Orpington, particularly windows that had been broken in the Library and Sainsbury's. The DBC explained that breaking a window was a quick and easy crime to commit. It was possible that the Police may try and increase patrols in the area.

**RESOLVED that the Police update be noted.**

## **125 PRESENTATION FROM BRITISH TRANSPORT POLICE**

This item was deferred to a future meeting.

## **126 PRESENTATION FROM CHALLENGER TROOP**

The presentation was made by Simon Dean, CEO.

The Committee heard that Challenger Troop (CT) was a not-for-profit organisation--committed to Youth Engagement. CT catered for different needs and age groups, providing structure, guidance and aspiration. CT was a Community Interest Company formed to deliver uniformed youth development and inclusion courses for vulnerable and disengaged young people of school learning age. The aim of CT was to develop personal skills thorough challenging activities in a disciplined learning outdoor environment.

CT had won a variety of awards, and had been recognised as one of the top seven organisations for positive social impact nationally. CT aimed to provide a holistic approach to engagement. It was founded in 2007 in Kent as part of a youth outreach programme. It was estimated that 35,000 6-18 year olds had been helped since inception. CT had been accredited as a Core Education Provider. CT's programmes had been independently evaluated by Brighton University, and found to be very effective.

One of the core aims of the various programmes was to build resilience in young people. Mr Dean informed the Committee that approximately 45% of



young people were destined to fail in education. A core aim of CT was to take young people out of their comfort zone, thus building confidence. It was hoped that young people would take their new behaviours into schools, the home and their environment.

Mr Dean stated that CT was not a boot camp, but was rather a two way partnership; he also commented that CT was not a 'dumping ground' nor was it a last resort option. Neither was it a panacea.

CT aimed to build self-reliance and confidence. This was important as the British Chamber of Commerce had stated that 56% of young people were not employable. CT aimed to be safe, structured, disciplined, inclusive, holistic, challenging, and also rewarding. Many of the employees were former servicemen.

Mr Dean highlighted that CT had managed to achieve a 100% non-reoffending rate which was quite remarkable.

The Chairman asked how it could be ensured that the programmes offered to various age groups were relevant. Mr Dean answered that the courses were scaled according to ability and age groups.

A member asked where CT was based. The response was that CT had a Head Office in Tunbridge Wells, but had various bases in Essex, West London, and town centres in the South East. A member also asked about the ethnic and gender mix of CT groups. It was clarified that CT catered for all ethnicities, and for both sexes.

A member asked if there was any sort of link up with the LIFE courses provided by LFB. He wondered if there could be a cross networking of courses.

A member queried if any of the young people involved in these courses subsequently expressed an interest in a career in the armed forces. Mr Dean responded that many of the young people had subsequently joined the Tri Service Cadets.

A member enquired as to the youngest age a person had to be for entry onto one of the programmes. The answer to this was six years of age.

More information concerning the work of Challenger Troop could be found at the following link:

<http://challengertroop.org/who-we-are/>

The Chairman thanked Mr Dean for his excellent and informative presentation to the Committee.

## **HOLDING THE PORTFOLIO HOLDER TO ACCOUNT**

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

The Portfolio Holder updated the Committee as follows:

The Portfolio Holder had previously allocated funding to Challenger Troop, and agreed that the Emergency Planning section needed some form of resource allocation. A member queried if the Emergency Planning function could be outsourced to LFB.

The Portfolio Holder had recently attended a meeting of the APPG (All Party Parliamentary Group) for London.

APPGs were an informal cross party group who joined together to pursue a particular topic or interest. They were run for and by members of both the Commons and the Lords.

The Portfolio Holder recently attended a meeting of the GLA. The meeting was Chaired by Victoria Borwick. Brian Paddick, Jenny Jones and a group of Lords and Baronesses were also in attendance.

Sophie Linden and Craig Mackey, (Deputy Met Commissioner) gave an update on the Police and Crime Plan that was out for consultation.

Sophie Linden updated the APPG as follows:

#### Priorities:

##### 1. Restoring Neighbourhood Policing:

Ms Linden was assessing ways of increasing the diversity of officers so that the MPS looked and felt like the community it served.

##### 2. Establishing a London Wide Criminal Justice System:

Much good work had been done and Ms Linden was looking to build on this. However, she hoped for the devolvement of this function to the Mayor to complete the programme successfully. The GLA was lobbying the government to this end. Ms Linden commented that the Probation Service in London recently had a poor report.

##### 3. VAWG:

Ms Linden acknowledged that a good strategy was in place from the previous Mayor concerning VAWG and that she wanted to build on this. The GLA had undertaken a needs assessment and were shocked to discover that on average, every week 11 women were seriously assaulted in every Ward in

London. An explanation was being sought to explain the increased levels of reporting.

#### 4. Protecting children and young people:

Work would be undertaken with Local Authorities to ensure the right partnerships were in place to protect young people. MOPAC would be producing a strategy to tackle knife crime, which would include working with communities, retailers, and online sellers of knives.

#### 5. Hate Crime, Extremism and Intolerance.

Even before the EU Referendum, the previous two years had seen an increase in Hate Crime. MOPAC wanted people to feel confident in coming forward to report it. Investigations would take place to determine whether current sentences for perpetrators were appropriate

Across all of these priorities were the themes of: early intervention and prevention; partnership working; and tackling the causes..

#### Craig Mackey

Mr Mackey started by outlining the financial position of the MPS. To date £600m had been saved; however a further £400m in savings was still required.

The MPS felt that the Capital City Grant was £170m short, and they were lobbying the government in an attempt to reduce the shortfall. Next year the MPS had a balanced budget. Years 2, 3 and 4 were not yet balanced.

The MPS was currently in receipt of 25% of the whole policing budget for England and Wales. There were plans to reallocate budgets and there were concerns that the MPS may lose funding as a result.

Mr Mackey gave an overview of the current crime picture of London. Crime overall was up by 3% across London but was higher than this nationally. Burglary and street robbery had seen big drops over the last few years, but rape and sexual assaults had seen large increases. It was important to determine what the underlying factor/s were in causing the change in data.

There had been an increase in dealing with complex issues such as missing people and dealing with people with mental health issues. Also there had been an increased workload related to counter terrorism.

There was a brief mention of BCUs. Mr Mackey expressed the view that doing the same thing in 32 separate Boroughs may not necessarily be the best way forward. He felt that it was important to make the levels of leadership more efficient.

The 101 number had been a success, with 70,000 calls in the last eight months. There was an intent to encourage people to report crimes online and for a better web presence to be created.

Finally he talked about the MPS's technology vision, which was that they wanted everything that Police could do on a PC at a police station to be possible to do on a mobile device in any location. This would free up 10% of time for officers and had been signed off by the Deputy Mayor.

Jenny Jones asked a question about Traffic Policing. She expressed the view that when budgets were cut, the first aspect to be cut was traffic policing. Mr Mackey responded that no plans existed to reduce traffic policing. This could be a debate for the future if there was no option other than to reduce officer numbers, but no current plans for this were being drawn up.

Jenny Jones asked about 'Prevent' and how this was linked to the aim of preventing extremism. Ms Linden answered that 'Prevent' would work hand in hand with MOPAC's plans. However she commented that 'Prevent' was not consistently rolled out across Boroughs and that different Boroughs had different budgets for it. She stated that this might be something that Boroughs chose to co-commission.

Concerning Hate Crime, Ms Linden stated that an online Hate Crime Hub was planned, and that they were tracking to see what happened to offenders following their arrests.

It had been discovered that, worryingly, only 25-30% of knife crime was related to gangs. Therefore there had been an increase in people not in gangs carrying knives. They needed to understand why this was. Mr Mackey commented that it would be interesting to see what Met Officers said in the current survey about officers carrying guns and tasers.

The budget allocated to the Crime Prevention Fund was £72m per annum. Next year there would be no change. Over the last four years, funding had been allocated on the basis of successful bids, not based on needs. MOPAC would be looking at the needs of each Borough based on indicators such as JSA claimants, children on child protection registers, etc.. Where Boroughs did not have the resources to be efficient, they should team up with other boroughs. All of the 30% top slice should come back to the boroughs.

It was noted that Mental Health was about 30% of the Police's workload.

After the meeting, Bob Neill MP introduced the Portfolio Holder to the Deputy Mayor, who said she was coming to Bromley in the near future. In fact, she would be visiting all the London Boroughs.

Ms Linden had planned to meet the Leader, the Portfolio Holder, the Chief Executive and senior Bromley officers on 24<sup>th</sup> February. However this had been cancelled but would be re-scheduled.

The Portfolio Holder had put her name forward to be on a high-level group led by the Lead Member for Crime and Public Protection at London Councils. This was being established to oversee the development of criteria for the London Crime Protection Co-Commissioning Pot. This group would liaise and engage with MOPAC at a pan-London level in relation to the proposals and deployment of the 30% top slice.

The Portfolio Holder would find out in due course if her application had been accepted.

**RESOLVED that the update from the Portfolio Holder be noted.**

**a PPS DRAFT BUDGET 2017/18**

FSD 17011

Members noted the draft budget report written by Claire Martin, Head of Finance.

The purpose of the report was to consider the Portfolio Holder's Draft 2017/18 Budget, which incorporated the full year effect of savings agreed as part of the 2016/17 Council Tax report, and any further savings approved during the year which had resulted in considerable reductions in the Council's medium term "budget gap". Members were requested to consider the initial draft budget savings proposed and also to identify any further action that might be taken to reduce cost pressures facing the Council over the next four years.

Executive were requesting that each PDS Committee consider the proposed initial draft budget savings and cost pressures for their Portfolio and the views of each PDS Committee be reported back to the next meeting of the Executive, prior to the Executive making recommendations to Council on 2017/18 Council Tax levels. It should be pointed out that services such as Environmental Health were already at the lowest legal limit of resources and could not be reduced further.

The PDS Committee considered the update on the financial forecast for 2017/18 to 2020/21, and considered the initial draft 2017/18 Budget as a basis for setting the 2017/18 Budget.

Cllr Richard Williams asked that it be noted in the minutes that he was abstaining from this item.

**RESOLVED that the Draft 2017/18 Budget report be noted.**

**b EXTENSION OF DOGS SERVICES CONTRACT**

ES 170006

The report was presented to the Committee by Mr Jim McGowan, Head of Environmental Protection. There were two reasons why the report was presented to the Committee:

1. Following the report presented to the Public Protection & Safety PDS Committee on September 28th 2016, the Portfolio Holder agreed to re-tender the Stray and Abandoned Dogs Service and Pest Control Service contracts.
2. The final extension on Bromley's contracts for the Stray and Abandoned Dogs and Pest Control Services expired on 30th April 2017. Unfortunately the procurement process for these contracts would not be completed in time for the new contracts to start on the 1st May 2017.

The report recommended that the contracts be extended to provide the requisite time for LBB to complete the European Tender procurement process.

**RESOLVED that**

**(1) The Dog Warden Service contract is extended from 1<sup>st</sup> May 2017 to 31st January 2018**

**(2) The Kennelling Service contract is extended from 1<sup>st</sup> May 2017 to 31st January 2018**

**(3) The Rehoming Service contract is extended from 1<sup>st</sup> May 2017 to 31st January 2018**

**(4) The Pest Control contract is extended from 1<sup>st</sup> May 2017 to 31st January 2018**

**c ANIMAL WELFARE--LICENCE FEES FOR HOME BOARDERS**

ES 17001

The report was presented to the Committee by Mr Paul Lehane (Head of Food Safety, Occupational Safety and Licensing).

The report proposed a new licence fee for Home Boarding of cats and dogs in the light of reduced veterinary inspection costs.

The report noted that the current fees were based on a charge for the Council's appointed veterinary surgeon of £211.00, with additional fees of £4.22 for each cat and dog. The City of London Veterinary Service was revising its fee structure and was proposing a new fee of £74.00 for home boarders from January 1<sup>st</sup> 2017.

LBB was proposing to replace the administration fee based on the number of animals to £72.00. Thus LBB was proposing to charge a new fee for home boarders of £146.00.

**RESOLVED that the Portfolio Holder agree the new licence fee of £146.00 for the Home Boarding of cats and dogs under the Animal Boarding Establishments Act 1963 with effect from 1<sup>st</sup> January 2017.**

**d CAPITAL PROGRAMME MONITORING-2nd QUARTER  
2016/17**

FSD 17009

On the 30<sup>th</sup> November 2016, Executive received the second quarterly capital monitoring report for 2016/17, and agreed a revised Capital Programme for the four year period 2016/17 to 2019/20.

**RESOLVED that the Portfolio Holder for Public Protection and Safety note and confirm the changes agreed by the Executive on 30<sup>th</sup> November 2016.**

**128 REVIEW OF THE EMERGENCY PLANNING AND BUSINESS  
CONTINUITY SERVICE**

This was a joint presentation by Laurie Grasty and Paul Lehane.

Mr Lehane commenced his presentation by examining the contents of a 'Grab Bag' belonging to an Emergency Planning Officer; in this case the bag was fictional. Out of the bag, Mr Lehane withdrew several items, including 'lucky dice', lucky heather, a four leaf clover and a lucky horse-shoe. There was also a piece of wood that Mr Lehane referred to as 'touch wood'. The common denominator in all of the items was 'luck', and Mr Lehane made the point that LBB could not rely on 'luck' and had to plan for emergencies and serious incidents.

The Committee heard that an Emergency Response Plan existed, but that LBB only had one Emergency Resilience Officer. This did not compare favourably with other Boroughs:

- Croydon 4
- Greenwich 3
- Lewisham 3
- Bexley 2

A You Tube video entitled 'Out of a Clear Blue Sky' was played.

The link for the video is

<https://www.youtube.com/watch?v=EMYnPykeT7o&feature=youtu.be>

This was a video about different types of emergencies, and the response of emergency services.

The Committee heard that LBB had a statutory duty to assist in dealing with any sort of major incident affecting the borough.

The Committee were informed that LBB had a team of trained volunteers that would assist as required. This included individuals who were trained to manage an emergency control centre. There were also staff trained to work as liaison officers and run rest centres. These would act as the interface between the public and the emergency services.

Ms Grasty informed the Committee that emergency plans had been written for most risks. These could include incidences like a flu pandemic, flooding, gas explosions, power outages and terrorism. Overall control would be with a control room in London. Plans needed to be reviewed to make sure they were up to date, and scenarios needed to be practised. With this in mind, a 'snow emergency' scenario was being planned for 9<sup>th</sup> February 2017, which was based on the snow event of 2010.

Another matter that Ms Grasty referenced was the issue of Business Continuity. In the event of a major incident, how would LBB continue to undertake its core functions and services?

It was noted that the last time an emergency response was required was in the summer of 2016, which was a major gas leak in Penge. There was also an incident during Christmas 2016 which was also a gas leak in Penge.

A member stated that in the case of 7/7, the mobile network failed and there were problems with communicating in the London Underground. The member wondered how the Resilience Team would communicate if the same situation was repeated. Ms Grasty responded that the Team did have air way radios but there was no contingency for a mobile network collapsing. A member asked if this had therefore been logged officially as a risk. Another member expressed the view that the mobile network was unlikely to collapse, and that in the case of 7/7 it was more likely that the Police had shut down the network deliberately. It was also noted that the 4G network was a more robust network than the one that was operating during 7/7.

A member stated that the current system that had been set up with regard to volunteers was flawed and dangerous. A more robust and guaranteed plan needed to be set up, with a rota in operation. The member enquired if LBB's resilience and business continuity plans were audited, and by whom. It was noted that a form of auditing was undertaken by London Resilience. A member expressed the view that what was taking place was not a proper audit, like the audits carried out by Ofsted. Ms Grasty responded that it was possible to show the Committee the action plans that had been developed after working in conjunction with London Resilience.



A member stated that it was a very serious weakness that LBB only had one Resilience Officer. He also emphasised the importance of good training for volunteers, which would enable them to respond in an effective and professional manner. The member continued by asking if LBB were fulfilling their legal and statutory obligations. Ms Grasty answered that it was the case that LBB were fulfilling their statutory obligations with respect to Emergency Planning. However, she felt that corporately, business continuity oversight was weak.

A member asked Mr Lehane if the service was under-resourced, and the response was affirmative. Another member asked that if LBB needed to relocate because of an emergency, where would it relocate to? Mr Lehane responded that each team/division had a plan, but there were potential vulnerabilities in this area.

The Chairman asked if a follow-up report would be useful, and the Committee thought that this was a good idea. She also stated that what was required was clarification from the Head of Service as to what was required in terms of budget to plug the resource gap. There was concern across the Committee at what appeared to be a serious resource gap for Emergency Planning and Business Continuity.

The Chairman asked if there was a perception that other Boroughs were more vulnerable. Ms Grasty responded that it depended on the perceptions of individual councils.

The Committee agreed that swift action was required by the Portfolio Holder to provide the requisite funding to adequately support the service.

**RESOLVED that**

**(1) A follow-up report on Emergency Planning and Business Continuity be brought to a future meeting of the Committee**

**(2) The Portfolio Holder for Public Protection and Safety take swift action to provide the budget required to plug the resource gap in the Emergency Planning and Business Continuity Team**

**129 ENVIRONMENTAL PROTECTION UPDATE**

The update was provided by Mr Jim McGowan, Head of Environmental Services.

The Committee was given a general outline of the scope of the Service, and it was also explained which services were contracted out. It was noted that the Stray and Abandoned Dogs Services, along with Pest Control, were in the process of being re-tendered.

An organisational chart for Environmental Services was tabled. This highlighted the six main sections that Environmental Services was divided into:

- CCTV
- Housing Improvement
- Housing Enforcement
- Public Health, Nuisance and Noise
- Stray Dogs, Drainage and Pest Control
- Coroner and Mortuary Service

There were two sub sections of Public Health, Nuisance and Noise, and these were Scientific Services and Systems Support.

It was noted that the CCTV Room had recently been refurbished and that a visit would be arranged soon for members of the PDS Committee. The CCTV Room was currently located in the St Blaise Building, but would need to be re-sited as the St Blaise Building was going to be demolished.

The Committee heard that 'Housing Enforcement' was primarily associated with the private sector, and a Private Sector Team existed to investigate complaints. Sometimes the complaints related to rogue landlords, and in certain cases the Council would take action and prosecutions. The Team was also responsible for checking hygiene and health conditions in HMOs (Houses of Multiple Occupation).

It was explained that 'public health nuisance' extended to dealing with vermin. The current contract provided a discount for pest control services to those on benefits. The biggest source of complaints the Council had to deal with was noise complaints. These averaged around 4000 complaints annually. Initially, conflict resolution was attempted, but Notices were served when this failed. It was noted that LBB Environmental Services were statutory consultees for licensing issues, and were members of the Biggin Hill Noise and Safety Board.

Members were informed that staff worked out-of-hours to investigate complaints and that 60% of complaints were out-of-hours.

'Scientific Services' were concerned with the following areas:

- Water Quality
- Planning Liaison
- Air Quality
- Contaminated Land

The Coroner and Mortuary Service was a consortium contract between LBB, LB Bexley, LB Sutton and LB Croydon. The Coroner was previously based at St Blaise but was now based at Croydon. The costs of inquests were shared among the consortium.

A Member queried why the CCTV room had to be moved, given the fact that it had recently been refurbished. The Executive Director for Environmental and Community Services explained that the demolition of the St Blaise Building was part of the wider Civic Centre Project. It was noted that although this was the case, the CCTV control room equipment was transferable. A CCTV Options Report would be presented to the next meeting of the Committee.

A Member asked if the Pest Control services extended to squirrels, and the answer to this was affirmative.

**RESOLVED that a CCTV Options report would be presented to the next meeting of the Committee.**

### **130 INTERNAL AUDIT STRAY DOGS REVIEW REPORT**

The Committee noted the follow-up review of the Stray Dogs contract.

The original Internal Audit report, finalised in November 2015, had identified nine priority 1 recommendations.

The follow-up Audit in April 2016 identified that three priority 1 recommendations had been fully implemented, and one was partially implemented, and so it was felt that good progress was being made.

The follow up review noted that out of the five outstanding priority one recommendations, two had been fully implemented and three partially implemented.

No follow-up audits were considered necessary as there were no longer any priority 1 recommendations outstanding.

Members felt that it would be helpful if guidance was provided about the order in which internal audit reports were scrutinised. In other words, should internal audit reports like the Stray Dogs report go to the Audit Sub Committee first, or to the PDS Committee?

**Resolved that the follow-up audit on the Stray Dogs Contract be noted.**

### **131 WORK PROGRAMME AND CONTRACTS REGISTER**

#### CSD 17009

The Committee noted the Work Programme and the Contracts Register for the Public Protection and Safety Portfolio.

The Executive Director for Environmental and Community Services explained that the contracts marked in red related to VAWG. These were currently marked as red as there remained a lack of clarity concerning funding.

**RESOLVED that the Work Programme and Contracts Register report be noted.**

**132 ANY OTHER BUSINESS**

No other business was discussed.

**133 DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as 1<sup>st</sup> March 2017.

The Meeting ended at 9.35 pm

Chairman

Report No.  
CSD 17034

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Public Protection and Safety PDS Committee

**Date:** 29th March 2017

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

**Title:** **MATTERS ARISING**

**Contact Officer:** Steve Wood, Democratic Services Officer  
Tel: 020 8313 4316 E-mail: stephen.wood@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** N/A

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1. Reason for report

1.1 **Appendix A** updates Members on matters arising from previous meetings.

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2. **RECOMMENDATION**

2.1 The Committee is asked to review progress on matters arising from previous meetings.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Matters Arising reports and Minutes of meetings. Previous Agenda Document.

## 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
- 

## Staff

1. Number of staff (current and additional): 8 posts (7.27fte)
  2. If from existing staff resources, number of staff hours: Completion of "Matters Arising" Reports for PP&S PDS meetings can take up to a few hours per meeting.
- 

## Legal

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

## Customer Impact

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

## Ward Councillor Views

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

<u>Minute Number/Title</u>	<u>Matters Arising</u>	<u>Update</u>
<b>Minute 107</b> <b>Matters Arising</b> <b>29<sup>th</sup> November 2016</b>  <b>Minute 122</b> <b>Matter Arising</b> <b>18<sup>th</sup> January 2017</b>	<p>It was resolved that the Executive Director for Environmental and Community Services investigate the provision of defibrillators in selected locations.</p> <p>Resolved that a further update be provided at the meeting in March</p>	<p>The Executive Director will update the Committee at the meeting in March 2017.</p>
<b>Minute 124</b> <b>Police Update</b> <b>18<sup>th</sup> January 2017</b>	<p>Police to update on replacement for David Tait- Chief Inspector for Neighbourhood Policing.</p> <p>Police to report back on any incidences of gangs of youths bashing people on the head.</p> <p>Police to report back on the number of open police cases.</p> <p>Police to report back on the installation of a charging point for body worn cameras in West Wickham.</p>	<p>The replacement for David Tait- Chief Inspector for Neighbourhood Policing is Acting Chief Inspector Clair Haines.</p> <p>The Police will update on the other matters at the meeting.</p>
<b>Minute 128</b> <b>Resilience Update</b> <b>18<sup>th</sup> January 2017</b>	<p>Resolved that the Portfolio Holder for Public Protection and Safety take swift action to provide the budget required to plug the resource gap in the Emergency Planning and Business Continuity Team.</p>	<p>The Portfolio Holder will update the Committee at the meeting.</p>
<b>Minute 129</b> <b>Environmental Protection</b> <b>18<sup>th</sup> January 2017</b>	<p>It was resolved that a CCTV Options report would be presented to the next meeting of the Committee.</p>	<p>The Head of Environmental Protection will present a CCTV Options Report</p>

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Report No.  
FSD17030

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Public Protection and Safety Portfolio Holder

**For Pre-decision scrutiny by the Public Protection & Safety PDS Committee on**

**Date:** 29 March 2017

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

**Title:** **BUDGET MONITORING 2016/17**

**Contact Officer:** Claire Martin, Head of Finance  
Tel: 020 8313 4286 E-mail: claire.martin@bromley.gov.uk

**Chief Officer:** Nigel Davies, Executive Director of Environmental and Community Services

**Ward:** Boroughwide

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1. Reason for report

This report provides an update of the latest budget monitoring position for 2016/17 for the Public Protection and Safety Portfolio based on expenditure and activity levels up to 31 December 2016. This shows an over spend of Dr £9k.

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2. **RECOMMENDATION(S)**

2.1 The Portfolio Holder is requested to:

2.1.1 Endorse the latest 2016/17 budget projection for the Public Protection and Safety Portfolio.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: None directly from this report.
- 

### Corporate Policy

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

### Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Recurring Cost
  3. Budget head/performance centre: Public Protection & Safety Portfolio Budget
  4. Total current budget for this head: £2.064m
  5. Source of funding: Existing revenue budgets 2016/17
- 

### Staff

1. Number of staff (current and additional): 44 ftes
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002
  2. Call-in: Applicable
- 

### Procurement

1. Summary of Procurement Implications: None directly from this report.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The services covered in this report affect all Council Taxpayers, Business Ratepayers, those who owe general income to the Council, all staff, Members and Pensioners.
- 

### Ward Councillor Views

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

### **3. COMMENTARY**

- 3.1 The 2016/17 projected outturn is detailed in Appendix 1, with a forecast of projected spend for each division compared to the latest approved budget and identifies in full the reason for any variances.
- 3.2 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendix 1. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has, in general, direct control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include, for example, building maintenance costs and property rents which are managed by the Property Division but are allocated within individual departmental/portfolio budgets to reflect the full cost of the service. As such, any variations arising are shown as “non-controllable” within services but “controllable” within the Resources Portfolio. Other examples include cross departmental recharges and capital financing costs. This approach, which is reflected in financial monitoring reports to budget holders, should ensure clearer accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations relating to portfolios in considering financial performance. These variations will include the costs related to the recession.

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

- 4.1 The 2016/17 budget reflects the financial impact of the Council’s strategies and service plans which impact on all of the Council’s customers and users of our services.

### **5. POLICY IMPLICATIONS**

- 5.1 “Building a Better Bromley” refers to the Council’s intention to remain amongst the lowest Council Tax levels in Outer London and the importance of greater focus on priorities.
- 5.2 The “2016/17 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that budgetary control continues to be exercised in 2016/17 to minimise the risk of compounding financial pressures in future years.
- 5.3 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

### **6. FINANCIAL IMPLICATIONS**

- 6.1 The latest projections from managers show that there is a projected over spend of Dr £9k expected for the Public Protection and Safety Portfolio for 2016/17 based on financial information available to 31 December 2016. Within this projection there are variations which are detailed in Appendix 1 and summarised below: -
- 6.2 Recent information provided by LB Croydon for the expected costs of the Coroners Service have meant that an over spend of Dr £124k is expected for 2016/17 and is likely to continue for future years. This cost is partly offset by an under spend from the Mortuary contract due to lower charges than the previous contract.
- 6.3 Savings on transport costs as a result of buying the CCTV vehicles and credits received for electricity has led to an underspend being projected for the CCTV service of Cr £31k.
- 6.4 There is a net variation of Cr £16k for general running costs and Cr £14k on staffing mainly due to vacancies.

- 6.5 Additional income is forecast for licences relating to homes in multiple occupation and for dog reclaims of Cr £23k. This is mostly offsetting the costs of upgrading the Uniform system Dr £22k.
- 6.6 Other minor variations across the division total Cr £5k.
- 6.7 The table below summarises the main variances: -

<b>Summary of Main Variances</b>	<b>£'000</b>
Coroners Service	124
Mortuary Service	Cr 48
Transport and electricity for CCTV	Cr 31
General running expenses	Cr 16
Staffing	Cr 14
Income	Cr 23
Upgrading Uniform system	22
Other minor variations	Cr 5
	<u>9</u>

<b>Non-Applicable Sections:</b>	Legal, Procurement and Personnel Implications
Background Documents: (Access via Contact Officer)	2016/17 budget monitoring files within ECS finance section

## Public Protection &amp; Safety Portfolio Budget Monitoring Summary

2015/16 Actuals £	Service Areas	2016/17 Original Budget £	2016/17 Latest Approved £	2016/17 Projection £	Variation £	Notes	Variation Last Reported £	Full Year Effect £
	<b>Public Protection</b>							
219	Community Safety	126	126	121	Cr 5	1	0	0
70	Emergency Planning	78	78	78	0	2	0	0
333	Mortuary & Coroners Service	355	395	471	76	3	0	0
1,464	Public Protection	1,389	1,300	1,238	Cr 62	4	Cr 20	0
<b>2,086</b>	<b>TOTAL CONTROLLABLE</b>	<b>1,948</b>	<b>1,899</b>	<b>1,908</b>	<b>9</b>		<b>0</b>	<b>0</b>
426	<b>TOTAL NON CONTROLLABLE</b>	6	6	6	0		0	0
29	<b>TOTAL EXCLUDED RECHARGES</b>	159	159	159	0		0	0
<b>455</b>	<b>PORTFOLIO TOTAL</b>	<b>2,113</b>	<b>2,064</b>	<b>2,073</b>	<b>9</b>		<b>0</b>	<b>0</b>

## Reconciliation of Latest Approved Budget

£'000

Original Budget 2016/17	<b>2,113</b>
Community Safety DCLG Grant year 2	Cr 61
Community Safety DCLG Grant year 2 expenditure	61
Salary budget to Quality Assurance - ECHS	Cr 30
Salary budget for asbestos works to corporate (TFM contract)	Cr 19
<b>Latest Approved Budget for 2016/17</b>	<b><u>2,064</u></b>

**1. Community Safety Cr £5k**

There are minor underspends across staffing and running expenses of Cr £5k.

**2. Emergency Planning £0k.**

There is a sundry creditor provision no longer required for a payment to London Fire and Planning Authority Cr £15k and minor variations of Cr £5k on running expenses. This underspend of £20k is to be used on business continuity planning.

**3. Mortuary and Coroners Service Dr £76k**

There is a projected underspend on Mortuary costs of Cr £48k based on the information received to date. The new contract for the Mortuary at the Princess Royal University Hospital is underway and the basic charges are currently lower than the previous contract.

On the Coroners Service there is a projected overspend of Dr £124k based on estimated service costs provided by London Borough of Croydon who administer the Coroners Service Consortium made up of four local authorities. This is due to a number of issues which have come to light in recent months. The Davis House, Croydon, refurbishment cost for housing the Coroner's court have escalated without prior agreement by the Consortium. The refurbishment project is being directly managed by Croydon. The projected revenue costs have also increased considerably for 2016/17. The estimated costs for 2016/17 and 2017/18 have not been broken down in detail by Croydon or reasons provided to explain the significant increase in costs of the service. Further information has been requested from the accountants at Croydon.

**4. Public Protection Cr £62k**

Salaries are projected to be underspent by £10k due to vacancies and there is a projected underspend of Cr £4k on leased cars.

Credits on electricity bills for previous financial years together with lower tariffs has resulted in a projected underspend of Cr £16k on electricity. Transport costs are due to be Cr 15k under budget as a result of the purchase of the vehicle last financial year.

Overall there is a net variation of Cr £16k for Supplies and Services which is mainly on office equipment and grants and subscriptions.

Additional income of Cr £23k is forecast, Cr £17k is from Homes in Multiple Occupation licences income and Cr £6k is from SDK Stray dogs reclaims.

The Uniform system requires updating which will cost Dr £22k. These costs include upgrade costs of the Idox system, an upfront one-off licence fee, and the BT contract costs.

<b>Summary of variations</b>	<b>£'000</b>
Staffing related costs	Cr 14
Electricity for CCTV	Cr 16
Transport	Cr 15
Supplies and Services	Cr 16
Additional income	Cr 23
Uniform system upgrade	<u>22</u>
<b>Total variations</b>	<b><u>Cr 62</u></b>

**Virements Approved to date under Director's Delegated Powers**

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, the following virements have been actioned:

1) A virement of £10k to Care Services for monitoring of the Domestic Abuse related contracts (from Public Protection).

Report No.  
FSD17023

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** PUBLIC PROTECTION & SAFETY PORTFOLIO HOLDER

**Date:** For pre-decision scrutiny by the Public Protection & Safety PDS Committee on 29<sup>th</sup> March 2017

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

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

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

**Chief Officer:** Director of Finance

**Ward:** All

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1. Reason for report

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

---

2. **RECOMMENDATION(S)**

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

## Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring and review is part of the planning and review process for all services. Capital schemes help to maintain and improve the quality of life in the borough. Effective asset management planning (AMP) is a crucial corporate activity if a local authority is to achieve its corporate and service aims and objectives and deliver its services. For each of our portfolios and service priorities, we review our main aims and outcomes through the AMP process and identify those that require the use of capital assets. Our primary concern is to ensure that capital investment provides value for money and matches the Council's overall priorities as set out in the Community Plan and in "Building a Better Bromley". The capital review process requires Council Directors to ensure that bids for capital investment provide value for money and match Council plans and priorities.
  2. BBB Priority: Excellent Council
- 

## Financial

1. Cost of proposal: No overall change over the 5 years 2016/17 to 2020/21.
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £99k for the PP&S Portfolio over five years 2016/17 to 2020/21
  5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
- 

## Staff

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

## Legal

1. Legal Requirement: Non-Statutory - Government Guidance
  2. Call-in: Not Applicable
- 

## Customer Impact

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

## Ward Councillor Views

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



### 3. COMMENTARY

#### Capital Expenditure

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

#### Capital Monitoring - agreed by the Executive on 8<sup>th</sup> February 2017

3.2 The base position prior to the 3<sup>rd</sup> quarter's monitoring exercise was the revised programme approved by the Executive on 30<sup>th</sup> November 2016, as amended by variations approved at subsequent Executive meetings. Changes to the Public Protection & Safety Portfolio approved by the Executive in February are shown in the table below.

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL 2016/17 to 2020/21
	£000	£000	£000	£000	£000	£000
Programme approved by Executive 30/11/16	99	0	0	0	0	99
<u>Variations approved by Executive 08/02/17</u>						
Schemes rephased from 2016/17 into 2017/18 (see para 3.3)	-33	33	0	0	0	0
Total Q3 Monitoring variations	-33	33	0	0	0	0
<b>Total PP&amp;S Programme approved by Executive 08/02/17</b>	<b>66</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99</b>

#### 3.3 Schemes rephased from 2016/17 into 2017/18

£33k has been rephased from the 2016/17 into 2017/18 relating to the CCTV Control room – refurbishment. Further details and comments are provided in Appendix B.

#### Annual Capital Review – new scheme proposals

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

#### Post-Completion Reports

3.6 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. After major slippage of expenditure in recent years, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. A post-completion report on the CCTV

control room scheme will be reported to this PDS Committee during the 2017/18 committee reporting cycle.

#### 4. POLICY IMPLICATIONS

- 4.1 Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

#### 5. FINANCIAL IMPLICATIONS

- 5.1 These were reported in full to the Executive on 8<sup>th</sup> February 2017. There were no changes to the PP&S Portfolio Capital Programme as set out in the table in paragraph 3.2 and in Appendix A.

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

Appendix A

PUBLIC PROTECTION & SAFETY PORTFOLIO - APPROVED CAPITAL PROGRAMME 8th FEBRUARY 2017									
Code	Capital Scheme/Project	Total Approved Estimate	Actual to 31.03.16	Estimate 2016/17	Estimate 2017/18	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21	Responsible Officer
939446	CCTV Control room - refurbishment	340	241	66	33	0	0	0	Jim McGowan
<b>TOTAL PUBLIC PROTECTION &amp; SAFETY PORTFOLIO</b>		<b>340</b>	<b>241</b>	<b>66</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Appendix B

PUBLIC PROTECTION & SAFETY PORTFOLIO - QUARTER 3 2016/17					
Code	Capital Scheme/Project	Approved Estimate Nov 2016	Revised Estimate Feb 2017	Actual to 09.02.17	Responsible Officer Comments
939446	CCTV Control room - refurbishment	99	66	33	There were minor delays due to slight changes on the specification. One of the lower cost options was adopted by Parking, and Vemotion costs were slightly lower than expected. The Parking scheme has not yet received authorisation from the Secretary of State for the TCF (Technical Content File), and the system will not go live until it has been agreed. Officers are not prepared to complete and accept hand over until problems have been rectified. It is anticipated that the total cost of the project will be £307k; once all the outstanding works have been completed, the remaining residual balance will be removed from the programme. This will be reviewed in first quarter of next financial year. £33k has been rephased into 2017/18.
<b>TOTAL PUBLIC PROTECTION &amp; SAFETY PORTFOLIO</b>		<b>99</b>	<b>66</b>	<b>33</b>	

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Report No.  
ES17020

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**PRE DECISION SCRUTINY BY THE PUBLIC PROTECTION AND SAFETY POLICY DEVELOPMENT AND SCRUTINY COMMITTEE ON**

**Date:** Wednesday 29<sup>th</sup> March 2017

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

**Title:** GATEWAY 0 REPORT: PROCUREMENT STRATEGY FOR LBB CCTV SERVICE

**Contact Officer:** Jim McGowan, Head of Environmental Protection  
Tel: 020 8313 4651 E-mail: Jim.McGowan@bromley.gov.uk

**Chief Officer:** Nigel Davies, Executive Director of Environment & Community Services

**Ward:** Borough Wide

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1. Reason for report

- 1.1 The Community Safety CCTV control room is currently located within the Civic Centre complex, at the rear of the St Blaise building. Notice has been given that the Council redevelopment proposals for the Civic Centre site include the need to vacate this building, therefore an alternative location for the CCTV control room will need to be found or an alternative model of service delivery commissioned.
  - 1.2 The current contract, under a 1 year extension, expires on the 31 March 2018, with the option available for up to an additional extension of 1 year, delegated to the Executive Director of ECS, under consultation with the Portfolio Holder. The programme for this European tender process is anticipated to take 14 month and it will be necessary to increase the current extension to 14 months.
  - 1.3 This report outlines the strategy for continuance of the Community Safety CCTV service and seeks approval to start the process of market testing this service.
- 

2. RECOMMENDATION(S)

The Executive is recommended to:

- 2.1 Agree the strategy for the continued delivery of the CCTV service including the market testing of the CCTV functions, whilst exploring alternative commissioning options.

**2.2 Receive a further report outlining the results of the commissioning process with a recommendation for the optimum service delivery model.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: No significant impact
- 

### Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Excellent Council Safer Bromley Vibrant, Thriving Town Centres
- 

### Financial

1. Cost of proposal: A full, detailed financial assessment and break down of costs will be provided in the future report for all of the options that have been investigated.
  2. Ongoing costs: Recurring Cost: are variable and will be dependent upon the option chosen to move forward in 2018.
  3. Budget head/performance centre: CCTV service within Environmental Protection
  4. Total current budget for this head: £507k
  5. Source of funding: Existing revenue budget 2017/18
- 

### Personnel

1. Number of staff (current and additional): 1.1 FTE
  2. If from existing staff resources, number of staff hours: 1.1 FTE
- 

### Legal

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

### Procurement

1. Summary of Procurement Implications: OJUE notice to be issued to commence market testing of the service
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 310,000
- 

### 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 There are currently two CCTV control rooms located at the Civic Centre, Stockwell Close.
- The Community Safety CCTV monitoring function is operated from the CCTV control room located in the St. Blaise building. The service is operated by a contractor, who supplies two operators 24/7, 365 days per annum, overseen by a day time Supervisor. The maintenance of the system is also provided by a third party contractor. LBB employ an officer to oversee the management of both contracts.
  - The Parking Enforcement monitoring control room is located in the Rochester building. Whilst this room will also need to be vacated Parking Services are currently exploring options for future monitoring of the service with their contractors.
- 3.2 Other systems operated by the CCTV control room located in the St. Blaise building are:-
- The Bromley High Street drop down bollard system and the audio control link;
  - Police Airwave radio;
  - Shop-Safe town centre radio with the Police and about 150 business members.
- 3.3 Both CCTV control rooms need to be vacated as part of the Civic Centre redevelopment project and therefore there is the need to consider the future operating model of the CCTV services. The CCTV monitoring room has been included in the Civic Centre redevelopment and in the Report to the Executive of 18<sup>th</sup> May 2016, it stated that £500,000 would be allowed for the reemployment of ancillary services as part of the wider office accommodation project, which is assumed to include the CCTV control room.
- 3.4 The CCTV control rooms share cameras and fibre transmission. The systems comprise of: 85 on-street PTZ cameras, three systems monitoring car parks and one in the Civic Centre; up to 20 re-locatable cameras; and recently procured unattended, automated, parking enforcement cameras.
- 3.5 The Deregulation Act 2015 amended the Traffic Management Act 2004 that allows local authorities to undertake enforcement through the use of CCTV cameras. This has reduced the scope of the activities of the Bromley parking enforcement control room, which has, at the same time, adopted a strategy of using automated or unattended cameras which is both more efficient and requires far fewer people to operate than before. In view of this, it would be feasible to co-locate both the parking enforcement and community safety control rooms. The opportunity to utilise the Parking Services contract for the community safety monitoring has been explored but is not viable due to the limitation on the contract scope and specification. However this could be an option in the future or become apparent during market testing.
- 3.6 OCS (previously Legion) provide the 24-hour 365 days a year monitoring of Bromley's extensive network of cameras and Eurovia are responsible for maintaining, updating and repairing the existing camera network and these contracts are due to expire at the end of March 2018. The Executive Director of Environment and Community Services has delegated authority to extend the contract for a further year, until 31 March 2019.

#### **Commissioning Strategy**

- 3.7 Given the need to relocate the CCTV room officers have considered the options available for continuing the service. Three options have been identified and are outlined below. Each option will consider the re-location of community safety monitoring functions:-



- Relocate the control room to premises elsewhere in Bromley where the systems would be operated as they are currently;
- Partner with another local authority or public sector organisation, who would be responsible for monitoring and maintenance of the CCTV system on the Council's behalf;
- Market test the service including within the specification the provision of a CCTV monitoring service as well as the management and maintenance of the CCTV system.

### **Deliverability**

3.8 For all options there are some points that are common to all of them, including:-

- A suitable secure equipment room, accessible at all times, to house the CCTV fibre transmission, network switches and digital recording equipment; and
- The rerouting or diverting of the IT and CCTV fibre cables away from the Civic Centre site and terminating them at a suitable location
- Footage must be accessible to LBB, the police and other partners to be viewed as and when required. All data must be kept securely and shall be the property of the LBB at all times.

### **Overview of options**

#### **Option 1. Relocation of the CCTV control rooms to another location locally**

- 3.9 The Council depot in Waldo Road is considered the most viable option as it has the benefit of already being connected to other Council premises via the Council private ducting and the LBB fibre network that both transmits camera images and the Council ITC data.
- 3.10 The Depot premises are not the only option for relocation and others may be considered, providing the site chosen has space available and the cost of fibre connection does not prove to be prohibitive. The premises must also be secure and accessible for the Police and others at all times of the day and night.

### **Deliverability**

- 3.11 At present, there is no suitable, vacant accommodation at the depot to accommodate the secure equipment nor the control room itself; which needs to be in separate air conditioned rooms because they are operated at different temperatures. However, there are several suitable rooms that could be vacated to provide this space, but the impact of this needs to be properly considered.

#### **Option 2 – Partnering with another local authority or other public sector organisation**

- 3.12 Rather than the Council owning its own CCTV control room, this option would seek to establish a partnership with another public sector organisation to operate the services on behalf of Bromley. The option would involve Bromley's partner taking responsibility for the management and operation of the Council's camera systems at its control room. This could result in a net revenue saving that includes a reduction in operating costs of the control room offset by the additional management fee costs. Approaches have been made to three authorities and initial responses have been positive.
- 3.13 As above, the camera circuits would terminate in an equipment room in Bromley rather than the partner's premises where the images would be recorded, although this will involve Capital costs.

## **Deliverability**

- 3.14 At present, there is no suitable, vacant accommodation at the depot to accommodate the secure equipment room but suitable accommodation can be identified in order to progress the relocation of equipment from the Civic Centre site.

### **Option 3: Outsourcing the service to a 3rd party provider**

- 3.15 It is proposed to go to the market in order to obtain a price for a private sector supplier to accommodate, manage, maintain and operate the Bromley CCTV service. This will provide a cost for comparison with options 1 & 2. This would include the opportunity to operate the monitoring of the cameras from a remote location i.e. outside of the borough.

## **Deliverability**

- 3.16 Although there is little experience in the sector for security suppliers owning and operating community safety control rooms, as opposed to facilities management and shopping centre systems, there are major suppliers, who have been approached and shown an interest in providing this service.

## **Conclusion**

- 3.17 The Community Safety CCTV service needs to vacate the current location in the St. Blaise building as part of the Civic Centre Site development therefore alternative arrangements need to be made for the continuation of the service.
- 3.18 The various options need to be fully researched and costed before a decision is made.

It is proposed to explore further the three options presented above and present back to members a more detailed business case and a recommendation on the most appropriate and Best Value option for decision.

## **4. SERVICE PROFILE**

### **CCTV service Scope of work**

- 4.1 The London Borough of Bromley (LBB) has a digital, community safety CCTV control room that is staffed, managed and operated 24/7 by an externally contracted company OCS, who employ SIA licensed officers to meet their contractual obligations.
- 4.2 The control room monitors the 85 Town centre cameras, 10 of which are bus lane enforcement cameras; the 75 car park cameras and 20 relocatable cameras. The car park CCTV cameras are provided in order to provide a safe environment for residents and they contribute as one of the necessary criteria for Bromley to achieve the *Park Mark* classification as provided by the Police.
- 4.3 The operators are highly trained and qualified to monitor activity and incidents twenty-four hours a day, seven days a week, and they are experienced in working with the Police and other partner and emergency services, to ensure the right resources are deployed.
- 4.4 As well as CCTV monitoring, additional services are also provided such as traffic and car park security and enforcement, care in the community, DVLA enforcement, special events such as

sports and carnivals; an integrated approach to crime management and close liaison with key emergency services.

- 4.5 Bromley Borough already has a strong track record in managing criminal activity through the CCTV control room over many years and it already forms the nerve centre for a comprehensive network of nearly 200 CCTV cameras sited at strategic sites within the borough, including Bromley, Beckenham, Penge, Crystal Palace, Petts Wood and Orpington. Community safety has always been a priority for the Borough and the system will help to further reduce crime and secure the safety of people and places within the borough.
- 4.6 Working in partnership with local businesses, the staff have radio links via the *shopsafe* radio system with local shops and public houses to further monitor criminal activity and public disorder incidents. The operatives also have a live link to the Police via Metcall and can speak directly to officers on the ground when directing them to an incident.
- 4.7 It will also protect the public as they work, socialise and travel whilst respecting privacy and utilising 'privacy zone' software. Working in partnership with local businesses, the staff have radio links with local shops and public houses to further monitor criminal activity and public disorder incidents.

## **5. CUSTOMER PROFILE**

- 5.1 The customers include residents and visitors to Bromley and also various enforcement agencies such as the Police.

## **6. MARKET CONSIDERATIONS**

- 6.1 Market considerations are contained in the body of the report

## **7. STAKEHOLDER CONSULTATION**

- 7.1 No stakeholder consultations have been carried out at present

## **8. SUSTAINABILITY / IMPACT ASSESSMENT**

- 8.1 Following the examination of the options for future delivery of each of the services, an Equality Impact Assessment will be completed, the results of which will inform any decisions on the future delivery of these services.

## **9. OUTLINE PROCUREMENT STRATEGY AND CONTRACTING PROPOSALS**

### **Estimated Contract Value –**

- If a 5 + 2 + 2 year contract is let then the total contract value based on current budget would be £4.5m.

### **Other Associated Costs –**

- Capital costs of relocating the monitoring suite. Not know at this time.

### **Proposed Contract Period**

- 9.1 It is proposed to award the contract in 2018 for a period of 5 years plus the option to extend for 2+2 years. This will mean future Environment Services contracts will be co-terminus in 2027 allowing for possible synergies around future commissioning options.

## Procurement project plan

The commissioning draft project plan is outlined below:

Task	Committee/Board	Indicative Date
Decision to commence market testing	PP&S PDS	29 March 2017
	Executive	24 May 2017
OJEU notice published		July 2017
Stage 1 Tenders received		August 2017
Stage 1 Evaluation		September /October 2017
Invite for final submissions		November/December 2017
Evaluation		February 2018
Award Report	PP&S PDS	March 2018
	Executive	March 2018
New contract commences		May 2018

## Development of Tender Documentation

A Project Board will be established to include:

- Director of Environment – Project Sponsor
- Head of Environmental Protection – Project Owner
- Project Manager
- Project support
- Legal support
- Finance support
- HR support
- ICT support
- Procurement support

9.2 The board will be responsible for the review, development and production of the contract documentation and for issuing the OJEU notice and managing the commissioning process, including the production and evaluation of the alternative models of business delivery outlined above.

- 9.3 There is no change to the current terms and conditions or service offer, although the specifications will ask for the delivery options to include for innovation and service improvement and the ability to include the monitoring of CCTV for parking enforcement functions if required by the LBB. This is to allow for future changes to parking enforcement legislation to be accounted for,

### **Evaluation**

- 9.4 In line with the Council's standard policy, it is proposed that a 60/40 price/quality ratio will apply to the tender evaluation for all lots. It is not considered appropriate to increase the percentage allocated to price (say to 70%) as the contracts are for front-line services which are experienced by all residents and visitors on a daily basis and service quality is considered crucial in terms of both service delivery and tender evaluation.
- 9.5 Tender evaluation will be undertaken in line with CIPFA's model, which should ensure that submissions should be neither too high to be affordable nor too low to be financially sustainable.
- 9.6 Tenders will also be assessed in line with the Council's Sustainable Procurement Policy and in particular evaluation will reflect 'whole life costing'.
- 9.7 Minimum scores will apply to ensure that bids which do not adequately address quality issues do not progress to the negotiation stage.
- 9.8 An assessment of both price and quality, in the round, will allow the Council to demonstrate that it is achieving 'best value' over the term of the contract.
- 9.9 The evaluation will also consider any inward or Council investment required for the proposed services as part of the financial assessment.

### **Lotting strategy**

- 9.10 The proposal is to combine all of the functions into one lot.

## **10. POLICY IMPLICATIONS**

- 10.1 The Council's CCTV Strategy was approved in 2002 and has been reviewed in in the context of this and the Council's corporate plan Building a Better Bromley. The CCTV system contributes to the Council's priorities of. Excellent Council, Safe Bromley, and Vibrant, Thriving Town Centres

## **11. FINANCIAL IMPLICATIONS**

- 11.1 The existing budget associated with the CCTV service is £507k.
- 11.2 Details of the fully costed options will be brought back to Members for consideration.
- 11.3 It should be noted that there may be significant capital costs required to prepare the necessary accommodation for each option.

## **12. PERSONNEL IMPLICATIONS**

- 12.1 The current services outlined in this report are already contracted out to private sector organisations. There is currently 1 FTE employed by LBB who is responsible for certain operational functions of the service and some management functions. There is no CCTV Manager and the overall responsibility is with the Head of Environmental Protection.

- 12.2 As part of the review, development and production of the specifications, the functions of the LBB CCTV member of staff will be considered and may be in scope depending on the outcome of the tendering process as set out below:
- 12.3 There has been engagement with staff, trade unions and departmental representatives around the market testing of these services as part of the wider engagement with PP&S staff since 2015.
- 12.4 If Members agree the recommendations in the report, staff and their representatives will be engaged and formally consulted as early as practical at each stage of the process going forward, subject of course to any commercially sensitive information, consistent with the Council's legal obligation pursuant to the Collective Redundancies Consultation Regulations and the Employment Rights Act. There will also be engagement with representatives and stakeholders who might be affected by the proposals.
- 12.5 Any staffing implications arising from the recommendations in this report will need to be carefully planned for and managed in accordance with Council policies and procedures and with due regard for the existing framework of employment law. Subject to the outcome of the process the staffing considerations are likely to include the application of TUPE or not and possible redundancy implications.

### 13. LEGAL CONSIDERATIONS

- 13.1 The Council has powers to introduce CCTV under a range of legislation including the power of competence contained in section 1 Localism Act 2011.. This enables CCTV to be installed and used not only to the prevention and detection of crime and securing the welfare of the victims of crime but also assisting the Council perform other statutory duties such as highway management and the effective control of traffic.
- 13.2 In operating the system it must have regard to the private rights of the citizen as in such legislation as the Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000. The system is operated in accordance with a Code of Practice designed to ensure these rights of the individual are balanced against the need to secure the public interest and all control room operatives are all licensed under the SIA.
- 13.3 Any procurement would need to comply with the Public services Regulations 2015. However, as is outlined in the report the present contract can be lawfully extended if necessary.

<b>Non-Applicable Sections:</b>	None
Background Documents: (Access via Contact Officer)	N/A

Report No.  
ES17025

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Public Protection and Safety Portfolio Holder

**For pre decision scrutiny by the Public Protection and Safety PDS Committee on**

**Date:** Wednesday 29 March 2017

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

**Title:** CHARGING FOR FOOD HYGIENE RATING RESCORE VISITS

**Contact Officer:** Paul Lehane, Head of Food Safety, Occupational Safety and Licensing  
Tel: 020 8313 4216 E-mail: Paul.Lehane@bromley.gov.uk

**Chief Officer:** Nigel Davies, Executive Director of Environment & Community Services

**Ward:** (All Wards);

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1. Reason for report

To propose the introduction of a fee to recover the costs associated with undertaking non statutory Food Hygiene Rating re-score visits to food businesses.

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2. **RECOMMENDATION(S)**

**The Portfolio Holder is asked to agree a fee of £165 for Food Hygiene Ratings re-score visits with effect from 1<sup>st</sup> April 2017.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Not applicable
- 

### Corporate Policy

1. Policy Status: Not Applicable:
  2. BBB Priority: Excellent Council Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley:
- 

### Financial

1. Cost of proposal: Potential additional income of £3.3k
  2. Ongoing costs: Potential income of £3.3k per annum depending on a reduced take up of the service
  3. Budget head/performance centre: Public Protection and Safety Portfolio Budget
  4. Total current budget for this head: £1.3m
  5. Source of funding: Existing Revenue Budget 2017/18
- 

### Personnel

1. Number of staff (current and additional): 5.76 fte existing
  2. If from existing staff resources, number of staff hours: 266 hours spent undertaking re-score visits last year
- 

### Legal

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

### Procurement

1. Summary of Procurement Implications: Not Applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Approx. 2400 food businesses in the borough. 41 requests last year
- 

### Ward Councillor Views

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



### 3. COMMENTARY

- 3.1. As a part of the Councils economic strategy officers have been asked to ensure that where legally possible services are charged so as to ensure full cost recovery and to look for new services that might be provided to increase income.
- 3.2 The Food Safety Service which is part of the Public Protection Division, provides a statutory minimum service (see report ES16008 to PP&S PDS Committee January 20 2016). This includes the administration for the Food Standards Agency, Food Hygiene Rating Scheme (FHRS). This is the scoring scheme that awards food businesses a star rating following a planned risk rated inspection. Star ratings range from Zero (urgent improvement necessary) to 5 (very good).
- 3.3 The food hygiene rating scheme permits a food business to apply for a re-score 3 months after the initial inspection. We cannot charge for the initial inspection as this is part of our statutory responsibility, but following a review by the FSA we can now make a charge for the time involved in a re-score application.
- 3.4 In the last year we received 40 applications for a re-score. This number is likely to reduce significantly should a charge be introduced for this service but it is reasonable to assume that around 20 applications would be received.
- 3.5 Based on 20 applications per annum, income of £3.3k could be received.

### 4. POLICY IMPLICATIONS

- 4.1 The introduction of a fee for FHRS re-score visits is in line with the Councils general policy to recover the cost of providing services where this is legally possible.

### 5. FINANCIAL IMPLICATIONS

- 5.1 An income of £3.3k is anticipated based on the assumption of 20 applications for re-score visits. The fee has been set to ensure the council's costs in providing the service are fully recovered.

### 6. LEGAL IMPLICATIONS

- 6.1 Legal advice provided to Local Authorities by the FSA in August 2016 supports the introduction of fees for re-score requests under the FHRS.
- 6.2 Section .1 of the Localism Act 2011 gave Local Authorities a general power of competence. This includes a power to charge for services offered in reliance on that power. The service proposed is one which can be offered in reliance on the power of competence.
- 6.3 Section 3 of the 2011 Act confers a power to charge as long as the service is not one which must be delivered by statute, the person paying has agreed to the service being provided, that there is no other power to charge and taking one financial year with another the income from charges does not exceed the costs of provision,

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children, Personnel and Procurement Implications
Background Documents: (Access via Contact Officer)	FSA. Food Hygiene Rating Scheme – cost recovery for requested re-inspections in England August 2016 version 1

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Report No.  
ES17027

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Public Protection and Safety Portfolio Holder

**For Pre-decision scrutiny by the Public Protection & Safety  
PDS Committee on**

**Date:** Wednesday 29 March 2017

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

**Title:** PREVENT STRATEGY/CHANNEL REFERRAL PROCESS

**Contact Officer:** Rob Vale, Trading Standards & Community Safety Manager  
Tel: 020 8313 4785 E-mail: Rob.Vale@bromley.gov.uk

**Chief Officer:** Nigel Davies, Executive Director of Environment & Community Services

**Ward:** All

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1. Reason for report

This report outlines the Council's approach to comply with the Prevent Duty and what the council is doing to meet the duty. It updates the Committee on a verbal report which was presented in March 2016.

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2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to approve the Prevent Strategy as set out in the appendix to this report and support the approach being taken.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Safeguarding children and vulnerable adults is an overriding professional duty for local authority, health and social care practitioners. Prevent action works in the pre-criminal space, before someone has committed a substantial crime and is about safeguarding those who may be susceptible to radicalisation.
- 

### Corporate Policy

1. Policy Status: Existing Policy: To ensure concerns about children and vulnerable adults at risk to of being drawn to extremism are referred through existing pathways.
  2. BBB Priority: Children and Young People Safe Bromley Supporting Independence Healthy Bromley:
- 

### Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Community Safety Management
  4. Total current budget for this head: £141k
  5. Source of funding: Existing Revenue Budget 2017/18
- 

### Personnel

1. Number of staff (current and additional): 3.3
  2. If from existing staff resources, number of staff hours: NA
- 

### Legal

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

### Procurement

1. Summary of Procurement Implications: NA
- 

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

#### Overview

- 3.1 The Counter Terrorism and Security Act 2015 placed a duty on local authorities and other specified authorities to have due regard to the need to prevent people from being drawn into terrorism. The authority must have regard to the Prevent Duty Guidance when carrying out the duty.
- 3.2 Prevent comprises one aspect of the government's overall counter terrorism strategy called CONTEST. It aims to stop people becoming terrorists or supporting extremism. It addresses all forms of terrorism but at present the most significant threat to the UK comes from forms of the ISIS and groups associated with Al Qa'ida.
- 3.3 Prevent is in essence a safeguarding duty. Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm. It has three specific objectives:
- A: Responding to the ideological challenge of terrorism and the threat we face from those who promote it;
  - B: Preventing people from being drawn into terrorism and ensuring that they are given appropriate advice and support; and
  - C: Work with sectors and institutions where there are risks of radicalisation that we need to address

#### National position

- 3.4 As a nation the current threat level for international terrorism is severe, meaning an attack is highly likely. The largest threat is from Daesh, i.e. ISIS, however, far right extremism is very much a live problem.

#### Local context

- 3.5 The Home Office recognises Local Authority areas across the UK on the basis of risk as either Priority (Tier 1 and 2) or non-Priority (Tier3) areas and Bromley has been deemed to fall within Tier 3. As such, this authority receives no specific funding for Prevent activity. The responsibility of ensuring the local authority responds to its duty sits with Community Safety and this is being managed through existing resources.
- 3.6 Whilst designated a low risk borough, it is important to acknowledge that no area is risk free and levels of risk can change. Like the rest of the UK, which is on a severe risk threat level, Bromley is at risk from the threats arising from conflicts in other countries, lone actors, extreme right wing groups and the increasing threat of vulnerable people being exposed to internet propaganda and social media.

#### Progress so far

- 3.7 The statutory guidance provides three themes which local authorities will need to give due consideration. These are: effective leadership, working in partnership and appropriate capabilities. Some of the main areas of work to date include:
- A report has been presented to the Chief Executive's Corporate Leadership Team, which agreed to act as the strategic Prevent panel, and will receive an annual update on the authority's response to the duty;

- An Action Plan has been prepared;
- The Safer Bromley Partnership will oversee the delivery of the outcomes set out in the Action Plan – Prevent is a sub group within the Partnership and is one of the priorities set out in the SBP Strategy;
- WRAP workshops and staff briefings are being delivered across the workforce, co-ordinated by the HR Organisational Development Team;
- Briefings are being delivered to key leaders within the authority, including Members, and senior managers within adults and children’s social care;
- The authority chairs an effective Channel Panel which meets monthly to review an active caseload;
- A Prevent strategy and Channel Referral Protocol has been drafted (see Appendix 1);
- Work is taking place to support schools to implement their own Prevent response.

### The Prevent Strategy

3.8 This strategy is set out in Appendix 1. This, together with the Action Plan (see Appendix 2), will form part of the evidence to demonstrate compliance with our responsibilities under the Counter Terrorism and Security Act 2015.

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

4.1 Some crimes need little persuasion, for example gangs, drugs, organised crime and terrorism. The real masterminds don’t put themselves in harm’s way, they convince and bully others to do so. They may find someone who is impressionable or vulnerable and needs help and abuses that, turning them to crime, often for the first time. When a vulnerable person does get involved with gangs or other crime types, they may genuinely see this relationship as a good thing and a means to fit in, or a chance to take control of their life, without seeing where it is heading.

4.2 Safeguarding children and vulnerable adults is an overriding professional duty for health and social care practitioners, and all LBB employees. Prevent is safeguarding and works in the pre-criminal space, before someone has committed a substantial crime and is about safeguarding those who may be susceptible to radicalisation.

4.3 Local authorities are expected to ensure appropriate front line staff have a good understanding of Prevent and are able to recognise vulnerability to being drawn into terrorism. Referral pathways, which exist for concerns about children, vulnerable adults and adults working with children, are also available to raise concerns under Prevent.

## **5. POLICY IMPLICATIONS**

5.1 In line with Government guidance, the Councils policy is to ensure the authority has due regard to the need to prevent people from being drawn into terrorism.

## **6. FINANCIAL IMPLICATIONS**

6.1 The local authority receives no specific funding to implement the Prevent duty. The duty is co-ordinated using existing resources within the Community Safety budget.

## 7. LEGAL IMPLICATIONS

- 7.1 A local authority must, in their exercise of its functions, have due regard to the need to prevent people from being drawn into terrorism.
- 7.2 Where a local authority is not complying with the Prevent duty under section 26 of the Counter Terrorism and Security Act 2015 the Government may use a power of direction under section 30 of the Act to impose specific actions upon them.

<b>Non-Applicable Sections:</b>	Personnel and Procurement Implications
Background Documents: (Access via Contact Officer)	National Prevent Strategy <a href="https://www.gov.uk/government/publications/prevent-strategy-2011">https://www.gov.uk/government/publications/prevent-strategy-2011</a> Counter Terrorism and Security Act 2015: <a href="http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted">http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted</a> Prevent Duty Guidance <a href="https://www.gov.uk/government/publications/prevent-duty-guidance">https://www.gov.uk/government/publications/prevent-duty-guidance</a>

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# London Borough of Bromley Prevent Strategy – Channel Referral Process

Version 1 Feb 2017

## **1. National Guidance and Counter Terrorism Strategy**

1.1 The Government's counter terrorism strategy is known as CONTEST, of which PREVENT is one. The strands of the strategy are as follows:

- PURSUE: to stop terrorist attacks
- PROTECT: to strengthen our protection against terrorist attacks
- PREPARE: where an attack cannot be stopped, to mitigate its impact.
- PREVENT: seeks to stop people becoming terrorists or supporting terrorism, in all its forms.

1.2 The three objectives of the Prevent strategy have been identified:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that we need to address

1.3 Section 26 of the Counter Terrorism and Security Act 2015 places a duty on local authorities in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism". "Having due regard" means that the authority should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when we consider all the other factors relevant to how they carry out their usual functions.

1.4 The Home Office recognises Local Authority areas across the UK on the basis on risk as either Priority (Tier 1 and 2) or non-Priority (Tier 3) areas and Bromley has been deemed to fall within Tier 3 and as such receives no specific funding for Prevent activity.

1.5 It is essential that staff who provide any service to children, young people and adults are able to identify individuals who may be vulnerable to radicalisation and know what to do when they are identified. This responsibility also extends to anyone who may come into contact with children, young people and adults during their work delivery.

1.6 Prevent is safeguarding and is no different to safeguarding individuals from other forms of harm.

## **2 Local governance arrangements of Prevent**

2.1 Specified authorities should ensure they have in place adequate arrangements to safeguard individuals from extremism and radicalisation. In doing so, London Borough of Bromley has put in place:

- Clear governance arrangements and accountabilities
- Appropriate training for staff
- Processes to ensure cases are referred and managed effectively
- Systems to support those identified as being vulnerable

2.2 The Community Safety Team, which is part of Environmental and Community Services Division, will co-ordinate the Prevent Strategy on behalf of the London Borough of Bromley. Guidance published under the Counter Terrorism and Security Act 2015 sets out considerations for the local authority when carrying out its duty.

2.3 The Chief Executive Corporate Leadership Team acts as the strategic prevent panel and will receive an annual update on the authority's response to the duty.

2.4 The Safer Bromley Partnership will oversee delivery of the outcomes of the Action Plan. The sub-group will consist of representation from Community Safety, Police and Safeguarding Leads from Adults & Children's services, mental health and Bromley CCG.

2.5 All relevant staff in the organisation, especially those working with children, young people and adults should make sure their staff have training to help them identify individuals at risk of being drawn into radicalisation, and know

how and where to refer those individuals for further help. The Workshop for Raising Awareness on Prevent (WRAP) is aimed at frontline staff and is a government source of training. It is available to all London Borough of Bromley Staff and it is the responsibility of senior leaders within those work areas to ensure their staff attend the relevant training.

- 2.6 Where a professional has identified a vulnerable individual, the relevant safeguarding procedures should be followed to ensure that an appropriate referral is made to Children's or Adult Safeguarding services.

### **3 Channel Panel**

- 3.1 Channel supports Prevent. It is a confidential and voluntary process where safeguarding professionals meet to discuss support options which can be offered to residents vulnerable to being drawn into violent extremism or terrorist related activity. Core members include Police, mental health, education, adults and children's services and community safety.

- 3.2 Police own the terrorism risk relating to referrals but local authorities and other partners own the safeguarding risk and have a key role in the process.

- 3.3 The process aims to:

- Identify individuals at risk of being drawn into radical extremism
- Assess the nature and extent of the risk
- Develop the most appropriate support for the individuals concerned.

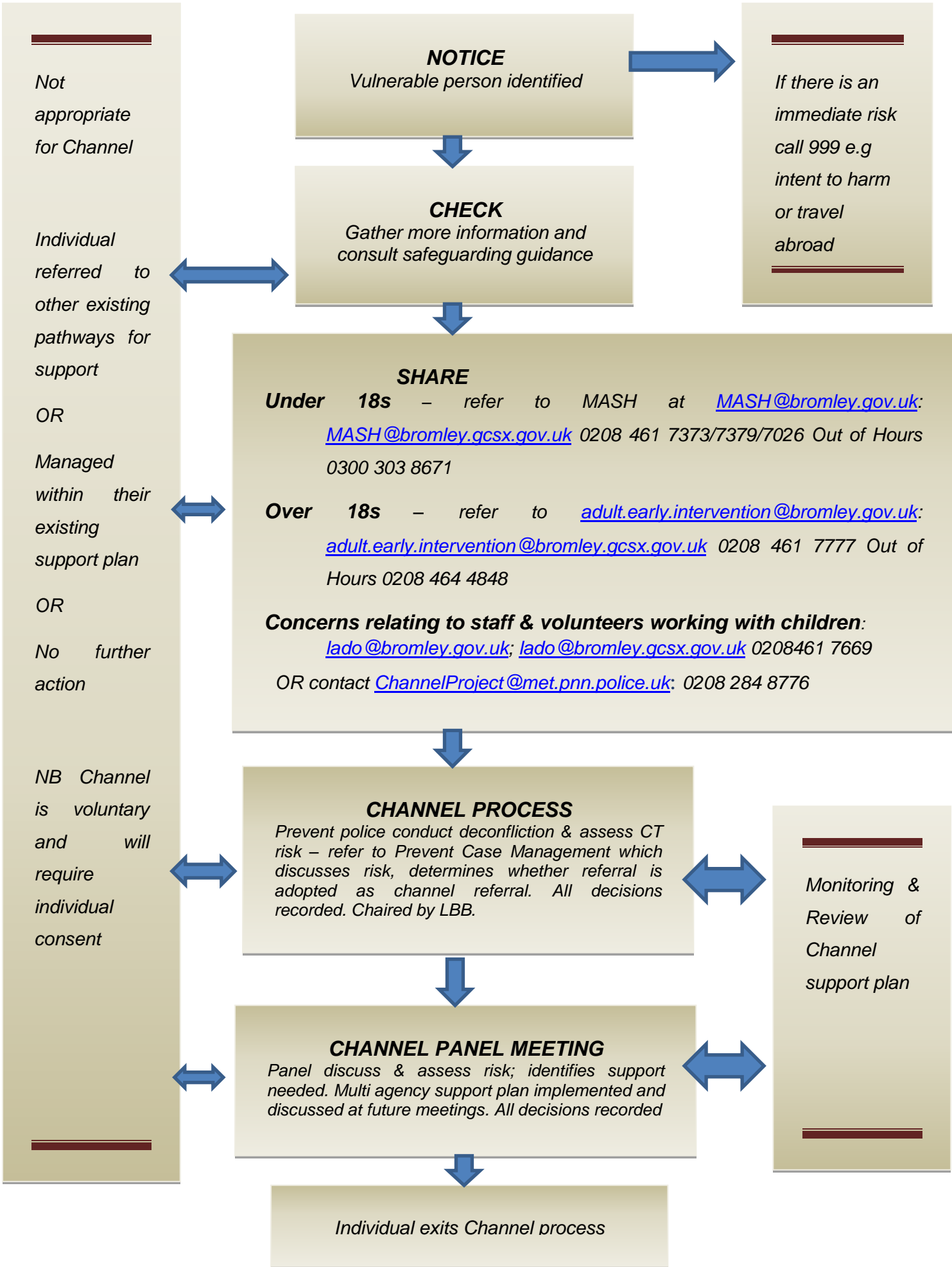
- 3.4 An Information Sharing Agreement for the purposes of the Channel project in Bromley between the Metropolitan Police Service and the London Borough Bromley is renewed annually and held by the Head of Community Safety & Trading Standards.

### **4 Referral process**

- 4.1 In most cases referrals go directly to Prevent Police, via the relevant safeguarding lead. The Local authority Community Safety Team may receive referrals, but these must then be sent directly to Prevent Police. It is critical that LBB staff and partners understand the referral roles within their own

organisations. *No further action should be taken until Police indicate information gathering can commence.*

- 4.2 Police prevent officers gather additional information to ensure the referral is not malicious, misguided or misinformed and to check the referral is not subject to a live investigation.
- 4.3 Where the threshold is met, Prevent police will send the appropriate referral to the local authority seeking further information – guidance dictates this should be sent to a single point of contact mail box and not an individual. Urgent referrals will be accompanied with a phone call.
- 4.4 The local authority will gather information from relevant partners to ascertain if the individual is already known, what support may be in place, and what information is available to help inform the decision around vulnerability. Partners will be asked to provide information and where necessary additional information can be provided at the panel meeting.
- 4.5 The Panel collectively discuss and assess the risk, support needs and whether specialist Channel intervention is required. If there are existing multi agency care plans the agencies involved will be notified and required to attend the channel panel meeting.
- 4.6 Any referral containing personal information must only be sent via secure emails and staff should check that emails received from police are handled securely. Emails between LBB officers should be sent using standard email, this is considered secure. Emails between public sector organisations (LBB, Met, NHS, Oxleas etc) should use GCSX accounts and any contracted or external services should utilise the egress switch.



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## APPENDIX 2

### Prevent Action Plan 2016-17 (public version)

This document accompanies the Safer Bromley Partnership Prevent Guidance and directly translates all requirements placed upon the local authority under the Counter Terrorism and Security Act 2015 into an action plan for the Safer Bromley Partnership to lead on delivery.

All governance is contained under the following headings:

1. Prevent Governance and Problem Solving
2. Workshop to Raise Awareness of Prevent) Briefings and Delivery of Training
3. Education and Safeguarding Children
4. Effective Channel Panel Processes
5. Internet extremism vigilance on LBB PC's (including libraries)
6. LBB Property and hall hiring process

### **1. Prevent Governance and Problem Solving**

#### **Requirements:**

Establish or make use of an existing local multi-agency group to agree risk and coordinate prevent activity. (Community Safety Partnerships or other multiagency forums are appropriate.) These should also effectively monitor the impact of Prevent work.

Links will need to be made to other statutory partnerships such as local safeguarding children Boards, Safeguarding Adults Boards, Channel Panels and Youth Offending Teams.

Local Prevent Coordinators should have access to senior local authority leadership to give advice and support.

The Prevent duty should be incorporated into existing policies and procedures so it becomes part of the day to day work of the authority. This includes ensuring principles of the Prevent duty are written into contracts being carried out on behalf of the authority.

Ensure the rights of individuals are fully protected, information sharing agreements must be in place at a local level.

<b>Project Activity &amp; description</b>
Ensure Prevent remains a standing item upon the minutes for the Safer Bromley Partnership Strategic Group, safeguarding groups, Youth Offending Teams. Advise these groups of their duty under the Prevent Programme
Develop borough priorities based on CTLP and other local authority assessments
Record decision making outcomes
Develop and agree Prevent Partnership plan priorities
Formally report to Safer Bromley Partnership Board
Support Adult & Children's Services to identify out of hours protocol
Review the information sharing agreement held by the Partnership to ensure accurate and up to date
Prevent Contact Page across council
Ensure Prevent Guidance is available for staff on One Bromley, including contact details for advice.

## **2. WRAP (Workshop to Raise Awareness of Prevent) Briefings and Delivery of Training**

WRAP is a workshop that is designed for front line staff to recognise initial signs of those vulnerable to radicalisation.

### **Requirements:**

Local authorities will ensure appropriate frontline staff, including those of its contractors, have a good understanding of Prevent are trained to recognise vulnerability to being drawn into terrorism and are aware of available programmes to deal with this issue.

<b>Project Activity &amp; description</b>
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Review existing WRAP arrangements and make recommendations to CEO and Board for ongoing compliance of duty
Deliver WRAP briefings to senior management to agree WRAP roll out in service areas who have not received WRAP
Gain feedback and evaluation
Continue to incorporate PREVENT into staff induction and new elected member training
Review effectiveness of training

### 3. Education and Safeguarding Children

Young people are at most risk of radicalisation. Education sectors have the most contact with young people, ensuring staff have the necessary training and referral structures in place to identify those at risk of radicalisation. The education sector is subject to specific guidance outlined within the Prevent Duty Guidance. The Channel panel reduces the chance of vulnerable individuals being lead into extremism and possibly violence.

#### Requirements

Specified authorities will need to demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies in place to identify children at risk, and intervening as appropriate.

Local authorities should take appropriate and proportionate steps to ensure that children receiving home education are properly safeguarded.

Project Activity & description
Conduct audit among all Secondary schools to determine how many have a Prevent lead trained. Form a database of SPOCs
Establish contact with School safeguarding leads for Prevent/ Channel contact
Annual audit of Prevent training delivered to schools
Agree pathway to ensure home schooled young people are not at risk of radicalisation

Liaise with children’s care homes and foster carers to ensure they are confident meeting the requirements of the CTSA 2015
Identify an existing distribution group to send Prevent updates, alerts and guidance to.

**4. Effective Channel Panel Processes**

Channel is a multi-agency panel consisting of core statutory partners coordinated by SO15 and chaired by the local authority. The panel manages individuals at risk of radicalisation and recommends appropriate support interventions.

**Requirements:**

Local authority staff will make appropriate referrals to Channel and ensure that Channel is supported by the appropriate expertise.

Ensure there is an effective Channel referral process in place and that staff are clear on how to refer vulnerable people to Channel.

<b>Project Activity &amp; description</b>
Review Channel contacts
Review information sharing agreements between SO15 and LBB
Review existing referral process and information gathering processes
Facilitate Channel panel meetings in collaboration with SO15.
Take all steps to ensure that terms of CHANNEL referrals are appropriately maintained and actioned.
Evaluate and monitor Channel referrals and case management outcomes

**5. Internet extremism vigilance on LBB PC’s (including libraries)**

Library Internet facilities could be open to abuse by extremist online services or users who wish to view content that is blocked in schools, offices or even in their homes by parents.

### Requirements

Specified authorities will be expected to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering.

<b>Project Activity &amp; description</b>
Review current library internet access arrangements
Support libraries with review of internet access agreement
Support libraries with review of policy on inappropriate internet use

### 6. LBB property and review of hall hiring process

A review of existing Council and community hall hire policy to ensure it is resilient against extremist booking premises and to develop awareness amongst hall hire and booking staff. Map vulnerable premises.

<b>Project Activity &amp; description</b>
Conduct audit of LBB buildings
Review current hall hire agreements and booking process
Refresh policy if required
Review if staff responsible for hiring LBB buildings require Prevent briefing (new staff/ staff changes)
Ensure Town Centre Manager and Street Trading Officers are aware of Extremist DAWAA stalls and relevant local bylaws for taking action.



Report No.  
ES17024

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Public Protection and Safety Portfolio Holder

**For pre decision scrutiny by the Public Protection and Safety PDS Committee on**

**Date:** Wednesday 29 March 2017

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

**Title:** PRE-APPLICATION ADVICE SERVICE FOR LICENSING

**Contact Officer:** Paul Lehane, Head of Food Safety, Occupational Safety and Licensing  
Tel: 020 8313 4216 E-mail: Paul.Lehane@bromley.gov.uk

**Chief Officer:** Nigel Davies, Executive Director of Environment & Community Services

**Ward:** (All Wards);

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1. Reason for report

To propose the introduction of fees to recover the costs associated with the provision of a licensing pre application advice service.

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2. **RECOMMENDATION(S)**

**The Portfolio Holder is asked to agree to the introduction of fees for pre application advice for licence applications as set out in 3.5.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Not applicable
- 

### Corporate Policy

1. Policy Status: Not Applicable
  2. BBB Priority: Excellent Council Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley:
- 

### Financial

1. Cost of proposal: Potential income of up to £3k per annum
  2. Ongoing costs: Potential income of up to £3k per annum, depending on the take up of the new service
  3. Budget head/performance centre: Public Protection
  4. Total current budget for this head: £1.3m
  5. Source of funding: Existing Revenue Budget 2017/18
- 

### Personnel

1. Number of staff (current and additional): 2 fte licensing officers and 3.5 fte admin
  2. If from existing staff resources, number of staff hours:
- 

### Legal

1. Legal Requirement: The Council can make a charge for services under the Localism Act 2011
  2. Call-in: Applicable:
- 

### Procurement

1. Summary of Procurement Implications: Not Applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Up to 60 applicants for licences per year.
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 As part of the Councils economic strategy officers have been asked to ensure that where legally possible services are charged so as to ensure full cost recovery and to look for new services that might be provided to increase income.
- 3.2 The Council's licensing team deal with a large range of licences and permits ranging from premises licences for the sale of alcohol/entertainment and late night refreshment, gambling, special treatments and animal welfare.
- 3.3 Applicants for licences often ask for advice on the law, for comments about their proposals, to get applications forms checked before submitting them or simply to have documents endorsed or copied.
- 3.4 The team currently seek to provide these types of services to applicants as part of our everyday work but they take up valuable time and resource which is not currently being recovered so represents a loss to the Council. In the current economic climate we cannot continue to provide these services free of charge. In line with a number of other Councils we are now considering whether we should now make a charge for these types of service
- 3.5 We are proposing a three tier service offering
1. **A check & send service.** This would allow us to check that an application has been completed correctly to ensure there are no errors or omission that would result in an application being rejected. Were appropriate we would also pass on the application to other relevant people. **The prosed fee is £40.**
  2. **Pre- application advice.** This level of service includes a full check and validation of the application plus we will submit it to agreed statutory consultees for comment before an application is formally submitted. This allows an applicant to gain an understanding of potential concerns from partner statutory bodies and consider their proposals in the light of such comments. **The proposed fee is £71.**
  3. **Full application Service.** This would offer applicants the option of a site visit to discuss their proposal, provide technical advice and assistance with completing the application form, plans and drawings, and any statutory notices and adverts. **The prosed fee is £168.**
- 3.6 The decision to use these services is completely at the discretion of the applicant.
- 3.7 We recognise that there could be a conflict of interest in proving these services. To avoid this, it will be necessary for the officer who provides a paid for service at levels 2 and 3 above would not deal with that application when it is made formally. We would also provide a disclaimer that by using the service no guarantee is offered or implied that an application will be granted.
- 3.8. It is difficult to forecast the uptake of these types of services but income of up to £3,000 could be received.

### 4. POLICY IMPLICATIONS

- 4.1 The introduction of a fee for a pre-application licensing advice is in line with the Councils general policy to recover the cost of providing services where this is legally possible.

## 5. FINANCIAL IMPLICATIONS

- 5.1 An income of up to £3k per annum could be generated depending on the number of applications for pre-application advice. The fees have been set at a rate that fully recovers all of the council's costs in providing the service.

## 6. LEGAL IMPLICATIONS

- 6.1 Section 1 of the Localism Act 2011 gave Local Authorities a general power of competence. This includes a power to charge for services offered in reliance on that power. The service proposed is one which can be offered in reliance on the power of competence.

Section 3 of the 2011 Act confers a power to charge as long as the service is not one which must be delivered by statute, the person paying has agreed to the service being provided, that there is no other power to charge and taking one financial year with another the income from charges does not exceed the costs of provision. As is outlined in the report these conditions will be met.

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children, Personnel and Procurement Implications
Background Documents: (Access via Contact Officer)	[Title of document and date]



Report No:  
CSD 17035

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Public Protection and Safety PDS Committee

**Date:** 29th March 2017

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

**Title:** WORK PROGRAMME

**Contact Officer:** Stephen Wood, Democratic Services Officer  
Tel: 020 8313 4316 E-mail: stephen.wood@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** All

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1. Reason for report

- 1.1 Members are asked to review the Committee's Work Programme and to consider the contracts summary for the Public Protection and Safety Portfolio.
- 1.2 Members should note that the Work Programme is fluid and subject to change as required.
- 

2. **RECOMMENDATIONS**

2.1 **That the Committee:**

- (1) **Notes the current Work Programme.**
- (2) **Comments on the Corporate Contract Register extract and commentary relating to e Public Protection and Safety Portfolio Contracts.**
- (3) **A meeting be arranged with the Chairman and Officers to formulate a new Work Programme for the 2017/18 Municipal Year.**

## Corporate Policy

1. Policy Status: Existing Policy: Committees normally receive a report on the Work Programme and Contracts Register at each meeting.
  2. BBB Priority: Excellent Council Safer Bromley
- 

## Financial

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

## Staff

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

## Legal

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

## Customer Impact

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

## Ward Councillor Views

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

### **3. COMMENTARY**

#### Forward Programme

- 3.1 The table at **Appendix 1** sets out the Public Protection and Safety PDS Forward Work Programme. The Committee is invited to comment on the schedule and to propose any changes it considers appropriate.
- 3.2 Other reports may come into the programme - schemes may be brought forward or there may be references from other Committees, the Portfolio Holder or the Executive.

## Contracts Register Summary

- 3.3 Council services are underpinned by contracts and, as a Commissioning Council, it's important that these are tendered in accordance with the newly revised (1 September 2016) Contract Procedure Rules.
- 3.4 A new Council-wide approach to contract reporting has been agreed which involves the entire Corporate Contract Register being reported to Contracts Sub-Committee (latest meeting: 2 November 2016). Relevant extracts are then reported to each subsequent PDS meeting to ensure a consistent approach to contract reporting during each committee cycle.
- 3.5 The Public Protection & Safety Portfolio's contracts follow as a separate document (total contract value of more than £50k), including comments made (by Commissioning & Procurement Division) to the last two Contract Sub-committee meetings:
- It should be noted that both CCTV contracts have been extended to 31 March 2018 (ES16052 - PP&S PDS 28.09.16) and that authority has been delegated to EDE&CS to extend for a further year (to 31 March 2019).
  - Members should also note that that tendering activity has commenced regarding retendering Stray and Abandoned Dogs and Pest Control Services (ES16043 - PP&S PDS 28.09.16).
- 3.6 The Contract Monitoring Summaries pioneered by E&CS and the Corporate Contract Register are currently being merged to form a Corporate Contract Database. This Contract Database will be at the heart of the Council's future Commissioning and Procurement activity and will generate alerts and reports, as required, to ensure timely procurement and consistent Member reporting.

## **4. POLICY IMPLICATIONS**

- 4.1 Each PDS Committee is responsible for setting its own work programme.

<b>Non-Applicable Sections:</b>	Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Work Programme Reports and Minutes of the previous meeting.

**PP&S PDS COMMITTEE - FORWARD WORK PROGRAMME**

<b>PUBLIC PROTECTION AND SAFETY PDS—29<sup>th</sup> March 2017</b>
Matters Arising
Chairman's Update
Police Update
Budget Monitoring
Strategy for Continuance of CCTV Service
Charging for Food Hygiene Rating Rescore Visits
Pre-Application Advice Service for Licensing
Prevent Strategy and Channel Referral Process
Portfolio Holder Update
BYC Presentation
SLaM Presentation
Work Programme and Contracts Register
<b>PUBLIC PROTECTION AND SAFETY PDS—29<sup>th</sup> June 2017</b>
Matters Arising
Chairman's Update
Police Update
Budget Monitoring
Portfolio Holder Update
Work Programme and Contracts Register
<b>PUBLIC PROTECTION AND SAFETY PDS—27<sup>th</sup> September 2017</b>
Matters Arising
Chairman's Update
Police Update
Budget Monitoring
Portfolio Holder Update
Work Programme and Contracts Register
<b>PUBLIC PROTECTION AND SAFETY PDS—7<sup>th</sup> November 2017</b>
Matters Arising
Chairman's Update
Police Update
Budget Monitoring
Portfolio Holder Update
Work Programme and Contracts Register
<b>PUBLIC PROTECTION AND SAFETY PDS—16<sup>th</sup> January 2018</b>
Matters Arising
Chairman's Update
Police Update
Budget Monitoring
Portfolio Holder Update
Work Programme and Contracts Register
<b>PUBLIC PROTECTION AND SAFETY PDS—6<sup>th</sup> March 2018</b>

Matters Arising
Chairman's Update
Police Update
Budget Monitoring
Portfolio Holder Update
Work Programme and Contracts Register
<b>POSSIBLE FUTURE PRESENTATIONS</b>
Impact Factor
London Ambulance Service
<b>POSSIBLE FUTURE VISITS</b>
Victim Support
Impact Factor
CCTV
Police Dogs Passing Out Parade
Bromley and Croydon Women's Aid

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**Contracts Register for Contracts Sub Committee 31 January 2017**

All contracts valued £200k+ are required to be presented at the Commissioning Board.

Contract and Supplier Name							Dept.	Contract Value		To be completed by Finance only		Contract Term and Extension Options					Commentary
Ref.	ID	Contract Manager	Head of Service/ Assistant Director/ Director Responsible	RAG Status (Assigned by Commissioning & Procurement)	Title	Supplier Name	Dept	Total Contract Value	Original Annual Value	2016/17 Budget	2016/17 Projected	Start Date	End Date (including any extensions taken)	Duration Months (core term + any extensions taken)	Variation/ Extension/ Waiver Option Taken?	Variation/ Extension/ Waiver Information	31 JANUARY 2017 UPDATE An update has been provided for contracts expiring within 1 year
ECHS 48	ecm_38101	Aileen Stamate	Anne Watts		Domestic Abuse - Bromley Domestic Abuse Support Groups	Bromley Women's Aid	ECHS	£92,212	£16,579	£23,629	£23,629	01-Aug-13	31-Mar-17	44			Delays in tender process due to reduction of MOPAC funding. The contract will be awarded in March 2017 and approval will be sought from Care Services PDS to extend existing contracts for 2 months to allow for this.
ECHS 49	ecm_38102	Aileen Stamate	Anne Watts		Domestic Abuse - Safer Bromley Van	Victim Support	ECHS	£102,413	£25,257	£25,713	£25,713	01-Apr-13	31-Mar-17	48			Delays in tender process due to reduction of MOPAC funding. The contract will be awarded in March 2017 and approval will be sought from Care Services PDS to extend existing contracts for 2 months to allow for this.
ECHS 50	ecm_38106	Aileen Stamate	Anne Watts		Domestic Abuse - Advocacy Project	Victim Support	ECHS	£349,285	£116,461	£116,439	£116,439	01-Apr-14	31-Mar-17	36			Delays in tender process due to reduction of MOPAC funding. The contract will be awarded in March 2017 and approval will be sought from Care Services PDS to extend existing contracts for 2 months to allow for this.
ECHS 51	ecm_38682	Aileen Stamate	Anne Watts		Domestic Abuse - Perpetrator Programme	Domestic Violence Intervention Project	ECHS	£85,516	£28,515	£28,507	£28,507	01-Apr-14	31-Mar-17	36			Delays in tender process due to reduction of MOPAC funding. The contract will be awarded in March 2017 and approval will be sought from Care Services PDS to extend existing contracts for 2 months to allow for this.
ECHS 53	ecm_40652	Aileen Stamate	Anne Watts		Domestic Abuse - Schools Programme, Volunteer Manager and Resettlement Officer	Bromley Women's Aid	ECHS	£ 86,570	£ 60,610	£ 60,610	£ 60,610	01-Jun-15	31-Mar-17	21			Delays in tender process due to reduction of MOPAC funding. The contract will be awarded in March 2017 and approval will be sought from Care Services PDS to extend existing contracts for 2 months to allow for this.
ECS 20	ecm_406210	Jim McGowan	Dan Jones		Dog Collection & Transportation	SDK Environmental Ltd	ECS	£ 111,300	£ 63,600	£ 63,600	£63,600	01-Aug-15	30-Apr-17	21			Procurement Strategy for Stray and Abandoned Dogs and Pest Control Services (ES16043 -PP&S PDS 28.09.16) being progressed. Report going to PP&S PDS on 18 January 2017 to request 9 month extension to allow for the process of tendering.
ECS 8	ecm_3546	Jim McGowan	Dan Jones		CCTV Repair and Maintenance	Eurovia Infrastructure Ltd	ECS	£ 214,256	£ 42,852	£ 43,070	£ 43,070	01-Apr-12	31-Mar-18	72	Extension	Further one year extension available to 31/03/19	Both CCTV contracts (also see ECS11 ecm_3545) have been extended to 31 March 2018 (ES16052 - PP&S PDS 28.09.16) and authority has been delegated to ED E&CS to extend for a further year (to 31 March 2019) if required
ECS 11	ecm_3545	Jim McGowan	Dan Jones		CCTV Monitoring	OCS Ltd	ECS	£ 1,263,258	£ 252,652	£ 261,290	£ 261,290	01-Apr-12	31-Mar-18	72	Extension	Further one year extension available to 31/03/19	Both CCTV contracts (also see ECS8 ecm_3546) have been extended to 31 March 2018 (ES16052 - PP&S PDS 28.09.16) and authority has been delegated to ED E&CS to extend for a further year (to 31 March 2019) if required
ECS 31	ecm_40631	Jim McGowan	Dan Jones		Mortuary Contract	PRUH via Kings NHS Foundation	ECS	£ 384,000		£ 130,760	£ 130,760	01-Oct-14	30-Sep-18	48			

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