



THE LONDON BOROUGH
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DATE: 25 June 2018

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

Councillor David Cartwright QFSM (Chairman)
Councillor Chris Pierce (Vice-Chairman)
Councillors Kathy Bance MBE, Julian Benington, Mike Botting, Hannah Gray,
Samaris Huntington-Thresher, Alexa Michael and Harry Stranger

Non-Voting Co-opted Members –

Dr Robert Hadley, Bromley Federation of Residents Associations
Alf Kennedy, Bromley Neighbourhood Watch
Sharon Baldwin, Safer Neighbourhood Board
Julie Clark, Victim Support
Cameron Ward, Bromley Youth Council
Fen Johnson, Bromley Youth Council

A meeting of the Public Protection and Enforcement Policy Development & Scrutiny
Committee will be held at Bromley Civic Centre on **TUESDAY 3 JULY 2018 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 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 27th June 2018.

4 MINUTES OF THE PUBLIC PROTECTION AND SAFETY PDS COMMITTEE MEETING HELD ON 6TH MARCH 2018 (Pages 1 - 16)

5 APPOINTMENT OF CO-OPTED MEMBERS (Pages 17 - 20)

6 POLICE UPDATE

HOLDING THE PORTFOLIO HOLDER TO ACCOUNT

7 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 27th June 2018.

8 PRE-DECISION SCRUTINY OF PORTFOLIO HOLDER REPORTS

Portfolio Holder decisions for pre-decision scrutiny.

a PROVISIONAL OUTTURN 2017/18 (Pages 21 - 26)

b BUDGET MONITORING 2018/19 (Pages 27 - 32)

c SETTING OF STATUTORY FEES FOR LICENSING HOUSES IN MULTIPLE OCCUPATION (Pages 33 - 38)

d PUBLIC PROTECTION & ENFORCEMENT PORTFOLIO PLAN (Pages 39 - 54)

9 POLICY DEVELOPMENT AND OTHER ITEMS

a ENFORCEMENT ACTIVITY REPORT (Pages 55 - 80)

b MOPAC UPDATE REPORT (Pages 81 - 90)

c TRADING STANDARDS UPDATE REPORT ON UNDER AGE SALES (Pages 91 - 98)

10 CONTRACTS REGISTER REPORT AND PART 1 CONTRACT DATABASE UPDATE (Pages 99 - 106)

11 WORK PROGRAMME (Pages 107 - 112)

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

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

Items of Business

Schedule 12A Description

13 PART 2 CONTRACTS REGISTER EXTRACT
(Pages 113 - 114)

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

14 DATE OF THE NEXT MEETING

The date of the next meeting has been confirmed as 27th September 2018

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PUBLIC PROTECTION AND SAFETY POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 6 March 2018

Present:

Councillor Alexa Michael (Chairman)
Councillor Chris Pierce (Vice-Chairman)
Councillors Julian Benington, Kim Botting FRSA,
David Cartwright QFSM, Hannah Gray and Tom Philpott,
and Vanessa Allen

Katie Bacon, Terry Belcher and Dr Robert Hadley

Also Present:

Dan Jones, Philip Powell and Paul Warnett, Emily
Warnham, Julie Clark, Seejay Brown, Jacob Evers,
Eleanor Bateman, Professor Thomas Fahy, Dr Michael
Holland, Dr Nada Lemic, Helen Buttivant, Robert Vale,
Ruth Freema, Katie-Rose Plaxton, Councillor Kate Lymer,
Danie Gordon

STANDARD ITEMS

74 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Councillor Richard Williams, and Councillor
Vanessa Allen attended as substitute.

Apologies were received from Alf Kennedy, and Councillor Mary Cooke.

75 DECLARATIONS OF INTEREST

There were no declarations of interest.

76 QUESTIONS TO THE CHAIRMAN FROM COUNCILLORS AND MEMBERS OF THE PUBLIC

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

77 MINUTES OF THE PUBLIC PROTECTION AND SAFETY PDS COMMITTEE MEETING HELD ON 16th JANUARY 2018

The Committee considered the minutes of the meeting of Public Protection
and Safety PDS Committee held on 16th January 2018.

A Member drew attention to minute 64, paragraph 12. This was in relation to the paragraph dealing with business continuity and resilience. The last sentence in the paragraph read as follows: *'It was noted that the mechanisms used for emergency planning and business continuity were similar, as were the skill sets.'* It was requested that the sentence be extended to include the phrase, *'but they were separate in their very nature'*.

So the final sentence in the paragraph was changed to read as follows:

'It was noted that the mechanisms used for emergency planning and business continuity were similar, as were the skill sets, but they were separate in their very nature'.

RESOLVED that the minutes of the meeting held on 16th January 2018 be agreed and signed as a correct record with the proviso that the minutes be adjusted as outlined above.

78 MATTERS ARISING

CSD 18043

The Committee noted the matters arising from previous meetings.

The Chairman referred to Minute 60 (Police Update) where it had been requested that going forward there should be a distinction made between the burglaries of houses and outbuildings. Detective Superintendent Warnett explained that due to a request from the Home Office, sheds and garages were now grouped together in the same statistical group as houses. He explained that accessing the data requested was not a single task due to limitations in the police recording system. An analyst had been used to look at the burglary figures between December 2017 and February 2018. This had showed that just 3% of burglaries were connected to outbuildings.

Minute 60 had also requested that performance data relating to the response to emergency calls should be reported back to future Committee meetings. Mr Warnett informed the Committee that the most urgent response calls were categorised as 'I' calls, and that the next tier of emergency response calls were categorised as 'S' calls. Both sets of calls had a KPI response time of 90%. The response time to 'I' calls had been achieved in 89.1% of cases, and the response time to 'S' calls had been achieved in 84.5% of cases.

The matters arising for Minute 60 also required a third response. This was the request from Councillor Cartwright to receive ASB data at Ward level. The Committee was informed that as this information was generally available at a Borough level; an analyst had been requested to break down the data into Ward levels. The data from this process would be available in due course, but was not available on the night. Councillor Cartwright expressed concern at the difficulties that had been experienced in obtaining crime data for Wards.

Mr Warnett had tabled a printout from the police.uk website. He explained that in future, Councillors would be able to go to the website and look at crimes that had been committed in individual Wards. The website would change daily as the data would change in real time. Councillor Cartwright stated that if the data was continually changing, then trends should be looked at instead.

RESOLVED that the Matters Arising Report be noted.

79 CHAIRMAN'S UPDATE

The Chairman informed the Committee that she had attended a visit to the Victim Support Head Office at Hannibal House on January 22nd with several other Committee members.

80 POLICE UPDATE

The Police update was provided by Detective Superintendent Paul Warnett.

It was noted that Chief Superintendent Jeff Boothe would assume operational command of the tri-borough BCU (Basic Command Unit) from 19th March 2018. Five Superintendents would work underneath the Chief Superintendent and would be assigned their own portfolios that they could design and develop. The BCU would not go 'live' until November 2018.

It was noted that although the overall number of non-domestic VWI (Violence with Injury) offences had decreased by 8%, the number of more serious VWI offences had increased. There was a concern that the number of injuries from knife related crime were disproportionate considering the demographics of the Borough. There seemed to be a concentration of gang and knife crime in the Penge area. The Committee noted that on 3rd March, a sub machine gun and a pistol had been recovered from the area. Bromley Police were working closely with officers from Trident, and an officer from Trident had been recruited as Bromley Police's Gang Partnership Officer.

Dealing with residential burglaries was a focus area for the Police as there had been an increase in the number of residential burglaries of 44% over the last 12 months. ASB figures had decreased but there was still a host of ongoing issues.

A Member who was not present at the previous meeting asked why Bromley Police had lost 5 cars. Mr Warnett explained that over the MET, it had been calculated that 170 cars were under-utilised. In Bromley, this equated to one area car and four administrative cars. There had been no decrease in performance. The Member expressed concerns over the loss of the area car, especially given Bromley's demographics. Mr Warnett explained that Bromley Police still had an area car and a rapid response car. The vehicles that had been disposed of were under-utilised and therefore not cost effective.

A Member commented that his Ward Officers had to use buses and asked why they did not have access to a vehicle. Mr Warnett answered that Inspector Byfield decided where cars were allocated.

The Committee was briefed on response rates to 999 calls.

Mr Warnett explained that there were two classifications of emergency response—these were 'I Grade' calls and 'S' grade calls. 'I' Grade calls required an immediate response with attendance within 15 minutes—the target for this is to respond to the calls in this timeframe in 90% of cases. During 2017-2018 Bromley Police had responded to 'I' Grade calls within the timescale in 89.1% of cases.

'S'Grade calls required a response within 1 hour—again the target was to achieve this response in 90% of cases. For 2017-2018 the response time was achieved in 84.5% of cases.

Mr Warnett updated the Committee regarding the 'Stop and Search' policy. Between January 2017 and January 2018, Bromley Police had recorded 3066 stop and searches. The majority of these were for drugs (1309), weapons (618), and stolen property (594). The primary demographic of those stopped were white males aged between 15 and 19. Of the total of the stop and searches, 24.2% achieved a positive outcome.

A Member reminded the Committee that a meeting to do with ASB had been held on the Ramsden Estate on 20th December 2017. This had been in response to a petition signed by 400 people. The Member wished to express thanks to Inspectors Gary Byfield and Nick McLoughlin because two serial ASB offenders had been arrested the day subsequent to the residents' meeting.

The Chairman raised the issue of the lowering of DWOs in the Shortlands Ward. This had been requested by Councillor Mary Cooke who had been unable to attend the meeting. Councillor Cooke stated that this was a clear breach of an undertaking given by the Mayor. She asked why the Police had breached this assurance. The Chairman asked Mr Warnett if he knew when the Ward Constable number would be restored to two. Mr Warnett responded that he was not able to give a definite date when this would occur. Although it was the case that the Mayor had given this undertaking, he needed to manage the overall resourcing of the Borough, which included CID, Response and Neighbourhoods. At this time, due to a number of factors including sickness, injuries and suspensions, it was not possible to keep a full complement in the neighbourhoods and a needs assessment had been carried out. It should also be noted that Shortlands was the fifth safest ward in London.

A Member asked if Bromley Police were 30 officers down. Mr Warnett clarified that Bromley Police were short of 17 detectives. The Member also asked how many officers were currently on sick leave. This could not be clarified on the night, but Mr Warnett promised to find out.

A Member asked if Police officers on each Ward could now have the authority to deal with minor crimes. Mr Warnett stated that the primary role of SNT officers was to problem-solve and that it may be entirely appropriate on some occasions for a neighbourhood officer to investigate a crime. However, it would not be the norm to allocate crimes for them to investigate as this would take them away from their core policing function.

A Member commented on the opposition that had been expressed in Bromley to the BCU. She asked if it was still possible to ask the MET Police Commissioner to reconsider. Mr Warnett responded that everything was signed and was going ahead; there was no chance of going back.

RESOLVED that the Police update is noted.

81 PRESENTATION FROM BROMLEY YOUTH COUNCIL

Danie Gordon attended with members of Bromley Youth Council, who presented on their latest campaign. Attending from BYC were Emily Warnham, Katie Bacon, Seejay Brown, Jacob Eyers, Ruth Freema and Katie-Rose Plaxton.

As a result of the Manifesto Event in 2017, it was decided to campaign and facilitate positive change for young people in Bromley on the following issues:

Primary Area: Young People's Sexuality & Identity.

Secondary Campaign Area: Youth Crime & Gang Culture.

On the evening of the PDS meeting, BYC presented on the secondary campaign area, which was youth crime and gang culture.

Young people identified Youth Crime and Gang Culture as a secondary campaign area at the BYC Manifesto Event 2017. Particular areas of concern for young people included:

- Young people discussed issues about the lack of awareness and education around joining gangs and becoming involved in criminal activities; carrying weapons and engaging in inappropriate relationships.
- Young people recognised there was gang activity in Bromley and wanted to explore how Bromley had become an emerging gang borough. They also wanted to explore the data concerning the number of young people involved in gangs and in the criminal justice system.
- Young people were interested in how schools, Safeguarding Officers, the Police, the Youth Offending Service and local services came together to share intelligence on vulnerable young people joining gangs or gang activity and also the prevention work that was undertaken.

As part of the research BYC undertook the following activities:

- Conducted an online survey of youth crime and gang culture and met with the ATLAS team, a new specialist team in the Borough set up to tackle missing youths; gangs and Child Sexual Exploitation (CSE).
- Met with Betty McDonald, Head of Youth Support and Youth Offending Services. BYC were able to discuss the role of the Youth Offending Service and challenge the gaps existing between services working together and sharing appropriate information.
- Met with Sarah Armstrong from 'Say No to Knives', a local campaigner.
- Participated in several workshops on Gang education to widen knowledge and understanding of youth gangs. Researched and began designing posters to raise awareness amongst young people to deter them from joining a gang and highlight CSE within the gang culture.

BYC was keen to make the campaign hard-hitting and practical as well as directly influencing young people in the Borough.

The idea was to facilitate a conference where young people would be invited to attend; young people would be made aware of statistics and information with the aim of deterring them from lives of crime and gangs.

The funding for this campaign came from the Youth Offending Service (YOS), The Mayor's Office for Policing and Crime (MOPAC) and the Bromley Youth Support Programme (BYSP). BYC learnt that the Bromley Borough was active in tackling the issue of crime and gang culture.

Additionally, BYC learnt that young people's perception of crime and gang culture was dependent on where they lived and went to school in the Borough.

Eighty two percent of young people who took the survey thought that there were gangs in their area; however only 45% of young people were concerned about gang crime in their locality.

Fifty Four percent of the young people said they had not received any education about gangs and gang crime. Sixteen per cent of young people said the biggest reason young people became involved with gangs was due to peer pressure, followed by 9% who said it was to make money.

BYC planned to continue promoting the online survey, and would continue to plan the crime and gang culture conference. BYC would also continue working with designers to produce the posters highlighting CSE and crime and gang culture.

The Committee noted that the gang culture conference was scheduled for July 2018.

The Chairman thanked Danie Gordon and the BYC young people for their excellent presentation.

82 ADULTS WHO MISUSE DRUGS--THE FINDINGS OF A HEALTH NEEDS ASSESSMENT IN BROMLEY 2017

ES 18023

The report dealing with adults who misused drugs was written by Helen Buttivant, LBB Consultant in Public Health.

The report had been drafted to provide the Committee with the findings of a health needs assessment concerning the population of adults in Bromley that had issues with problematic drug use.

No decision was required by the Committee or the Portfolio Holder—the report had been submitted to the Committee for information only. The report was part of the JSNA (Joint Strategic Needs Assessment).

The Committee was informed that Bromley had the 7th lowest estimated rate of opiate and or crack use in the region. However much of the other data revealed in the report gave the Committee cause for concern.

- The estimated consumption rate for opiate and/or crack use in young people in Bromley (aged 15-24) was higher than the national average
- Opiate and or crack misuse was also rising in the older population
- The rate of hospital admissions for substance misuse in young people in Bromley was significantly higher than the national average
- In 2016/17 there were 100 children living in the Borough who were known to be living with people known to be misusing drugs

It was noted that hospital admission rates for substance misuse in Bromley correlated positively with levels of socioeconomic deprivation. Another cause for concern was that although the illicit use of drugs was increasing, the number of people entering treatment was decreasing. The Committee was also concerned to learn that the estimated level of unmet need in Bromley was much higher than the national average and that 63% of drug users in Bromley were not known to treatment services. A further cause for concern was that Bromley had a higher proportion (37%) of new clients presenting with a co-occurring mental health condition—the average for the rest of England was 24%.

The Committee noted that people also presented to drug treatment services with problems related to prescription drugs, and over the counter medication. The lowest proportion of successful treatment for drug misuse was in connection with opiate abuse.

The Committee was appraised that the estimated socio-economic costs for drug misuse in England was estimated at £10.7 billion. The Committee heard that drug misuse was a cause and consequence of wider factors which included physical and mental health as well as other determinants.

The report noted that the proportion of people in treatment with entrenched dependence and complex needs, particularly heroin users, would increase. It was also expected that the number of deaths of older heroin users was also going to rise.

Ms Buttivant explained to Members that the report that was being presented to them would be analysed. Out of this, recommendations would be provided to inform the planned procurement of substance misuse services for adults, children and young people in Bromley in 2018.

The Committee heard that unemployment and housing problems had a marked negative effect on treatment outcomes, and that these factors would exacerbate the risk that someone would relapse after treatment. It was the case that wider issues of health inequality and social exclusion were fundamental to improving treatment outcomes.

The Chairman asked why there had been a growing number of young people affected by substance misuse. Ms Buttivant responded that the issue was complex and would require unpicking. It had to be established how much of the reported increases were increases in real terms or data anomalies. Dr Lemic felt that it was likely to be the case that more young people were entering treatment services.

Dr Lemic briefed the Committee that a new tendering process had just been initiated to procure a substance misuse service for adults, children and young people in Bromley for 2018. The new service would need to work closer with schools as well as meeting the needs of an older group of people with more complex needs.

The Chairman was concerned that the top priority of treatment services was harm reduction and not abstinence. Dr Lemic explained that achieving total abstinence was difficult, and so it was important that individuals were engaged in a harm reduction programme where they could be managed and receive treatment.

A Member asked if the service specification of the new contract was robust enough and Dr Lemic stated that it was. There would be a greater emphasis on joint working and on developing a holistic approach to treatment services. There was a need to ensure proper integration into the community. The provision of social care and housing would be built into the contract. Dr Lemic felt that it was important that clients were not put back into hostels to live with people with similar problems. There was a need to avoid detrimental housing environments.

A Member asked Dr Lemic if the new contract would have KPIs and the response was affirmative.

A Member queried what the Police were doing to stop the supply of drugs to young people. Dr Lemic responded that the drug mis-use service had limited contact with the Police as this could deter individuals from accessing treatment.

A Member questioned if there was a lack of service provision and if the current provider was going to re-tender. Dr Lemic said that there was not a lack of service provision and it was the case that the current provider would be re-tendering.

A Member wanted to know why there had been an increase in substance mis-use in the Darwin Ward. Dr Lemic replied that this could be because if there was a small cohort of people using drugs previously, then a small rise in numbers would result in a high percentage increase.

The Chairman thanked Ms Buttivant and Dr Lemic for providing such a thorough report and for attending to respond to questions.

RESOLVED that the findings of the Health Needs Assessment in Bromley be noted.

83 PRESENTATION FROM THE LONDON AMBULANCE SERVICE

Attending to present on behalf of the LAS (London Ambulance Service) were Philip Powell and Darren Farmer. Mr Powell was the Stakeholder Engagement Manager for South East London; Mr Farmer was the Assistant Director of Operations for South East London.

The Committee heard that the LAS served all areas of London which included 32 CCGs and 41 NHS Trusts.

The Committee was provided with the following data:

- 1.9m calls were made to the LAS in the previous year
- There had been a 47% increase in life threatening calls since 2010
- 104 new ambulances were now in service
- 167 new frontline staff had been recruited since June 2015
- 20 specialist centres existed to deal with trauma, heart attack and stroke
- LAS treat 3500 patients over the phone every week without the need to send an ambulance

Members were appraised concerning various means by which the LAS cared for London:

- 999 emergency and urgent care response – delivered using traditional and innovative means e.g. Cycle Response Unit

- Intelligent Conveyance
- 111 Services
- Emergency Preparedness Resilience and Response

Mr Powell explained what was meant by 'intelligent conveyancing'.

All accident and emergency departments experienced peaks and troughs in pressure, often associated with the number of arrivals by ambulance. This could mean unnecessarily long waits for patients to be treated, with the possibility that they would breach the four hour target for treatment, admission or discharge, and increased pressure on staff. It could also mean that hospitals faced sudden demands for large numbers of beds for admitted patients.

Last year, London Ambulance Service and its commissioners proposed a solution that would redirect ambulances away from the hardest pressed departments to ones that were less busy.

'Intelligent conveyancing' involved an agreed maximum number of ambulances per hour arriving at each emergency department. Public and healthcare staff were already used to the idea that an ambulance may take patients to a more distant emergency department if it had better facilities for serious conditions, such as stroke or major trauma.

'Intelligent conveyancing' takes this one step further by avoiding departments that are known to be under pressure, with potential benefits for both the NHS and the patients.

Patients going to a specialist unit are excluded, along with patients receiving ongoing care from a particular hospital and those who might have an extended length of stay as a result of being taken to a distant hospital; for example, because their care package would be hard to restart.

The LAS briefed the Committee around specialist teams:

A team had been trained to respond in hostile environments such as fire arms incidents where they can treat patients 24 hours a day, seven days a week. Additionally, London had a separate unit specially trained to give medical care in hazardous areas such as at height, in water, confined spaces or where there may be hazardous materials. LAS had additional staff trained to support responses to chemical, biological, radiological or nuclear attacks such as mass casualty decontamination and treatment. A public order team had been set up to treat patients during episodes of civil unrest.

The Committee was informed that a new method of prioritising calls had been established. Calls were now ranked in terms of 'categories' where category 4 was the least urgent, and category 1 was the most urgent. As part of the new system, LAS call centre staff would remain in communication with callers and ambulance crew for as long as was required.

The Committee was told that delayed handovers at hospitals had impacted upon service delivery and that the geography of Bromley was challenging. Specialist stroke facilities were located at the PRUH, but cardiac care and major trauma services were delivered by King's.

The Chairman asked how many of the 999 calls were frivolous. Mr Powell responded that there were some calls that were vexatious and frivolous, but they were easy to identify. Some calls were received from high intensity users and it was required that plans be developed to deal with these calls and provide the callers with a different outlet, whilst still maintaining clinical safety. Some callers were not vexatious, but had problems in understanding how the system worked.

A Member asked if the LAS had enough ambulances. Mr Farmer responded that there was not a bespoke response for Bromley, but on a pan-London basis there were enough ambulances available.

A Member enquired if the LAS was still in the process of co-responding with the London Fire Brigade. Mr Farmer answered that the system seemed to have been working well but had stopped—he was not sure why. The Member commented that the process had come to an end because the fire brigade unions were opposed to it.

A Member asked if the LAS were experiencing any funding issues. It was confirmed that there were challenging funding issues as savings of £20m were required.

A Member queried if the LAS were experiencing recruitment difficulties due to the high cost of housing in London. It was confirmed that this was an issue, and that many staff had to travel in from the Home Counties.

Another Member raised the issue of ambulance waiting times at hospital. He suggested that ambulances no longer wait with patients, but simply drop them off and move on to the next call. A co-opted member expressed the view that it was not appropriate for LAS staff to abandon patients on hospital trolleys. A discussion took place around the generic issue of bed availability and ambulance crew waiting to offload their patients at hospitals.

The Chairman thanked Mr Farmer and Mr Powell for a very interesting and informative presentation.

84 PRESENTATION FROM SLaM

Eleanor Bateman attended to present on behalf of SLaM (South London and Maudsley NHS Foundation Trust). Ms Bateman was the Service Director for the Addictions & Behavioural and Developmental Psychiatry Clinical Academic Group. Attending with Ms Bateman to present and answer questions were Professor Thomas Fahy (Clinical Director) and Dr Michael Holland (Medical Director).

South London and Maudsley NHS Foundation Trust provided the widest range of NHS mental health services in the UK. The Committee heard that staffing levels had been increased and plans were in place to improve service quality.

Substance misuse services were also provided for people who were addicted to drugs and alcohol. Services included the Maudsley Hospital and Bethlem Royal Hospital. The CQC overall rating for January 2016 was 'good'.

Bethlem Royal Hospital is based in 260 acres of green space in Beckenham, South London. It is the oldest psychiatric hospital in the world and home to a number of specialist services for people from across the UK who had been diagnosed with a mental disorder.

Reference was made to the Channel 4 programme 'Life on the Psych Ward' which would take viewers inside River House, a specialist forensic unit where staff worked to ensure that offenders with mental health problems were assessed and treated effectively, in a secure environment. The objective was to manage risk, reduce further offending and support recovery throughout the person's stay. DVDs of the programme could be sent out on request.

Many of the patients on these forensic wards were sent to Bethlem from prison and referrals could range from those who had committed minor offences to serious crimes. Patients were also referred from psychiatric services where there may be a concern about the level of risk that they could pose. Qualified staff balanced the needs of the offender with the risk to the public. They delivered a wide variety of one-to-one and group treatment programmes in state of the art facilities and because of this were able to discharge the majority of patients safe and well back into the community.

The Committee heard that a partnership had been set up with South West London & St George's Mental Health NHS Trust and Oxleas NHS Foundation Trust in an attempt to benefit from shared learning and knowledge. Forensic initiatives were being developed, along with improved care pathways. Work was ongoing to improve the access to care for CAMHS services.

The Committee was briefed that no escapes had occurred in the previous year, and a recent review of forensic services had placed them in the top 10% of forensic service providers. It was the case that out of 20,000 episodes of leave during the course of the year, only twenty three patients had failed to meet their curfew target. The target was regarded as being breached even if the patient was a few minutes late. In these instances, the Portfolio Holder and the Chairman were alerted.

RESOLVED that the SLaM update be noted.

HOLDING THE PORTFOLIO HOLDER TO ACCOUNT

85 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS

There were no questions received from Councillors or Members of the Public for the Portfolio Holder.

86 PORTFOLIO HOLDER UPDATE

The Portfolio Holder gave the following update:

There was going to be a meeting of the Safer Neighbourhood Board the following Thursday in Orpington. The Portfolio Holder thanked Councillor Kim Botting for helping to arrange the venue. The venue was located as close to Ramsden as possible to address the recent issues there. Following the last Safer Bromley Partnership meeting where the Fire Borough Commander (Terry Gooding) suggested a LIFE course out of Orpington Fire Station to tackle the problems, funding had been found for a LIFE course from Clarion Housing Group.

Last month the Tri-Borough Commander Jeff Boothe came to Bromley at his request to meet with the Leader, Chief Executive and the Portfolio Holder. Following this meeting, he confirmed that he was able to attend the SNB's Crime Summit which would be on Saturday 29th September.

On Thursday evening the same week, the Portfolio Holder would be attending Bromley Youth Council's Manifesto Event and would be on the panel for their Q&A session with the acting Police Borough Commander.

The Portfolio Holder would be attending a meeting of London Councils at the end of March and would report back to the Committee.

a CAPITAL PROGRAMME MONITORING--3rd QUARTER 2017/18 & CAPITAL STRATEGY 2018 TO 2022

FSD 18024

The Committee was presented with the Capital Monitoring report for the 3rd quarter period of 2017/18, and the Capital Strategy from 2018 to 2022. The report had been written by James Mullender, Principal Accountant. The report followed changes to the Public Protection Portfolio that had been agreed at a meeting of the Executive on 7th February 2018.

The report was presented to the Committee as it highlighted the changes that had been agreed to the Capital Programme for the five year period 2017/18 to 2021/22. The revised programme for the portfolio was detailed in an appendix following the report.

The Portfolio Holder was being asked to note and confirm the changes that had been agreed previously by the Executive. The Committee noted that no post-completion reports were currently due for the Public Protection and Safety Portfolio. The quarterly Capital Monitoring report would inform Members if any further reports were required.

The Committee noted that the CCTV Control Room refurbishment had now been completed, and was in 'defect' period. A sum of retention had been applied, and final payment would be made to the contractor after the CCTV Control Room had run successfully for a 12 month period. Subsequent to this, the scheme would be reviewed, and any residual balance would be removed from the capital programme.

RESOLVED that the Portfolio Holder note and confirm the changes agreed by the Executive on 7th February 2018.

b BUDGET MONITORING

FSD 18031

The Budget Monitoring report for 2017/18 had been written by Claire Martin—Head of Finance.

The report provided an update of the latest budget monitoring position for 2017/18 for the Public Protection and Safety Portfolio based on expenditure and activity levels up to 31st December 2017. This showed an under spend of £41k.

RESOLVED that the Portfolio Holder endorse the latest budget projection for the Public Protection & Safety Portfolio.

c PREVENT UPDATE REPORT

ES 18024

The Prevent Update report had been written by Rob Vale, Trading Standards and Community Safety Manager.

The report updated the Portfolio Holder and the Committee and requested the Portfolio Holder to approve the Prevent Strategy.

Mr Vale explained that a Prevent Case Management (PCM) Panel was now well established with key members from adults and children's safeguarding, mental health, education, community safety and the police. PCM was a national framework which aimed to prevent and disrupt all forms of extremist activity. The PCM framework allowed action to be taken to mitigate the risk of extremist activity, including by making referrals into the Channel programme where applicable.

Mr Vale referred the Committee to section 3.10 of the report where a list of priorities going forward had been identified. These had to be realistic as resources were limited.

Mr Vale briefed that a number of 'train the trainer' events had been organised with partners such as schools and healthcare organisations to enable their

safeguarding leads to deliver aware training sessions within their own organisations. A Member queried how the quality of this training was checked. Mr Vale, responding to the question, commented that the training was checked by the Home Office in that survey training feedback forms were completed and submitted subsequent to the meeting. It was also the case that the training was straightforward in that attendees just needed to be made aware of referral pathways.

RESOLVED that the Portfolio Holder approve the recommendations for the key priorities outlined in section 3.10 of the report.

87 PRE-DECISION SCRUTINY OF REPORTS TO THE EXECUTIVE

a ASSET RECOVERY INCENTIVISATION SCHEME (ARIS)

ES 18017

The report on the Asset Recovery Incentivisation Scheme (ARIS) had been written by Mr Rob Vale. The report was coming to the PPS/PDS Committee for pre-decision scrutiny before going to the Executive for approval. The report was also going to be considered by the Renewal and Recreation PDS Committee on 27th March 2018.

The report had been written to provide the Committee with details of a Proceeds of Crime Investigation which had resulted in an award of money to the local authority, and to request the release of funds.

Trading Standards had been working in partnership with Planning Enforcement to take action against a private landlord who had been providing housing to people on low incomes. The five bedroomed property had been providing accommodation that was illegal and also below required living standards. Action taken by the Council had resulted in the Court granting a Confiscation Order against the defendant for the sum of £144,388. Trading Standards had spent £11,630 in pursuing the case on a part time financial abuse/scams officer. The remaining balance of the funds appropriated was £132,758, and it was proposed that £84,633 be allocated to Planning Enforcement, and that £48,125 be allocated to Community Safety/Trading Standards to continue funding investigative work into financial abuse and scams.

RESOLVED that the report is noted, and the Committee agreed the recommendations that would be put to the Executive for the drawdown and carrying forward of funds.

88 WORK PROGRAMME

CSD 18048

The report was noted and the following additions to the Work Programme were noted:

1-LBB Knife Charter be added to the agenda for 3rd July

2-Trading Standards update on under-age sales be added to the 3rd July agenda

3-A BCU briefing be incorporated into the agenda for 27th September 2018

4-A joint meeting be held in the future with the GP&L Committee to discuss problems in the night time economy relating to licensing and alcohol related ASB and violence.

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

90 PART 2 VERBAL UPDATE ON THE PREVENT PROGRAMME

Mr Vale updated the Committee with some information relating to the Prevent programme which was of a confidential nature.

91 AOB

The Chairman thanked Members and Co-opted Members for their attendance and contributions during the previous municipal year. She also thanked the Council's Officers for their input, including the Committee Clerk for his diligence and hard work. As this would be the last meeting of the 2014-18 Council term, the Chairman invited everybody present to partake of drinks and nibbles.

92 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as 3rd July 2018.

The Meeting ended at 9.30pm

Chairman

Report No.
CSD 18084

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Public Protection and Enforcement PDS Committee

Date: 3rd July 2018

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

Title: Co-opted Members for Appointment/Re-appointment

Contact Officer: Stephen Wood, Democratic Services Officer
Tel: 020 8 313 4316 E-mail: stephen.wood@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 To update the Committee on details for the appointment of new Co-opted Members from the Bromley Youth Council and from Victim Support.
 - 1.2 Additionally, the report proposes the re-appointment of existing Co-opted Members.
-

2. **RECOMMENDATIONS**

- 2.1 The Committee is requested to confirm the re-appointment of existing non-voting Co-opted Members for 2018/19 as outlined in Paragraph 3.1.
- 2.2 The Committee is requested to confirm the appointment of a new Co-opted Member from Victim Support and two new Co-opted members from Bromley Youth Council. The Committee is also asked to recommend the appointment of a new Co-opted Member to represent the Safer Neighbourhood Board.

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: **£ 350.650**
 5. Source of funding: 2018/2019 Revenue Budget
-

Staff

1. Number of staff (current and additional): **8 posts (6.87fte)**
 2. If from existing staff resources, number of staff hours: Maintaining Co-opted Membership up to date involves about an hour's work.
-

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 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

3. COMMENTARY

3.1 The following nominations are submitted for **re-appointment** to the Public Protection and Enforcement PDS Committee for the 2018/2019 Municipal Year.

- Mr Alfred Kennedy (Chairman of Bromley Neighbourhood Watch);
- Dr Robert Hadley (Chairman of the Bromley Residents' Federation).

3.2 In addition, Members are asked to confirm the appointment of the following new co-opted members:

- Cameron Ward (BYC Chair)
- Fen Johnson (BYC)
- Julie Clark (Victim Support--Enhanced Service Delivery Manager)
- Sharon Baldwin (Chairman of the Safer neighbourhood Board)

4. POLICY IMPLICATIONS

N/A

5. FINANCIAL IMPLICATIONS

N/A

6. LEGAL IMPLICATIONS

N/A

7. PERSONNEL IMPLICATIONS

N/A

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	N/A

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Report No.
FSD18044

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Public Protection & Enforcement Portfolio Holder
For Pre-Decision Scrutiny by the Public Protection & Enforcement PDS Committee on

Date: 3rd July 2018

Decision Type: Non-Urgent Executive Non-Key

Title: Provisional Outturn 2017/18

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 Environment and Community Services

Ward: Borough-wide

1. Reason for report

This report provides the Portfolio Holder with the provisional final outturn position for 2017/18 for the Public Protection and Enforcement Portfolio. This shows an under spend of £157k for 2017/18.

2. **RECOMMENDATIONS**

That the Portfolio Holder is requested to:

- 2.1 **Endorse the 2017/18 provisional outturn position for the Public Protection and Enforcement Portfolio.**
- 2.2 **Approve the drawdown of the carry forward sums from 2017/18 held in the Central Contingency, totalling £67k as detailed in para 5.7.**

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre: All Public Protection and Enforcement Portfolio Budgets,
 4. Total current budget for this head: £2.744m
 5. Source of funding: Existing revenue budgets 2017/18
-

Staff

1. Number of staff (current and additional): 48ftes
 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
-

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 2017/18 provisional outturn for the Public Protection and Enforcement Portfolio shows an under spend of £157k against a controllable budget of £2.103m, representing a 7.47% variation. The detailed variations are shown in Appendix 1 with a summary included in Section 5.
- 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. POLICY IMPLICATIONS

- 4.1 The Resources Portfolio Plan includes the aim of effective monitoring and control of expenditure within budget and includes the target that each service department will spend within its own budget.
- 4.2 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2018/19.
- 4.3 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.

5. FINANCIAL IMPLICATIONS

- 5.1 The total variation for the Public Protection and Enforcement Portfolio at the year-end is an under spend of £157k. Excluding the carry forward sum of £67k, there was an under spend of £90k. Some of the major variations are summarised below, with more detail included in Appendix 1.
- 5.2 There was an over spend of £124k for the Coroners Service. This was partly offset by an underspend of £40k on the Mortuary contract due to lower contract charges within the latest contract as well as the release of a £40k provision which was no longer required.
- 5.3 There was an underspend of £88k on staffing due to vacancies, £67k of which resulted from a recruitment process that took longer than anticipated for the Assistant Director and three temporary food safety officers.
- 5.4 A reduction in the number of stray dogs led to an under spend for kennelling costs of £48k and additional income was received for licences of £34k.
- 5.5 There were other net variations across the Portfolio totalling Cr £31k.

5.6 The table below summarises the main variances: -

Summary of Main Variations	£'000
Coroners Service	124
Mortuary Service	Cr 40
Release of provision	Cr 40
Staff vacancies	Cr 88
Kennelling costs	Cr 48
Income	Cr 34
Other net variations	Cr 31
Total Variation	Cr 157

Carry Forward Requests

- 5.7 The Public Protection and Enforcement Portfolio Holder is requested to approve the release of the carry forward sum of £67k held in the Central Contingency. Due to delays in recruiting to the 24 month fixed term post of Assistant Director of Public Protection and the additional 18 month fixed term Food Safety Officer posts, £67k was not spent. £52k is required to be carried forward to 2019/20 and £15k to 2020/21 to ensure sufficient budget to meet the cost of the fixed term posts to complete the outstanding inspections.
- 5.8 In addition to the carry forward sum of £67k, on 28 March 2018 Executive agreed to carry forward £132,758 relating to funding received from the Asset Incentivisation Scheme. £84,633 of this is allocated to Planning Enforcement and the remaining balance of £48,125 is allocated to Trading Standards. The funding will be used to carry out works on asset recovery, crime reduction projects and community projects.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	2017/18 budget monitoring files within ES finance section

Public Protection & Safety Budget Monitoring Summary

2016/17 Actuals £'000	Service Areas	2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	Public Protection							
108	Community Safety	142	142	138	Cr 4	1	Cr 2	0
77	Emergency Planning	83	102	96	Cr 6	2	0	0
508	Mortuary & Coroners Service	403	403	447	44	3	60	0
1,187	Public Protection	1,335	1,456	1,265	Cr 191	4	Cr 99	0
1,880	TOTAL CONTROLLABLE	1,963	2,103	1,946	Cr 157		Cr 41	0
270	TOTAL NON CONTROLLABLE	3	250	250	0		0	0
262	TOTAL EXCLUDED RECHARGES	374	391	391	0		0	0
2,412	PORTFOLIO TOTAL	2,340	2,744	2,587	Cr 157		Cr 41	0

Reconciliation of Latest Approved Budget **£'000**

Original Budget 2017/18	2,340
Additional resources for staffing (Exec 9.8.17)	
- Approved by Exec 9.8.17	159
- Delay in recruitment	Cr 31
Proceeds of Crime Act Prosecution Expenditure	60
Proceeds of Crime Act Prosecution Income	Cr 60
Merit Awards	12
Latest Approved Budget for 2017/18	<u>2,480</u>

Memorandum Items

Capital Charges	Cr 12
Insurance	Cr 2
Rent Income	0
Repairs & Maintenance	0
IAS19 (FRS17)	261
Excluded Recharges	17
Reported Latest Approved Budget for 2017/18	<u>2,744</u>

REASONS FOR VARIATIONS**1. Community Safety Cr £4k**

Overall there was a minor underspend of £4k across the Community Safety budgets.

2. Emergency Planning Cr £6k

Within the Emergency Planning service there were minor variations across the service totalling Cr £6k.

3. Mortuary and Coroners Service Dr £44k

The Coroner's consortium costs escalated in 2016/17. A total provision of £466k was provided for in 2016/17, which included the estimated costs of £128k for the refurbishment of the new offices for the Coroner's service in Davis House. The final cost for 2016/17 was £426k, which included Bromley's share of the Davis House refurbishment costs of £114k. As a result, £40k of the provision was no longer required.

Based on the cost information provided by LB Croydon who administer the Coroners Service Consortium, the cost for Bromley for 2017/18 was £394k, an overspend of £124k against a budget of £270k. £56k of the overspend related to the core service and £68k was the result of one-off costs for large inquests, including the Lewis case and the Hanley case.

The Mortuary contract in 2017/18 was underspent by £40k. This was mainly due to lower activity level during the years, and lower basic charges compared to the previous contract.

Summary of variations within Mortuary and Coroners:	£'000
Release of provision no longer required	Cr 40
Overspend on Coroners core service - increased costs	56
Cost of large inquests held during the year	68
Underspend on Mortuary	Cr 40
Total variations within Mortuary and Coroners	<u>44</u>

3. Public Protection Cr £191k

There was a net underspend of £191k for Public Protection. This included an £88k underspend on staffing, of which £21k was due to part year vacancies and £67k resulting from a recruitment process that took longer than anticipated for the Interim PPS Strategic Commissioner and the three additional temporary Food Safety Officers. In March 17, Executive approved in principle, to carry this amount forward to 2019/20 and 2020/21, in order to complete the outstanding inspections.

Additional income of £25k was received for licence fees and an extra £9k was received for licences relating to Homes in Multiple Occupation.

Kennelling costs were underspent by £42k due to a reduction in the number of stray dogs.

Car allowance was underspent by £13k and other net variations total Cr £14k mainly within supplies and services.

Summary of variations within Public Protection:	£'000
Delay in recruitments and staff vacancies (£67k c/f request approved in March 18)	Cr 88
Additional income from licenses	Cr 25
Additional income from House in Multiple Occupation license	Cr 9
Underspend on kennelling cost	Cr 42
Underspend on Car allowances	Cr 13
Other net variations	Cr 14
Total variations within Public Protection	<u>Cr 191</u>

The Council was awarded a sum of £144.4k from the Proceeds of Crime Act prosecution as part of the Asset Recovery Incentivisation Scheme. £59.8k of this sum was allocated to the Trading Standard Service of which £11.7k has been spent in 2017/18. On 28th March 2018, Executive approved the request to carry forward both the expenditure and grant income budgets of the remaining balance £48.1k, in order to carry out works on asset recovery, crime reduction projects and community projects during 2018/19.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, no waivers have been actioned:

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, no virements have been actioned.

Report No.
FSD18048

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Public Protection and Enforcement Portfolio Holder

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

Date: 3rd July 2018

Decision Type: Non-Urgent Non-Key

Title: BUDGET MONITORING 2018/19

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

1. Reason for report

This report provides an update of the latest budget monitoring position for 2018/19 for the Public Protection and Enforcement Portfolio based on expenditure and activity levels up to 31 May 2018. This shows an under spend of £85k.

2. **RECOMMENDATION(S)**

2.1 The Portfolio Holder is requested to:

2.1.1 Endorse the latest 2018/19 budget projection for the Public Protection and Enforcement 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 & Enforcement Portfolio Budget
 4. Total current budget for this head: £2.93m
 5. Source of funding: Existing revenue budgets 2018/19
-

Staff

1. Number of staff (current and additional): 50.8 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 2018/19 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 2018/19 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 The “Building a Better Bromley” objective of being an Excellent Council refers to the Council’s intention to provide efficient services and to have a financial strategy that focuses on stewardship and sustainability. Delivering Value for Money is one of the Corporate Operating Principles supporting Building a Better Bromley.
- 5.2 The “2018/19 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2018/19 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 under spend of £85k expected for the Public Protection and Enforcement Portfolio for 2018/19 based on financial information available to 31 May 2018.
- 6.2 Due to delays in recruiting two of the additional temporary posts, there is an under spend of £85k that will need to be carried forward to 2019/20 and 2020/21 to meet the costs of the posts for the remaining agreed period. Further details are included in Appendix 1.

Non-Applicable Sections:	Legal, Procurement and Personnel Implications
Background Documents: (Access via Contact Officer)	2018/19 budget monitoring files within ECS finance section

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Public Protection & Enforcement Budget Monitoring Summary

2017/18 Actuals £'000	Service Areas	2018/19 Original Budget £'000	2018/19 Latest Approved £'000	2018/19 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
138	Public Protection Community Safety	151	151	151	0		0	0
96	Emergency Planning	115	115	115	0		0	0
447	Mortuary & Coroners Service	485	485	485	0		0	0
1,265	Public Protection	1,673	1,740	1,655	Cr 85	1	0	0
1,946	TOTAL CONTROLLABLE	2,424	2,491	2,406	Cr 85		0	0
250	TOTAL NON CONTROLLABLE	11	11	11	0		0	0
391	TOTAL EXCLUDED RECHARGES	428	428	428	0		0	0
2,587	PORTFOLIO TOTAL	2,863	2,930	2,845	Cr 85		0	0

Reconciliation of Latest Approved Budget £'000

Original Budget 2018/19 2,863

Carry Forward Requests approved from 2017/18

Asset Recovery Incentivisation Scheme - Income	Cr	48
Asset Recovery Incentivisation Scheme - Expenditure		48
Additional ECS resources - delay in recruitment		67

Latest Approved Budget for 2018/19 2,930

REASONS FOR VARIATIONS

1. Public Protection Cr £85k

On 21 May 2018, Members approved a carry forward request of £67k relating to additional resources for the temporary fixed term Food Safety officers and interim PP&E Assistant Director post. There are still difficulties recruiting the final temporary food safety officer in 2018/19 and this has resulted in a projected underspend of £18k. A request will therefore be submitted to Members at the year end, to carry forward the £85k underspend to 2019/20 and 2020/21 to enable the temporary posts to be funded for the remaining agreed term.

Waiver of Financial Regulations:

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, no waivers have been actioned.

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, no virements have been actioned.

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Report No.
ES18052

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION AND ENFORCEMENT PORTFOLIO HOLDER

For Pre-Decision Scrutiny by the Public Protection & Enforcement PDS Committee on

Date: Tuesday 3rd July 2018

Decision Type: Urgent Non-Executive Key

Title: SETTING OF STATUTORY FEES FOR LICENSING HOUSES IN MULTIPLE OCCUPATION

Contact Officer: Joanne Stowell, Assistant Director: Public Protection
Tel: 020 8313 4332 E-mail: Joanne.Stowell@bromley.gov.uk

Chief Officer: Executive Director of Environment & Community Services

Ward: (All Wards);

1. Reason for report

The existing House in Multiple Occupation (HMO) mandatory licence fee has not been reviewed since 2009 and currently it does not cover the cost of inspecting the property and issuing the licence. The cost of regulating the HMO sector under HMO licensing should be borne by the sector itself, and the Council has the opportunity to recover the associated costs in delivering the mandatory scheme. The report therefore recommends a fee increase which requires Portfolio Holder approval.

2. **RECOMMENDATION(S)**

- 2.1 The Public Protection and Enforcement Policy Development and Scrutiny Committee comments on the proposed revision of fees.
- 2.2 The Public Protection and Enforcement Portfolio Holder approves the schedule of fees in 3.13 (Table 2), subject to any comments received at the meeting.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Vulnerable households invariably rely on the Private Rented Sector, many within a House of Multiple Occupation (HMO) for accommodation, and the purpose of licensing is to improve housing conditions, and the management of rented accommodation within that sector.
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Supporting Independence Healthy Bromley:
-

Financial

1. Cost of proposal: Potential additional income of up to £5.2k per annum
 2. Ongoing costs: Potential additional income of up to £5.2k per annum
 3. Budget head/performance centre: Housing Enforcement
 4. Total current budget for this head: £233.5k
 5. Source of funding: Existing revenue budget 2018/19
-

Personnel

1. Number of staff (current and additional): 4 FTE
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory : The Council has a statutory duty to mandatory licence certain types of HMO as set out in the body of the report below, and has the ability to determine the necessary fees in accordance with the requirements of the Housing Act 2004 sec 63.
 2. Call-in: Applicable:
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough Wide
-

3. COMMENTARY

BACKGROUND AND ISSUES

- 3.1 The current level of mandatory HMO fee income does not cover the full cost of managing and operating the Licensing scheme. The recommendation within this report seeks to address that.
- 3.2 The Housing Act 2004 introduced a national licensing scheme which is mandatory for all three storey HMOs occupied by five or more unrelated persons. The legislation became operative on 6 April 2006 and required landlords to apply for a licence in respect of any HMO that they own and operate.
- 3.3 An HMO is a property occupied by three or more unrelated people in two or more households and is fully defined under sections 254 & 257 of the Housing Act 2004.
- 3.4 The Act permitted councils to charge a fee that covered the costs incurred in carrying out the function of licensing HMOs, including the cost of promoting and effectively implementing the scheme.
- 3.5 HMOs in the private rented sector provide valuable, low cost housing to many people who may otherwise be homeless. However, the sector is perceived to be associated with anti-social behaviour, poor living conditions and it houses some of the most vulnerable members of our society. Mandatory licensing tackles those properties deemed to present the highest risks.
- 3.6 The purpose of the mandatory licensing regime was to ensure that those HMOs likely to present the most significant health and safety risks are known to the local authority, with evidence provided that appropriate management arrangements have been made for the property, and that internal conditions were satisfactory.
- 3.7 In February 2018, new regulations were laid before Parliament that will come into force on 1 October 2018. In essence, the government have removed the 'three or more storeys' criteria throughout England. In doing so they have effectively extended the mandatory scheme to include most houses and flats occupied by five or more people in two or more households who share a kitchen, bathroom and/or toilet facilities, regardless of the number of storeys. In addition, any building or a converted flat where such householders lack or share basic amenities such as a toilet, personal washing facilities or cooking facilities will be included. The extended scheme will also apply to purpose built flats where there are up to two flats in the block and one or both are occupied as an HMO.
- 3.8 The current HMO licence fee is £1,000 and licenses are granted for a period of 5 Years, the level has not been reviewed since 2009, and it no longer covers the cost of the necessary actions required to review the application, inspect the premises, process the application and issue the licence.
- 3.9 Nationally, approximately 60,000 HMOs fall within the current mandatory scheme, and it is estimated that under the extended regime an extra 160,000 HMOs will need to be licensed¹. Bromley currently has 82 HMOs registered under the current mandatory scheme, and 16 are due for renewal in 2018.
- 3.10 If the anticipated national increase is applied, with a similar extrapolation for Bromley (using the national figures), this would suggest an increase in the number of licensable HMOs from 82 to 219 (167%). The proposed fee increases take into account the new and extended HMO property categories covered in the forthcoming changes in legislation, and associated work.

¹ Department for Communities and Local Government; English Housing Survey 2015 – 2016: Headline Report

- 3.11 Further work is required to understand exactly how many properties in the Borough of Bromley will require a mandatory licence under the new regulations.
- 3.12 The current HMO Licensing Fees are detailed in Table 1 below:

Table 1: Current HMO Licensing Fees

Mandatory licence	Current fee
Basic licence fee (covering premises of up to 5 persons maximum permitted occupancy)	£1,000 (i.e. £200 per let)
For each additional person (maximum permitted occupancy)	£200 (the fee is charged per unit of accommodation rather than per person)
Basic License Renewal (up to 5 persons)	£675 (i.e. £135 per let)
Renewal charge for each additional person	£135

- 3.13 Section 63(3) of Part 2 of the Housing Act 2004 provides that a Local Housing Authority (LHA) may require an application for a HMO licence to be accompanied by a fee. This fee is at the discretion of the LHA but should, according to section 63(7), reflect the following:
- a) all costs incurred by the LHA in carrying out their functions under this part of the Act, and;
 - b) all costs incurred by them in carrying out their functions under Chapter 1 of Part 4 of the Housing Act 2004 in relation to HMO's (in so far as they are not recoverable under, or by virtue of, any provision of that chapter)
- 3.14 In addition to the legislation affording LHAs to set an appropriate fee, The Local Government Association (LGA) has recognised that *“It is important for authorities to remember that if they set licensing application fees at a level that do not cover the costs of delivering the licensing scheme the shortfall in funding the scheme will need to come from another source, such as other general fund service budgets or from council tax. This is a decision that local authority members need to take, so the financial implications of what is or is not included in the proposed fees needs to be explained to them.”*
- 3.15 Table 2 identifies the proposed fee from 1 October 2018 (£1,300) and reflects the actual cost of licensing and inspection.

Table 2: Proposed Licensing Fee from 1 October 2018

Mandatory licence	Proposed Fee
New Licence fee (for premises with 5 bedsits available to let)	£1,300
Fee for each bedsit available to let. (The fee is charged per unit of accommodation rather than per person)	£260
Renewal License fee (for premises with 5 bedsits available to let)	£1,000
Fee for each bedsit available to let. (The fee is charged per unit of accommodation rather than per person)	£200

- 3.16 A benchmarking exercise was carried out comparing the fees charged by Bromley's nearest neighbours (Table 3); in addition an analysis of officer time dedicated to administering the scheme for an average application was undertaken. Table 3 below demonstrates that all 6 nearest neighbouring authorities have increased their fees incrementally since 2014/15; Bromley is the exception. When considering the average over time, it can be seen that from 2016/17 the fee charged by Bromley was 21.5% lower than the average, and last year it was 30.65% lower. Assuming the neighbouring boroughs do not change their fees for 18/19, the proposed fee for Bromley is 9.84% lower than the average for these boroughs. Analysis of applications received and the cost of administering the scheme is now ongoing, and a further review will be undertaken in October 2019 to ensure that the fee remains commensurate with the cost of administration.

Table 3: Current comparable fees charged by nearest neighbouring boroughs

Council	2014/15 Mandatory Licencing Fees (5 Units)	2015/16 Mandatory Licencing Fees (5 Units)	2016/17 Mandatory Licencing Fees (5 Units)	2017/18 Mandatory Licencing Fees (5 Units)
Bromley	£1,000	£1,000	£1,000	£1,000
Lewisham	£900	£900	£2,500	£2,500
Greenwich	£700	£714	£721	£1,737
Lambeth	£1,250	£1,250	£1,250	£1,335
Southwark	£900	£1,250	£1,250	£1,275
Croydon	£1,200	£1,200	£1,200	£1,250
Bexley	£400	£400	£1,000	£1,000
Average	£907	£959	£1,274	£1,442

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 Vulnerable households invariably rely on the Private Rented Sector, many within Houses of Multiple Occupation (HMOs) for accommodation, and the purpose of licensing is to improve housing conditions and the management of rented accommodation within that sector.

5. POLICY IMPLICATIONS

- 5.1 The work on HMOs supports the ambitions within Building a Better Bromley 2020. Specifically, the recommendations in this report will contribute towards both a stronger economy and a stronger community. Providing healthy and safer homes will enable residents to enjoy improved health and well-being.
- 5.2 Moreover, as the current level of HMO fee income does not cover the full cost of managing and operating the Licensing scheme. The recommendation seeks to end that subsidy, so improving the value for money of our services within the constraints of reduced resources.

6. FINANCIAL IMPLICATIONS

- 6.1 The proposed fee increase has been set at a level that fully recovers the costs incurred in providing the licences. The charges should be reviewed every year to ensure that costs continue to be recovered and to reflect further legislative changes to the potential extension of HMOs to include all properties with 5 or more tenants.
- 6.2 The proposed fees will result in additional income of £5.2k based on current HMO numbers.
- 6.3 Further work will be undertaken by officers in the next few months to determine exactly how many properties within the Borough will require a mandatory licence under the new regulations. A report will be brought back to Members later in the year with details of the estimated increase, the impact of the additional work and the anticipated income that may be generated from the expected increase in HMO's.

7. PERSONNEL IMPLICATIONS

- 7.1 The recommendations in this report do not have HR implications. However it is anticipated, with the Government mandatory expansion of the current mandatory licensing scheme to include all single and two storey buildings with 5 or more tenants as HMO's, the potential impact on workload will need to be considered as part of the regulatory review exercise

8. LEGAL IMPLICATIONS

- 8.1 The Council has a statutory duty to mandatory licence certain types of HMO as set out in the body of the report above, and has the ability to determine the necessary fees in accordance with the requirements of the Housing Act 2004 sec 63.

Non-Applicable Sections:	Procurement
Background Documents: (Access via Contact Officer)	

Report No.
ES18048

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION AND ENFORCEMENT PORTFOLIO HOLDER

For Pre-Decision Scrutiny by the Public Protection & Enforcement PDS Committee on

Date: Tuesday 3 July 2018

Decision Type: Non-Urgent Executive Key

Title: DRAFT PUBLIC PROTECTION & ENFORCEMENT PORTFOLIO PLAN 2018/19

Contact Officer: Joanne Stowell, Assistant Director: Public Protection
Tel: 020 8313 4332 E-mail: Joanne.Stowell@bromley.gov.uk

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

Ward: (All Wards);

1. Reason for report

1.1 This report provides a summary of the performance against the 2017/18 Public Protection Plan and sets out the priorities for the draft 2018/19 Public Protection and Enforcement Plan for scrutiny by Public Protection and Enforcement PDS Members and subsequent endorsement by the Public Protection and Enforcement Portfolio Holder.

2. **RECOMMENDATION(S)**

2.1 **That the Public Protection and Enforcement PDS Committee:**

- **Considers the draft Portfolio Plan 2018/19 (Appendix 1) and provides comments to the Portfolio Holder:**

2.2 **That the Public Protection and Enforcement Portfolio Holder:**

- **Endorses the outcomes, aims and performance measures set out in the draft Public Protection & Environment Portfolio Plan 2018/19, taking into account the 2018/19 budget and the views of this committee.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Public Protection and Enforcement services are used by all residents, including vulnerable adults and children. Where vulnerable adults or children may potentially be affected by a proposal or contract, the issues would be covered in that particular report, plan or contract rather than this strategic document.
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Supporting Independence Vibrant, Thriving Town Centres Healthy Bromley:
-

Financial

Public Protection & Safety

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Public Protection and Enforcement Portfolio
 4. Total current budget for this head: £2.491m
 5. Source of funding: Existing controllable revenue budget 2018/19
-

Personnel

Public Protection

1. Number of staff (current and additional): 50.8 ftes
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Not Applicable
 2. Call-in: Applicable:
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All of the Council's customers (including council tax payers) and users of the services.
-

3. COMMENTARY

- 3.1 The Public Protection and Enforcement Portfolio leads the delivery of the Council's individual and coordinated activity to ensure that Bromley continues to being a safe and healthy place for those who live, visit or work in the borough, now, and for future generations. The scope of the Portfolio is wide and cuts across many of the key areas of work within the authority. Essentially if an enforcement issue affects the health, wellbeing or safety of the public, or the stewardship of our natural or built environment, it is likely that services within the Portfolio will have an active role to play.
- 3.2 In addition to Public Protection, this portfolio plan now encompasses Planning Enforcement, Neighbourhood Management Environmental Enforcement, and Parking Enforcement.
- 3.3 At a local level, the work of Officers within Public Protection, Environmental, Planning and Parking Enforcement is varied, including: protecting people from excessive noise or nuisance, advising businesses on food safety, reacting to outbreaks of food poisoning, acting as an environmental custodian, protecting vulnerable groups from doorstep crime, issuing licences for the selling of alcohol, improving housing standards through inspecting houses in multiple occupation, tackling environmental crimes such as fly-tipping, enforcing confirmed breaches of planning control, and managing on and off-street parking to balance the needs of motorists, residents and businesses.
- 3.4 Due to the inclusion of wider enforcement activities from 2018/19 onwards, a number of additional environmental service initiatives will be undertaken, these are:
- Continuing to deliver service improvements through the parking partnership with APCOA who provide a range of parking related services, including parking enforcement.
 - Implementing further fly-tipping controls and taking intelligence-led enforcement action;
 - Using a wide range of enforcement and regulatory powers in a fair and proportionate manner to protect people and their neighbourhoods, thereby reducing the costs associated with issues such as obstructions of the highway, fly-tipping, littering and graffiti;
 - Determine cases where a breach of planning control may have taken place, using the Council's Planning Enforcement Policy to guide any actions to be taken
 - Monitor the number of notices served and the timescale for responses in keeping with the Planning Enforcement Policy
- 3.5 The work within this portfolio is carried out within a regulatory framework, and much of it is statutory, with standards being set by national regulators such as: the Food Standards Agency, the Health & Safety Executive, Environment Agency, HM Planning Inspectorate and the Health Protection Agency. These standards in turn inform some of the aims and performance indicators within the portfolio. For example, within Outcome 3 (We will support and regulate business), aim 3.2 and performance indicators 3B-3D are designed to ensure the measures within Food Safety Agency action plan are met.

4. 2017/18 KEY ACHIEVEMENTS

4.1 Outcome 1: We will keep Bromley safe

- 12 Community Impact days delivered;
- 165 mentoring relationships forged;
- 100% of domestic abuse victims offered the support of an advocate;

4.2 Outcome 2: We will protect consumers

- 129 training events;
- 41 rapid response interventions;
- 175 test purchase operations undertaken;

4.3 Outcome 3: We will support and regulate businesses

- 100% of high risk businesses (Risk A) undertaken;
- 97% of high risk businesses (Risk B) undertaken;
- Food Action Plan implemented with work ongoing to address backlogs
- 100% of all notified food poisoning and food related infectious disease investigated

4.4 Outcome 4: We will protect and improve the environment

- 115 CCTV evidence packages provided;
- 32 contaminated land reports produced;
- 28 notices served for statutory noise nuisances
- A 5.5% decrease in the number of reported fly tips
- 258 enforcement actions taken against fly-tipping;
- 80% of Environment and Traffic Adjudicators (ETA) cases against PCNs won by LBB.

5 2018/19 PRIORITY OUTCOMES

5.1 The regulation function covering the activities in the Public Protection and Enforcement Portfolio Plan fulfil a number of policy objectives, and assists the Council to deliver against all themes within the 'Building a Better Bromley' vision.

5.2 For 2018/19, the focus of activity will be to continue to achieve positive outcomes for residents and businesses, while ensuring that services provide value for money. In particular, the following outcomes have been highlighted:

5.3 Outcome 1: We will keep Bromley safe

- Tackle anti-social behaviour through the delivery of targeted, intelligence-led operations with the Police. (Community Impact Days).
- Support young people to remain in education, employment and training, through our mentoring service.
- We will support the Safer Bromley Partnership, and co-ordinate the council's response to its statutory duty under PREVENT.
- Coordinate the interim renewal of the Purple Flag Award for Beckenham
- Review and update the Recovery Plan, as part of Emergency Planning,

5.4 Outcome 2: We will protect consumers

- Take action against rogue traders, particularly those who target the vulnerable, through preventative and enforcement activity with banks and adult safeguarding partners.
- Provide a rapid response service to all victims of doorstep crimes and scams.
- Tackle the sale of age-restricted products, particularly alcohol, tobacco and knives, through test purchase operations.

5.5 Outcome 3: We will support and regulate businesses

- Inspect 100% of high-risk food businesses (Risk A and B premises) to ensure food safety standards are met.
- Implement the Action Plan following the Food Standards Agency audit to address the inspection backlog.
- Investigate significant complaints, accident reports and other notifications.
- Work closely with the Orpington and Bromley BID Teams in order to support local businesses.
- Undertake targeted operations to ensure businesses abide by licence conditions.

5.6 Outcome 4: We will protect and improve the environment

- Provide the CCTV monitoring service for town centres and other key areas.
- Develop a computerised system for producing contaminated land reports.
- Work proactively with the community to reduce nuisance, taking enforcement action as necessary.
- Following the installation of the Noise Monitoring Track Keeping System, the Environmental Protection team will continue to monitor noise complaints relating to aviation movements including enforcement for any infringement of the recently adopted Airport Noise Action Plan.
- Issue licenses for Houses in Multiple Occupation in line with statutory timeframes
- Keep the borough's streets clean and green and reduce litter, dog fouling and fly-tipping through a programme of contracted works, education and enforcement activity
- Continue to deliver parking enforcement services through our service provider APCOA
- Ensure that breaches of Planning Control are investigated in accordance with the priorities and approaches set out in the council's Planning Enforcement Policy.

5.7 The 2018/19 draft Portfolio Plan acknowledges the important role played by other agencies, and, in particular, the support for effective partnerships that deliver reductions in offending and anti-social behaviour. As such, the Portfolio Plan within Outcome 1 includes aims relating to these partnerships and the associated priorities for action.

5.8 The draft Portfolio Plan for 2018/19 is attached in Appendix 1 and sets out the 4 Outcomes and the associated issues, aims and performance targets and measures for the coming year. It is intended that the information and activity contained within the draft plan are indicative of a broader approach to: reducing crime and anti-social behaviour, supporting businesses, protecting the natural and built environment, and improving health, wellbeing and life chances.

5.9 Throughout the year, Members will be provided with updates on the targets identified and will receive presentations on the broad range of work that is undertaken in order to maintain the borough's reputation as a safe and healthy environment.

6. IMPACT ON VULNERABLE ADULTS AND CHILDREN

6.1 Vulnerable adults and children are at increased risk from the adverse impacts of issues such as: unfit food, poor housing conditions and being targeted by rouge traders. The enforcement work of all the teams within the Public Protection Division play a vital part in safeguarding the health, safety and wellbeing of vulnerable groups; specific examples from the Food Safety, Housing Enforcement and Trading Standards Teams are given below.

6.2 The Food Safety Team plays a vital part in safeguarding the vulnerable particularly in relation to educational and care homes settings. Good nutrition and safe food are essential to everyone's health and wellbeing which is further enhanced in terms of

vulnerable adults and children. The enforcement of food regulations ensures that food provided in these settings is safe, therefore protecting our vulnerable residents.

- 6.3 The impact of poor housing is exacerbated for vulnerable adults and children, and the Housing Enforcement team works to ensure acceptable standards are maintained and enforcement action is taken if these standards are not met. In addition, the work of the Trading Standards team to tackle rogue traders and doorstep crime directly affects some of our most vulnerable members of the community. Positive results in 2017/18 and already in 2018/19 have meant that unscrupulous individuals have been either fined or face custodial sentences for attempting to defraud individuals out of money and possessions. The work to prevent underage sales of tobacco and alcohol protects vulnerable children from the harmful effects of these products and seeks to educate and enforce against those who flaunt the law.

Officers continue to work in partnership with colleagues from other LBB business units and external agencies as part of the Adult Safeguarding Board

7. POLICY IMPLICATIONS

- 7.1 The attached Portfolio Plan is recommended as a summary of activity and accountability in relation to the Council's role in making the borough a safer and healthier place. Reducing crime and anti-social behaviour continue to be significant priorities for the Council, both in the activities delivered across a wide range of services, and in the Council's leadership of key multi-agency partners.

8. FINANCIAL IMPLICATIONS

- 8.1 The Public Protection and Enforcement Portfolio's priorities will be delivered within the resources identified in the 2018/19 budget, including any further external funding that can be secured.

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

Public Protection and Enforcement Portfolio Plan 2018/19

Introduction

Bromley is considered to be one of the safest boroughs to live in in London, and this year sees the enforcement function within the Environmental Services Directorate move to this portfolio, as such Planning, Neighbourhood Management Environmental Enforcement and Parking enforcement are now incorporated within this plan. This inclusion gives a more pronounced regulatory focus, with the underlying intention that these enforcement activities will protect consumers, residents, businesses and road users; the aims and ambitions for these services are detailed in the 4 Outcomes below.

It is the responsibility of every business and individual in the borough to comply with the law, and we as a Council acknowledge that most do so willingly, and the key aim of the services within this portfolio is to provide assistance for this purpose, as well as targeting enforcement activity against those that do not meet their responsibilities.

The Public Protection and Enforcement Portfolio leads the delivery of the Council's individual and coordinated activity to ensure that Bromley continues to be a safe and healthy place for those who live, visit or work in the borough, now, and in the future. The scope of the Portfolio is wide and cuts across many of the key areas of work within the authority. Essentially if an enforcement issue affects the health, wellbeing or safety of the public, or the stewardship of our natural or built environment, it is likely that services within the Portfolio will have an active role to play.

Much of the work is carried out within a regulatory framework, and can be statutory, with standards being set by national regulators like the Food Standards Agency, the Health & Safety Executive, Environment Agency, HM Planning Inspectorate and the Health Protection Agency. However, there is a balance to be struck, between actively providing support, advice and information as well as targeting enforcement activity against those that put public health, the local economy, the environment or community at risk.

This regulation fulfils a number of policy objectives, and assists the Council to deliver against many themes within the 'Building a Better Bromley' vision, and achieves this through various means including:

- **Safe:** tackling antisocial behaviour and criminal activity such as doorstep crime, securing health & safety in the workplace, and coordinating the Council's response to the Prevent Strategy.
- **Quality Environment:** through tackling nuisance behaviour, by implementing fly-tipping and littering controls, as well as taking intelligence led environmental and planning enforcement,
- **Children & Young People:** Tackling the sale of age-restricted products, particularly

alcohol, tobacco and knives, through test purchase operations

- **Housing:** assisting in the provision of safe and secure housing in the private rented sector.
- **Involved:** Working closely with our partners and the community to develop and deliver our services.
- **Prosperous & Thriving:** through responsible regulation and enforcement to ensure a fair and safe trading environment for residents, businesses and visitors.
- **Quality Public Services:** delivering quality Public Protection and Enforcements services with significantly less funding, with a focus on budgetary control, contract performance monitoring and management, and commissioning opportunities.

As Portfolio Holder I believe I have a lead role to focus our activities on some of the most vulnerable in our society, be they elderly residents or young people. We know only too well the threats posed by illegal activity, and we remain committed to keeping the borough safe. In addition, there is a focus on environmental stewardship, appropriate business regulation and enforcement. I am immensely proud of the work of the services within this Portfolio, and by ensuring that we deliver our priorities as outlined in the following pages, I am confident that our joint efforts will result in Bromley maintaining its reputation of being a safe, green, clean and healthy Borough.

Councillor Kate Lymer

Portfolio Holder for Public Protection and Safety

Outcome 1	We will keep Bromley safe
Issues	Community Safety
	Anti-Social Behaviour and Youth Crime

Aim	Work proactively to prevent crime and reinforce confidence in the borough as a safe place	
In 2018/19, we will:		Head of Service or Officer Responsible
1.1	Tackle anti-social behaviour through the delivery of targeted, intelligence-led operations with the Police. (Community Impact Days – 1A)	Rob Vale
1.2	We will support the Safer Bromley Partnership, and co-ordinate the council's response to its statutory duty under PREVENT.	Rob Vale
1.3	Coordinate the interim renewal of the Purple Flag Award for Beckenham	Steve Phillips
1.4	Review and update the Recovery Plan , as part of Emergency Planning	Laurie Grasty

Outcome 2	We will protect consumers
Issues	Rogue traders, scams and bogus callers
	Under-age sales

Aim	To protect consumers, and in particular the vulnerable, to ensure there is a fair, safe and genuine trading environment through effective Trading Standards Team advice and enforcement activities	
In 2018/19, we will:		Head of Service or Officer Responsible
2.1	Take action against rogue traders , particularly those who target the vulnerable, through preventative and enforcement activity with banks and adult safeguarding partners. (2A)	Rob Vale
2.2	Provide a rapid response service to all victims of doorstep crimes and scams . (2B)	Rob Vale
2.3	Tackle the sale of age-restricted products , particularly alcohol, tobacco and knives, through test purchase operations. (2C)	Rob Vale

Outcome 3	We will support and regulate businesses
Issues	Food Safety
	Licensing
	Health and Safety
	Business Resilience

Aim	The Food, Health and Safety and Licensing team supports and regulates businesses to ensure safe food, safe and healthy workplaces, and licence conditions are met	
In 2018/19, we will:		Head of Service or Officer Responsible
3.1	Inspect 100% of high-risk food businesses (Risk A and B premises) to ensure food safety standards are met. (3A)	Karen Ryan
3.2	Implement the Action Plan following the Food Standards Agency audit to address the inspection backlog (3B,3C,3D)	Karen Ryan
3.3	Investigate significant complaints, accident reports and other notifications. (3E)	Karen Ryan
3.4	Work closely with the Orpington and Bromley BID Teams in order to support local businesses . (3F)	Karen Ryan
3.5	Undertake targeted operations to ensure businesses abide by licence conditions (3G)	Karen Ryan

Outcome 4	We will protect and improve the environment through effective and responsible enforcement
Issues	Environmental protection
	Complex industrial pollution
	Community noise and nuisance
	Licensing Houses in Multiple Occupation
	Clean Streets
	Planning Enforcement
	Rising numbers of cars leading to congestion, parking issues.
	Parking Enforcement

Aims	<p>To regulate and enforce within the regulatory and statutory frameworks relating to air quality, drainage issues, land contamination, public health nuisance and noise, CCTV, housing enforcement, Disabled Facilities Grants, coroner and mortuary and pest control, through effective Public Protection Team advice and enforcement activities;</p> <p>To focus on promoting behaviour change, working with community and volunteer groups, and taking appropriate action to ensure the street environment meets local needs;</p> <p>To managing parking issues through effective enforcement to balance the needs of motorists, residents and businesses</p> <p>To ensure breaches of planning control are remedied through appropriate enforcement in accordance with the Council's Planning Enforcement Policy</p>	
In 2018/19, we will:		Head of Service or Officer Responsible
4.1	Provide the CCTV monitoring service for town centres and other key areas. (4A)	Jim McGowan
4.2	Develop a computerised system for producing contaminated land reports . (4B)	Jim McGowan
4.3	Work proactively with the community to reduce nuisance, taking enforcement action as necessary . (4C)	Jim McGowan
4.4	Following the installation of the Noise Monitoring Track Keeping System, the Environmental Protection team will continue to monitor noise complaints relating to aviation movements including enforcement for any infringement of the recently adopted Airport Noise Action Plan	Jim McGowan

4.5	Issue licenses for Houses in Multiple Occupation in line with statutory timeframes (4D)	Jim McGowan
4.6	Keep the borough's streets clean and green and reduce litter, dog fouling and fly-tipping through a programme of contracted works, education and enforcement activity. (4E & 4F)	Toby Smith
4.7	Continue to deliver parking enforcement services through our service provider APCOA. (4G-H)	Benjamin Stephens

Performance Indicators

Performance Indicators		14/15 Actual	15/16 Actual	16/17 Actual	17/18 Target	17/18 Actual	18/19 Target
1A	Number of Community Impact Days	12	12	12	12	12	12
1B	Number of mentoring relationships forged	154	146	145	100	165	100
2A	Number of awareness raising events & training to groups & partners	45	80	115	70	129	70
2B	Number of rapid response interventions resulting in a real saving to consumers	42	54	47	50	41	This is outcome based. The target is to respond to 100% of level 1 calls within 2 hours
2C	Number of test purchase operations to detect the sale of age-restricted products	156	129	113	100	175	100
3A	Number & % of inspections of high-risk businesses undertaken (Risk A and B food premises)	New	100	100% of Zero score and 96% 1 score	100% 97%	100% (A) 97% (B)	100%(A) 97%(B)

3B	Number of overdue Food Hygiene Inspections Completed	New					648
3C	Number of overdue Food Standards Inspections Completed	New					129
3D	Number of unrated premises inspected	New	-	-	-		427
3E	Number of significant complaints and accident reports/notifications investigated	135	112 complaints investigated. 29 accidents selected for investigation out of 119 reports	387	250 complaints	300 complaints	This is outcome based. The target is to investigate to 100% complaints, accidents and notifications
3F	Evidence of work/actions that support the Orpington and Bromley BID Teams	new	-	-	-	-	--
3G	No of targeted operations to ensure businesses abide by licence conditions	New	-	-	-	-	4
4A	Number of packages of evidence supplied	new	660	717	700	115*	650
4B	Number of reports produced on contaminated land	20	26	?	32	32	This is outcome based. There cannot be a target as it will depend on number of requests
4C	Number of notices served (nuisance and pollution)	New	-	-	-	-	This is outcome based. There cannot be a target as it will depend on number of nuisances witnessed
4D	Number and % of HMO Licenses issued in time	New	-	-	-	-	This is outcome

							based. The target is to issue 100% within the statutory timeframe
4E	Fly-tipping enforcement actions (NI 196i)	375	330	328	325	258	300
4F	Fly-tipping Incidents (NI 196ii)	3377	3343	3246	3250	3067	3000
4G	Appeals heard by the Environment and Traffic Adjudicators (ETA) against PCNs issued by LBB (ES8)	459	331	274	300	213	300
4H	ETA cases won by LBB (ES9) (% of cases heard)	74	75	81	80	80	80
4I	Cases where investigations of breaches of planning control are completed	New					This is outcome based. There cannot be a target as it will depend on number breaches reported

*a software update enabled multiple packages to be spliced and provided on a single disk

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Report No.
ES18046

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION AND ENFORCEMENT POLICY
DEVELOPMENT & SCRUTINY COMMITTEE

Date: Tuesday 3 July 2018

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

Title: ENFORCEMENT ACTIVITY UPDATE

Contact Officer: Joanne Stowell, Assistant Director: Public Protection
Tel: 020 8313 4332 E-mail: Joanne.Stowell@bromley.gov.uk

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

Ward: (All Wards);

1. Reason for report

- 1.1 To advise Members on the enforcement activity under delegated powers undertaken by the Public Protection Division, Planning Enforcement, Neighbourhood Management (Environmental Enforcement) and Parking Enforcement during the period 1 April 2017 to 31 March 2018.

2. **RECOMMENDATION(S)**

Members are asked to:

- 2.1 **Note and provide comments on the contents of this report;**
- 2.2 **Agree to receive 6 monthly reports, on the service areas identified within the report.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Vulnerable adults and children are at increased risk from the adverse impacts of issues such as: unfit food, poor housing conditions and being targeted by rogue traders, and the enforcement work of teams within Public Protection seeks to safeguard the health, safety and wellbeing of vulnerable groups. In addition, the work undertaken by Parking Services on Blue Badge enforcement seeks to ensure that vulnerable road users have the access they require to appropriate parking spaces and that the scheme is not abused.
- 1.2 The service activities within Planning enforcement and Neighbourhood Management Enforcement are used by all residents, including vulnerable adults and children. They are generally universal in nature. Adjustments are made, as required, to ensure services are as accessible as possible and all users are safe. Where vulnerable adults or children may potentially be affected by a proposal or contract, the issues would be covered in that particular report, plan or contract rather than this report.

Corporate Policy

1. Policy Status: Existing Policy:
2. BBB Priority: Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley Quality Environment:

Financial

Public Protection & Enforcement

1. Cost of proposal: Not Applicable:
2. Ongoing costs: Not Applicable:
3. Budget head/performance centre: Public Protection and Safety Portfolio Budget
4. Total current budget for this head: £2.103m
5. Source of funding: Existing controllable revenue budget 2017/18

Personnel

Public Protection and Enforcement

1. Number of staff (current and additional): 48 FTEs
2. If from existing staff resources, number of staff hours: Not Applicable

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All of the Council's customers (including Council tax payers) and users of the service.

Ward Councillor Views

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

3. COMMENTARY

- 3.1 At the meeting of the Public Protection and Safety, Policy Development and Scrutiny Committee on 15 November 2007, Members agreed they should receive reports of the enforcement activity undertaken by the Public Protection division on a six-monthly basis.
- 3.2 Previously this report highlighted the enforcement activities of teams within Public Protection. However, Members have requested that the report now include all enforcement related services within the Environment and Community Services (ECS) Directorate into the Public Protection and Enforcement Portfolio. This gives a more pronounced regulatory focus, with much of the underlying intention of these activities to keep consumers, residents and road users safe and healthy.
- 3.3 As the enforcement activity for the additional service areas is data intensive, a summary of the key issues for each area is highlighted below.
- 3.4 Key issues to note:

Public Protection

In general, the enforcement outputs from all teams for 2017/18 are comparable with the previous year. However, with regards to Anti-Social Behaviour, there has been an increase in enforcement, whereby the issuing of Acceptable Behaviour Commitments (ABCs) increased from 25 to 30, Early intervention Warning Notices increased from 1 to 6 and Criminal Behaviour Orders (CBOs) increased from 0 to 5. This team has forged closer working with partner agencies, such as police and registered social landlords through the LBB led multi agency Community Impact Days. This partnership working has resulted in enhanced intelligence sharing and an increase the number of referrals; this in turn has resulted in the noted increase in enforcement.

Planning

In the period April 2017 to March 2018, the Council received 768 new complaints concerning alleged breaches of planning control. This compares with approximately 664 complaints registered in the previous year (an increase of 13.5%). The type of complaint which saw the highest % increase was Operational Development (27%).

Neighbourhood Management

Compared to 2016/17, the number of reported fly tips reduced by 5.5%, and the enforcement action taken in response to this activity also fell. This reduction in enforcement was not only as a result of a decrease in reports received, but staff absences during the year had an additional impact. Management action has been taken to cover absences and ensure enforcement action is commensurate to the number of actionable incidents reported.

Parking

In 17/18 a new contract was awarded to APCOA which resulted in a reduction in the number of PCNs being issued. Management action and application of new KPIs in the contract have mitigated the loss to the Council.

Details for 2017/18 have been provided in the following appendices:

- Appendix A Enforcement Outputs for Public Protection
- Appendix B Enforcement Outputs for Planning
- Appendix C Enforcement Outputs for Neighbourhood Management Enforcement
- Appendix D Enforcement Outputs for Parking Enforcement

4. POLICY IMPLICATIONS

Public Protection

- 4.1 Enforcement activity is undertaken in accordance with the Enforcement Policy adopted by the Council 2 February 2012. The enforcement policy provides guidance to Councillors, Officers, businesses and individuals on the range of options that are available to achieve compliance with legislation enforced by the Public Protection Division
- 4.2 The Public Protection Division undertakes its regulatory function in accordance with risk assessment criteria, ensuring the service resources are focused upon those activities or practices that: present the greatest risk to public health, pose an increased threat to vulnerable groups, pose a risk to safety, or have a potential economic loss to the customer.
- 4.3 The primary objective is to achieve regulatory compliance, recognising that prevention through education and advice is preferable. However, there will be instances where it becomes necessary to take formal action against a business or individual. In these cases, the Enforcement Policy applies the Regulators' Compliance Code, to ensure our regulatory enforcement functions are carried out in a way that are: proportionate, consistent, and transparent.
- 4.5 The current Corporate Enforcement Policy will be updated to take into account the introduction of the Regulator's Code (2014) by the Department for Business, Innovation and Skills. This guidance code emphasises the role of regulators in actively assisting and communicating with businesses and individuals who are affected by the regulations, before resorting to more formal enforcement measures (prosecutions, cautions etc.). Notwithstanding the need for the update, the Officers within the Division already apply this approach.

Planning Enforcement

- 4.7 Planning enforcement activities are undertaken in accordance with The Planning Enforcement Policy.

Neighbourhood Management Enforcement

- 4.8 Neighbourhood Management enforcement activities are undertaken in accordance with the policies set out in the Environment and Community Services Portfolio Plan 2018/21 and any other associated plans and strategies as detailed in the ECS 'Policy Register: Strategies and Service Plans 2018-19'.
- 4.9 The 2018/21 Environment Portfolio Plan supports the Council's 'Building a Better Bromley' objectives, principally in respect of delivering a Quality Environment and an Excellent Council, and effectively defines the Council's environmental service policy.
- 4.10 The Portfolio Plan's aims are delivered through the ECS service contracts but delivery is also within the context of the Council's formally adopted environmental policies.

Parking

- 4.11 Parking enforcement activities are undertaken in accordance with the policies set out in the Environment and Community Services Portfolio Plan 2018/21 and the Bromley [Parking Strategy](#) (Adopted: January 2012) which sets out parking policy and provides local

solutions for parking problems including identifying priorities for enforcement and future investment.

5. FINANCIAL IMPLICATIONS

- 5.1 The enforcement activity detailed in this report has been undertaken within existing revenue resources and any external funding secured.

6. LEGAL IMPLICATIONS

- 6.1 Legal Requirement: Statutory Requirement. The Council carries out enforcement activity under statutory powers. There are no direct legal implications arising from this update report

7. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 7.1 Vulnerable adults and children are at increased risk from the adverse impacts of issues such as: unfit food, poor housing conditions and being targeted by rogue traders. The enforcement work of all teams within the Public Protection plays a vital part in safeguarding the health, safety and wellbeing of vulnerable groups. In addition, the work undertaken by Parking on Blue Badge enforcement seeks to ensure that vulnerable road users have the access they require to appropriate parking spaces, and that the scheme is not abused.
- 7.2 The service activities within Planning enforcement and Neighbourhood Management Enforcement are used by all residents, including vulnerable adults and children. They are generally universal in nature - rather than being directed at particular community groups. Adjustments are made, as required, to ensure services are as accessible as possible and all users are safe. Where vulnerable adults or children may potentially be affected by a proposal or contract, the issues would be covered in that particular report, plan or contract rather than this strategic document.

Non-Applicable Sections:	Personnel Procurement
Background Documents	Public Protection Enforcement Policy 2012

PUBLIC PROTECTION ENFORCEMENT ACTIVITY - STATUTORY NOTICES

Table 1

	Legislation	Description	Notices 01/04/15- 30/09/15	Notices 01/10/15- 31/03/16	Notices 31/3/2016- 1/4/2017 *	Notices 31/3/2017- 1/4/2018*
Environmental Protection & Nuisance						
1	Environmental Protection Act 1990 S.80	Noise from amplified music (domestic premises) EP90QS	3	5	7	8
2	Environmental Protection Act 1990 S.80	Noise from amplified music (commercial premises) EP90RS	1	2	3	3
3	Environmental Protection Act 1990 S.80	Noise from intruder/vehicle alarms EP90LS/EP90VS	2	7	5	4
4	Environmental Protection Act 1990 S.80	Other noise EP90JS	7	1	11	10
5	Environmental Protection Act 1990 S.80	Bonfires EP90ES	4	1	4	1
6	Environmental Protection Act 1990 S.80	Other nuisance EP90KS	0	0	2	4
7	Environmental Protection Act 1990 S.80	Nuisance from premises EP90CS	0	0	1	1
8	Environmental Protection Act 1990 S.80	Nuisance from light EP90NS	0	0	0	1
9	Environmental Protection Act S.80	Nuisance from accumulations EP90HS	1	1	3	4
10	Environmental Protection Act 1990 S.80	Nuisance from dog barking EP90MS	0	0	0	2
11	Prevention of Damage by Pests Act 1949 S.04	Removal of rubbish and treatment for pests PDP49B	31	3	37	13
12	Public Health Act 1936 S.287	Notice of intention to enter premises PHA36F	1	1	0	2
13	Public Health Act 1936 S.83	Filthy and verminous premises PHA36L	1	0	0	0
14	Public Health Act 1936 S.78	Cleansing alleyways PHA36K	0	5	0	0
15	Control of Pollution	Pollution from	4	13	23	16

	Act 1960 S.60	construction sites (noise/dust, etc.) COPA60				
16	Local Government (Misc. Provisions) Act 1976 S.16	Requisition for information LGM76A	6	0	16	8
17	Local Government (Misc. Provisions) Act 1976 S.20	Sanitary accommodation LGM76B	0	0	0	0
18	Local Government (Misc. Provisions) Act 1976 S.35	Clearing obstructions in drains LGM76D	0	0	0	0
19	Local Government (Misc. Provisions) Act 1976 S.29	Securing empty premises LGM76C	1	0	2	1
Housing Enforcement						
20	Housing Act 2004 Part 1	Improvement Notice HA0411	2	1	0	4
21	Housing Act 2004 Part 1	Prohibition Order HA0420	2	0	1	0
22	Housing Act 2004 Part 1	s23 Suspension of Prohibition Notice HA0423	0	0	1	2
23	Housing Act 2004 Part 1	Hazard Awareness Notice HA0428	2	0	0	1
24	Housing Act 2004 Part 2	Decision to grant a (HMO) Licence HANDGL	4	1	16	27
25	Housing Act 2004 Part 2	Proposal to grant a (HMO) Licence HAPGL	2	1	16	29
26	Housing Act 2004 Part 2	Temporary Exemption Notice HATEN	0	2	1	5
27	Housing Act 2004 Part 2	Proposal to Revoke a (HMO) Licence HAPRL	0	0	1	0
28	Housing Act 2004 Part 2	Decision to Revoke a (HMO) Licence HADRL	1	0	1	1
29	Housing Act 2004 Part 2	Proposal to Refuse a (HMO) Licence Application HAPRGL	0	0	0	0
	Housing Act 2004 Part 2	Decision to Refuse a (HMO) Licence Application HADRGL	0	0	0	0
30	Housing Act 2004 Part 2	Decision to Vary a (HMO) Licence HANDVL	0	0	1	4

31	Housing Act 2004 Part 2	Proposal to Vary a (HMO) Licence HAPVL	0	0	1	4
Health & Safety						
32	Health & Safety at Work etc. Act 1974	Prohibition notices HSW74B	7	12	12	7
33	Health & Safety at Work etc. Act 1974	Improvement notices HSW74A	14	10	15	3
Food Safety						
34	Food Safety – Food Hygiene Regulations	Food Hygiene Improvement Notices FSA90C FSHR6	6	25	55	38
35	Food Safety	Emergency Hygiene Prohibition Notices and Orders FSA90D FSA90E	0	0	0	0
36	Food Safety	Seizure and destruction of food FSA90A FSA90B FSAVOL FSHR8	1	0	1	0

Table 2 Anti-Social Behaviour

37	Anti-Social Behaviour Act 2003	Acceptable Behaviour Commitments (ABCs) served ABC?	16	12	25	30
38	Anti-Social Behaviour Act 2003	Early intervention warning notices ABCWAR?	0	10	1	6
39	Anti-Social Behaviour and Policing and Crime Act 2014	CBO Notices	NA	NA	NA	5
40	Anti-Social Behaviour and Policing and Crime Act 2014	Final warning under Community Protection Remedy	1	1	0	0
41	Community Trigger	Number of complaints received in which Community Trigger legislation is invoked	2	5	0	0
42	Community Trigger	Number of complaints that are Community Trigger issues	0	0	0	0

Table 3 REGULATION OF INVESTIGATORY POWERS ACT 2000

Trading Standards						
43	Age-Related Sales Legislation	Test purchasing attempts	NA	NA	5	5
44	RIPA applications	Telephone checks	n/a	n/a	7	4

45	Public Health and Nuisance	Fly-tipping	0	N/A – moved to Street Services to be reported to Environment Committee	N/A	N/A
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- ***Relates to full year figures- not 6 monthly***

Table 4 PROSECUTIONS

Legislation	Description	Penalty
Fraud Act 2006	S1 Fraud by misrepresentation – bogus tree work carried out by 1 of 3 males, victims elderly female living alone. One male remains at large	Sentencing due June 2017
Housing Act 2004	Defendant pleaded Not Guilty to offence of breaching Prohibition Order.	Case withdrawn – no costs.
Fraud Act 2006	S2 Fraud by misrepresentation – bogus tree work carried out by 1 of 3 males, victims elderly female living alone. One male remains at large	Sentencing due June 2017
Pyrotechnic articles (safety) regulations 2010	Sale of fireworks to person under the age of 18. Offence occurred on 26 th October 2017	£1,375 fine, £1,000 costs, £100 victim surcharge
Fraud Act 2006	Fraud by misrepresentation in relation to property repairs	Matter due to be heard June 2019
Consumer Protection from Unfair Trading Regulations 2008	Mis-use of a trade association logo	Matter due to be heard June 2018
Pyrotechnic articles (safety) regulations 2010	Sale of fireworks to person under the age of 18.	2 x Formal Warning
Licensing Act	Sale of Alcohol to person under the age of 18	2 x Licensing review scheduled for Jul 2018
Alternate Dispute resolution for Consumer Disputes Regulations 2015	Failed to notify a customer of ADR service	1 x Formal Warning
Consumer Transaction (Information, Cancellation & Additional Charges) regulations 2013	Failed to give prescribed paperwork to a consumer following a transaction at consumer's home	11 x Formal warning
Textile Products (Labelling and Fibre Composition) Regulations 2012	Failure to label items correctly	6 x Formal warning
Electrical Safety Regulations	Supply of unsafe second hand electrical equipment	1 x Formal warning
LGMP	27/9/17 S16	£300 fine, £447 costs

Table 5 LICENSING HEARINGS

Premises	Date	Applications heard by the Licensing Sub Committee / Appeals at Magistrates Court	Type of application and outcome
McColl's 4 Roundway Biggin Hill	April 5 th 17	Licensing Sub Committee	Review Outcome Conditions applied
Whitehouse Service Station Keston	April 5 th 17	Licensing Sub Committee	Review Outcome Conditions applied
Chatterton News Chatterton Road	April 5 th 17	Licensing Sub Committee	Review Outcome Conditions applied
Two Ten High Street Beckenham	April 26 th 17	Licensing Sub Committee	Review Outcome Conditions applied DPS removed
Capital wines Penge	May 25 th 17	Licensing Sub Committee	Review Outcome Conditions applied
The Wine Shop Orpington	May 25 th 17	Licensing Sub Committee	Review Outcome Conditions applied
Langtry's Bridge Bar Beckenham	June 14 th 17	Licensing Sub Committee	Temporary Events Notice Objection. Upheld
Langtry's Bridge Bar	July 27 th 17	Licensing Sub Committee	Variation of Premises Licence Outcome: Granted with the addition of a number of conditions.
Jamaica Basic Event CP Park	July 27 th 17	Licensing Sub Committee	One Day premises Licence Refused due to concerns expressed by the Safety Advisory Group
Two Ten High Street Beckenham	Aug 10 th 17	Licensing Sub Committee	Variation of the Premises Licence. Outcome: The Licensing Sub Committee granted the variation with conditions
Shortlands golf Club Shortlands	Nov 14 th 17	Licensing Sub Committee	New Premises Licence Outcome: The premises licence was granted and had a number of conditions added.
La Rascasse Beckenham High Street	Jan 31 st 18	Licensing Sub Committee	Variation of the Premises Licence Outcome: The variation was granted with a number of conditions added.
Nostalgia Fest Hayes Street Farm Hayes	March 28 th 18	Licensing Sub Committee	One Day Premises Licence Outcome: The premises licence was granted and had a number of conditions added.

Permitted Processes for the year 01.04.16 to 31.03.17

Permits issued: 89 in total

48 Dry Cleaners – 1 revoked (converted to wet cleaning)

1 Crematorium - inspected

1 Cement batcher - inspected

1 Vehicle repairs – not inspected

5 Mobile crushers – none inspected but 5 DEFRA surveys

32 Vapour recovery (19 were inspected by Fire Brigade)

Commentary on Enforcement Outputs 2017/18

1. The enforcement remit of Public Protection is very varied; it includes (amongst other things): protecting people from excessive noise or nuisance, advising businesses on food safety, reacting to outbreaks of food poisoning, acting as an environmental custodian, protecting vulnerable groups from doorstep crime, issuing licences for the selling of alcohol, and improving housing standards through inspecting houses in multiple occupation.
2. The Teams that sit within Public Protection that have an enforcement function are:
 - Environmental Protection & Nuisance
 - Housing Enforcement
 - Health & Safety
 - Food Safety
 - Anti-social Behaviour
 - Trading Standards &
 - Licencing
3. The work of the above teams is set within a regulatory framework, and much of it is statutory, with requirements imposed through various pieces of legislation, and with standards being set by national regulators such as the Food Standards Agency, the Health & Safety Executive and the Health Protection Agency.
4. Table 1 rows 1- 10 highlight statutory nuisance notices served by the Environmental Protection and Nuisance Team. This team provides a statutory service as the Environmental Protection Act 1990 places a duty of Local Authorities to investigate complaints of a statutory nuisance and serve abatement notices when an officer has sufficient evidence to support that. This usually requires them to physically witness the nuisance themselves. The nuisances that can be dealt with are listed within the act, and include light, noise, smell and smoke. The figures in Table 1 for 2017/18 remain comparable to the previous year, with the exception of abatement of bonfires which is down 75%. This reduction is associated with a 25% decrease in complaints for bonfires for the 17-18 period, and the lack of nuisances witnessed for this event.

5. The Council has specific duties under the Prevention of Damage by Pests Act 1949 to take steps to ensure that the borough is reasonably free from rats and mice. Again, in order for a notice to be served, the Officer must witness physical evidence demonstrating infestation to support this action. The figures in Table 1 row 11 show a decrease in the service of notices under this Act from 37 last year to 13 this year (down 64.8%). Having scrutinised the figures, it can be seen that complaints alleging pest infestation were also down by 20.7% %, in addition, a new advisory letter is being sent to residents where complaints of rubbish accumulations are received, and these factors may explain the decrease.
6. Noise from construction sites is enforced under the Control of Pollution Act 1974. Table 1 row 15 shows a decrease of 30.43% in the Notices served (23 to 16). As the number of complaints received against construction sites was only down by 6%, it is not clear why there is this differential. It is important to note that this type of notice does not require a nuisance to be witnessed, and may be served proactively to ensure that work times and methods are formalised. Historically this has not happened, and notices have been served reactively in response to complaints received, and only when out of hours works have been witnessed. Moving forwards, Officers will serve these Notices on a proactive basis (where appropriate), to ensure commercial construction (and domestic construction where a property is uninhabited and being significantly renovated) is better regulated. The aim is to protect residents from unreasonable noise, as a result of the proactive stance to be taken, it is anticipated that the figures reported in subsequent reports will be higher.
7. Part 2 of the Housing Act 2004 introduced a mandatory scheme to licence HMOs with 3 or more storeys occupied by 5 or more people comprising two or more households. The Act places a statutory duty upon Bromley Council to license HMOs and it also includes powers to deal with poor living conditions, and the Housing Enforcement Team enforces this Act.
8. HMOs require a mandatory licence if they are occupied by at least five people, in a building that has at least three storeys, and where at least one person's accommodation is not self-contained. In April this year Government expanded the mandatory HMO licensing scheme, with the changes expected to come into full force in October 2018. However, the figures for 2017/18 already show a 68.75% (16 to 27) increase in the decision to grant a HMO and 81.25% increase (16 to 29) in the proposal to grant a HMO (Table 1 rows 24-25). However, it needs to be noted that the licences are for a five year period and the HMO licences quoted also include licence renewals. As such, the increase may be as a result of these renewals, the establishment of more HMOs within the borough (under the original mandatory scheme), in anticipation of the extension of the new scheme, or indeed a combination of these factors.
9. Notwithstanding the above, it is expected that an extra 160,000 HMOs will need to be licensed nationally, and whilst work is required to understand how many additional properties in Bromley will require a mandatory licence, it is expected that subsequent reports will show an increase in the reported figures for 2017/18.
10. The Council is the Food Safety Authority under the Food Safety Act 1990 and has a duty to enforce food safety, food standards and feed requirements. Our performance is monitored by the Food Standards Agency (FSA) against the Food Law Code of Practice.
11. The Food Safety Act 1990 is wide-ranging legislation on food safety and consumer protection in relation to food, and Table 1 row 34 shows a 31.9% decrease in the number of notices served compared to the previous year (55 to 38). Members will be aware following the meeting of the Public Protection & Safety PDS on 29 June 2017(Report ES 17041) that the team was funded to employ additional resources of 2 full time permanent and three full time temporary food safety officers for up to 18 months.
12. In response to the above, 2 permanent full-time food safety officers were employed in the last ¼ of 2018. However, a food safety officer went on maternity leave in April 2018, and the

national shortage of qualified food safety Officers has impacted on the ability to recruit to the vacant posts. As such, the food team only recruited 1.6 FTE of the 3 temporary food safety officers required. However, 1 contract food safety officer is in the process of being recruited and it is anticipated that along with an increase in inspections (especially of those where the an inspection has been overdue for some time), the numbers of notices served this year may also rise. Having said that, there is not always a direct correlation between numbers of notices served and numbers of officers, as much depends on the level of non-compliance found and the willingness of businesses to comply.

13. The Antisocial Behaviour Team enforces the Anti-social behaviour Act 2003 and the Anti-Social Behaviour and Crime and Policing Act 2014. Table 2 rows 37-39 show there has been an increase in enforcement whereby the issuing of Acceptable Behaviour Commitments (ABCs) increased from 25 to 30, Early Intervention Warning Notices increased from 1 to 6 and Criminal Behaviour Orders (CBOs) increased from 0 to 5. This team has forged closer working with partner agencies, such as police and registered social landlords through the LBB led multi-agency Community Impact Days. This partnership working has resulted in enhanced intelligence sharing and an increase the number of referrals; this in turn has resulted in the noted increase in enforcement.

PLANNING ENFORCEMENT ACTIVITY - STATUTORY NOTICES

1. In the period April 2017 to March 2018 the Council registered 768 new complaints about alleged breaches of planning control. These are summarised in table 1 below. This compares with approximately 664 complaints registered in the previous year. There has been a significant increase in the amount of reported complaints received.

Table 1:

Range of Complaints		
Operational Development	211	27%
Untidy Sites (S215)	76	10%
Commercial Activity	31	4%
Breach of condition	79	10%
Adverts	35	5%
Boundary treatment	42	5%
Plans - not built according to	98	13%
Commercial vehicle - parking of	2	0%
Change of Use	108	14%
Access	2	0%
Shop shutters	2	0%
Satellite Dishes	0	0%
Trees	40	5%
General	42	5%
	768	100%

2. In terms of enforcement activity, 79 enforcement notices were issued in respect of breach of planning control in the period April 2017 to March 2018, in other cases, negotiation led to matters being resolved before notices were issued. This activity is summarised in table 2 below.

Table 2:

Type of Notice	Number of Notices issued 2017/18
Operational Development	24
Change of Use	10
S215	32
Breach of Condition Notice	10
Planning Contravention Notice	3
Stop Notice	0
TOTAL	79

3. The majority of enforcement action is authorised under Delegated Authority and a list of cases where delegated enforcement action has been taken is regularly reported to Development Control Committee. In addition a monthly report of notices issued is circulated to all Members.

4. A wide range of complaints were received but the most frequent relate to operational development (27%), breach of conditions (10%), not built in accordance with plans (13%), untidy sites (10%) and change of use (14%).

5. A substantial number of complaints are received which do not involve breaches of planning control which are not recorded on the planning enforcement monitoring system. These include some non-planning issues such as boundary disputes, anti-social behaviour and other civil matters which fall outside the remit of planning control. These unregistered complaints are investigated and researched and advice given back to the complainant, via the telephone or emails. This still involves considerable staff resources to maintain the service, this involves an estimated average of approximately 10 new complaints per day. As a result of this information it has been decided to register all complaints on our system, so the overall amount of recorded complaints received are set to rise again in the future.

6. In cases where an enforcement notice has been effective and not been complied with, the Council may exercise its powers of prosecution. The Council is currently in the process of prosecuting on the following cases.

- i. A property in Babbacombe Road - located in the Plaistow and Sundridge Ward.
- ii. A property in Market Meadow – located in Cray Valley East Ward.
- iii. A Property in Midfield Way – located in Cray Valley East Ward.
- iv. Blackbrook Lane various plots - located in Bickley Ward.
- v. A property in Blandford Road, Summons issued - located in Clock House Ward.
- vi. A property in Manor Way – located in Kelsey and Eden Park Ward.
- vii. Land Adjacent to Top Awards – located in Farnborough and Crofton Ward.
- viii. A property in Lullington Close - located in Cray Valley West.

7. In some cases which may involve direct action, officers will prepare a report to present to committee for authorisation from Members as this enforcement action may involve some considerable financial cost to the Council. A charge can be considered by the Council in order to recover the Councils initial cost together with the appropriate interest rate charged until the bill is paid.

8. Proceeds of Crime Act (POCA): since successfully utilising this tool in a prosecution test case in Maple Road, located in the Penge and Cator Ward, Planning Enforcement

together with Trading Standards and our Legal Services have successfully taken action, the result led to a confiscation order under the proceeds of crime legislation which was reported to members in March 2018. The joint teams are in the process of taking further action on a number of other cases which meets the necessary criteria under POCA.

9. Planning Enforcement is a complaint led service. At least 95% of our cases for investigation are reported to us directly from local residents/ward councillors, members of the public or interested parties who may be directly affected by the development in some way.

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NEIGHBOURHOOD MANAGEMENT (ENVIRONMENTAL) ENFORCEMENT ACTIVITY

1. The Council aims to reduce fly-tipping and improve the streetscene through prevention measures, communication and enforcement activity, in line with Building a Better Bromley's 'A Quality Environment' & 'Safe Bromley', outcomes, as well as achieving the aims set out within the Environment Portfolio Plan 2018/19 and Public Protection and Enforcement Portfolio Plan.

2. Outcome 4 of the Public Protection and Enforcement Plan is: '**We will protect and improve the environment**' and the supporting aim (with respect to street scene enforcement) is as follows:

- **Aim 4.6: Keep the borough's streets clean and green and reduce litter, dog fouling and fly-tipping through a programme of contracted works, education and enforcement activity.**

3. Enforcement activities are undertaken jointly by LBB and a security contractor. Two of the 7 FTE enforcement officers are specifically responsible for fly-tipping enforcement in addition to one member of security contractor personnel who has authorisation to issue Fixed Penalty Notices for dog fouling and littering.

Fly Tipping

4. Despite action taken by the Council over a period of years to tackle enviro-crime and fly-tipping, it continues to blight the streetscene. Fly-tipping has a huge impact on residents, and there are high costs associated with Council clean-up operations, in addition to the associated health, safety and environmental risks.

5. There were 3,067 fly-tipping incidents in 2017/18, a reduction of 5.5% on the previous year (see figure 1 below). Household waste accounted for 63% of fly-tipping incidents in Bromley in 2017/18 and this rises to 72% with the inclusion of Garden Waste.

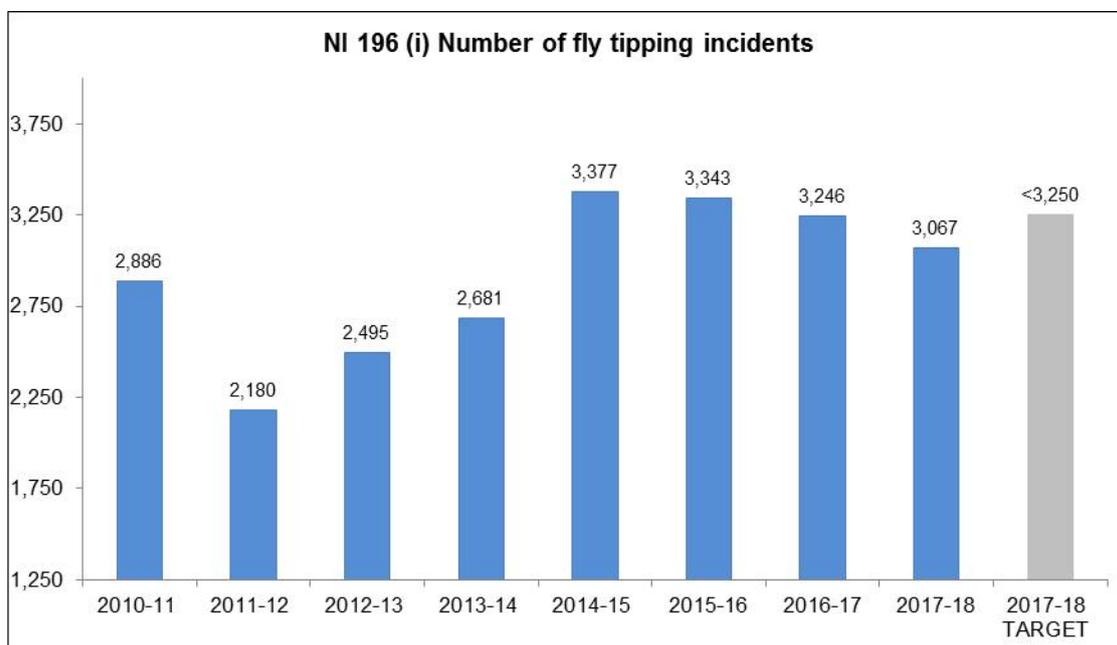


Figure 1: Number of fly-tipping incidents 2017/18

6. The Council's aim is to investigate and take appropriate enforcement action in respect of 10% of fly-tipping incidents. Enforcement action cannot be taken for each incident, due to lack of evidence. There are regular operations with the Metropolitan Police to target vehicles involved in fly-tipping, including seizing vehicles, and the use of enforcement powers and surveillance for evidence gathering as appropriate. Figure 2 below shows the enforcement actions taken in 2017/18 (totalling 258) vs the number of fly-tipping incidents.

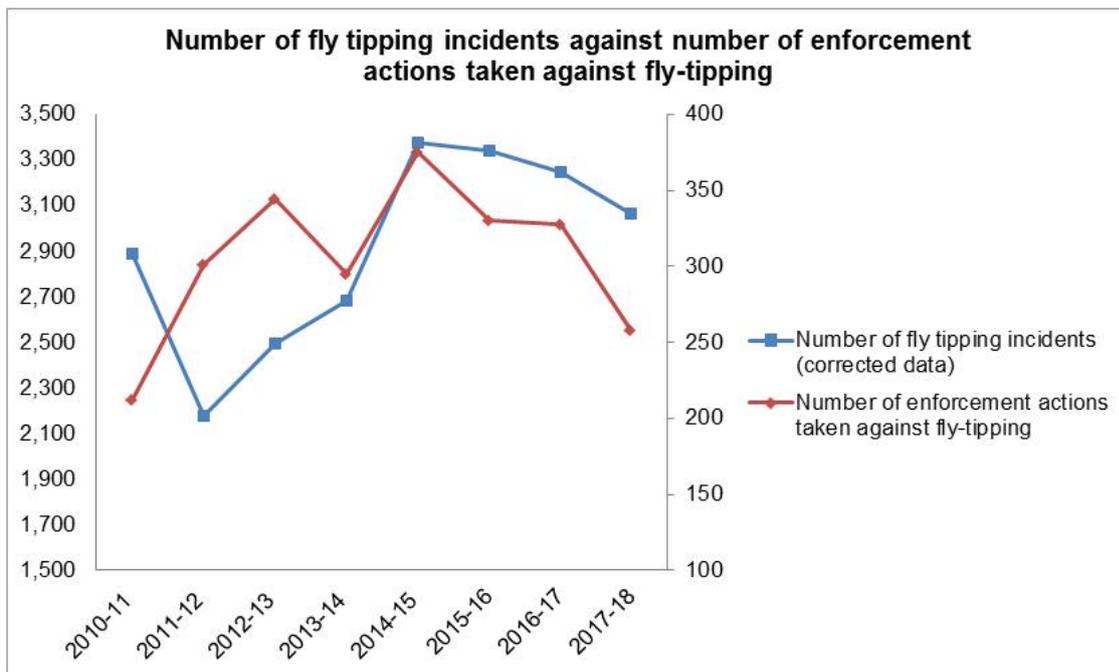


Figure 2: Fly tipping incidents and enforcement actions taken

7. Community Impact Days are held monthly in Bromley. Teams of enforcement officers work alongside other agencies such as the Department for Work and Pensions, the Metropolitan Police Service and the DVLA to target areas of the Borough where there are crime hotspots (including fly-tipping). Clean-up events are encouraged which involve volunteers from the local community. This multiagency approach is beneficial in terms of tackling many issues in an effective and resource efficient way. The events are funded by the Mayor's Office for Policing and Crime (MOPAC).

Fly Tipping Communication

8. Fly-tipping hotspots are monitored by the enforcement team and posters are displayed in those areas. Large billboard sized posters on portable structures are used which are temporary and can be moved around the Borough as needed. A Neighbourhood Officer postcard has also been produced. Neighbourhood Officers distribute postcards to houses undergoing works (e.g. having front-gardens renovated, tree-works etc.) to ensure householders have asked contractors to evidence they have waste carriers licences and appropriate insurance. Postcards are also handed out on stop and search operations and at Community Impact Days. Articles on fly-tipping have appeared in 'Safer Bromley' and the 'Environment Matters' newsletters which are sent to all residents bi-annually.

9. LBB Neighbourhood Officers engage with 'friends groups' within their two allocated wards on the issue of fly-tipping and responds directly to any concerns they may have. Residents groups can be supplied with purple sacks for local clean up events. Sacks are left in the area and a collection requested from the street cleaning teams. The use of the purple sacks makes the waste identifiable to the contractor as being separate from fly-tipped black bags. In 2017/18, the Council has encouraged greater community engagement through support for Street Friends – there are now 1,465 (compared to 1,373 in 2016/17).

Fly Tipping Reporting

10. Fly-tipping is reported to the Council via Fix My Street (FMS) which is used by the public, contractors and LBB officers. Rectification times are recorded on the system and the status of any outstanding incidents monitored by Bromley's Environment and Community Services Technical Support Team. Performance reports are generated three times per week. The FMS initiative has logged more than 100,000 reports since 2007 – more than 22,000 of which were reported in 2017/18.

11. Table 1 below shows the number of reports of fly tipping vs the number of actual fly-tipping incidents (where the same incidents have been reported by multiple residents).

Month	2016/17		2017/18	
	Reports	Incidents	Reports	Incidents
April	455	286	479	261
May	445	258	362	236
June	510	323	424	240
July	483	320	487	264
August	600	344	468	286
September	530	265	412	251
October	410	230	412	230
November	380	183	351	234
December	390	250	366	240
January	399	259	494	346
February	353	214	354	261
March	407	246	416	218
Total	5362	3178	5025	3067

Table 1. Fly-tipping reports vs fly-tipping incidents in Bromley 2016-2018.

Fly Tipping Trends

12. Figure 3 shows the seasonal trends of fly-tipping, with a marked increase in fly-tipping in LBB in Spring and Summer months.

Flytipping Reports vs Incidents

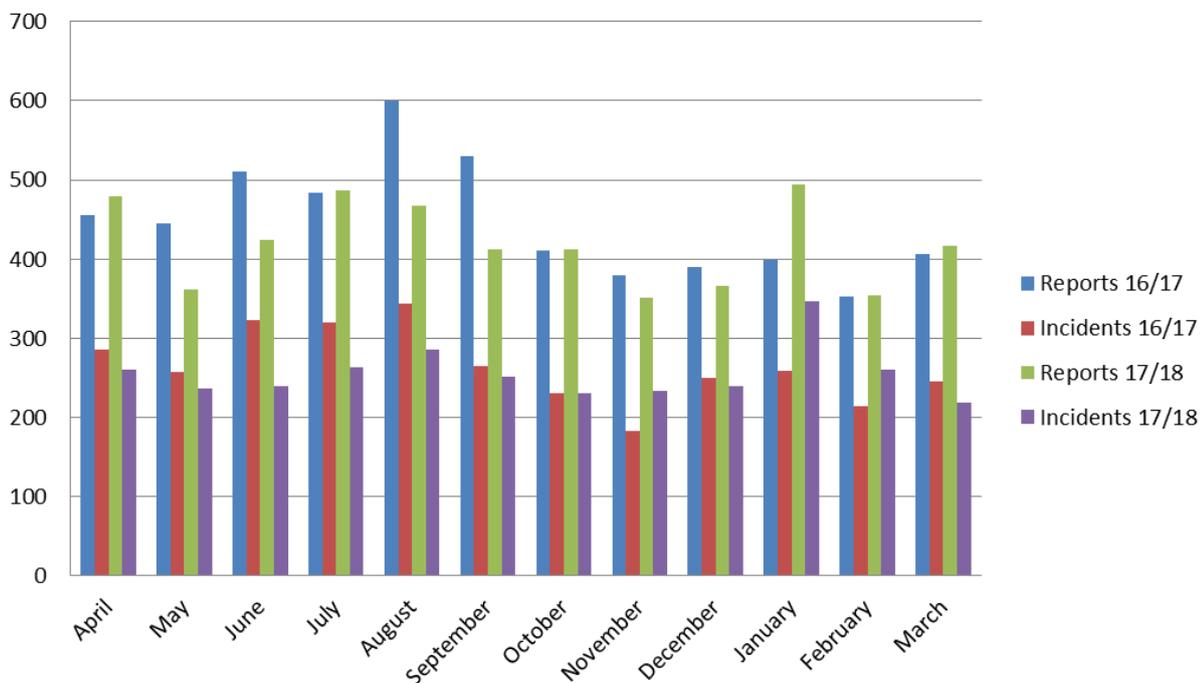


Figure 3. Flytipping reports vs incidents – trends

13. Figure 4 shows the number of fly-tipping incidents recorded by primary waste type. Household waste makes up the largest number of incidents.

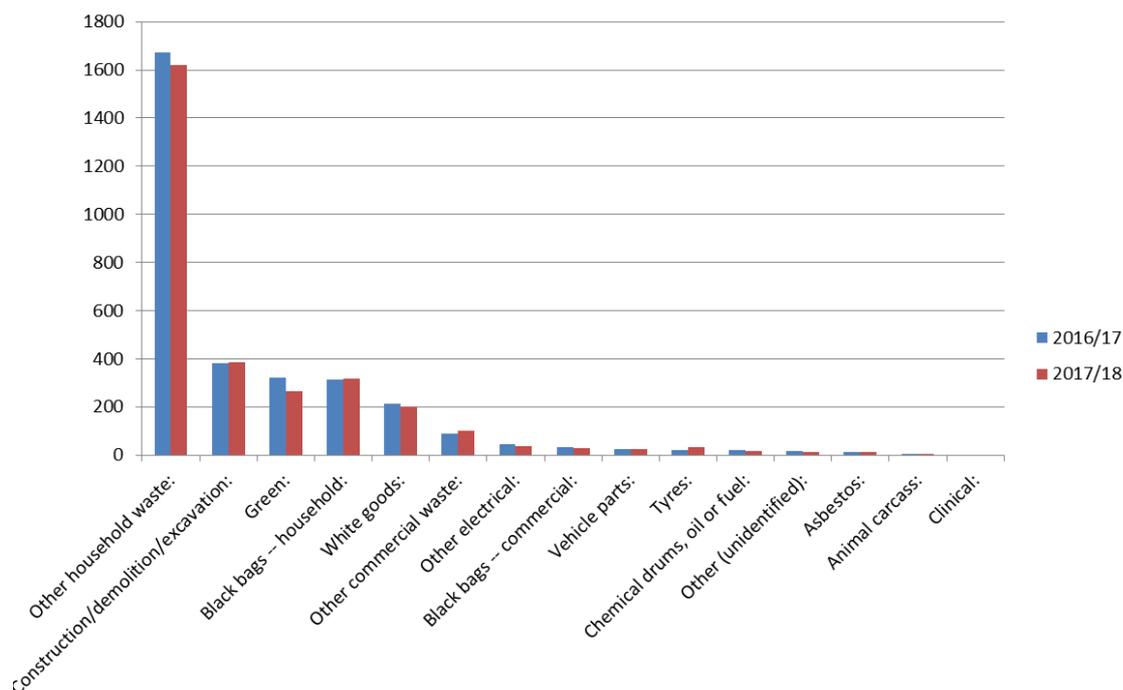


Figure 4. Fly-tipping incidents by Primary Waste Type

14. LBB enforcement officers note that the most prolific locations for fly-tipping incidents are junctions in country lanes. These are often targeted by fly-tippers so offenders can dump rubbish whilst blocking the road in case anyone may be following them. In future, Bromley aims to develop improved Geographical Information Systems which will generate heat maps of fly-tipping hotspots that will enable a more targeted approach for education and enforcement activities.

Dog Fouling and Littering

15. A total of 170 FPNs were issued in 2017/18 for dog fouling and littering.

Abandoned Vehicles

16. The rate of abandoned vehicles within the borough has continued to rise compared with volumes prior to 2016 when the value of scrap metal was higher. In 2016/17 the number was 243 and in 2017/18 235 abandoned vehicles were removed. This has placed additional cost pressures on the abandoned vehicles budget due to the lower value of scrap metal.

17. DVLA-approved training has been delivered to enforcement officers on the legislation regarding the removal of abandoned and nuisance vehicles. The abandoned vehicles contract was tendered and expires in March 2019 to become co-terminus with the Lotting strategy for the Environmental Services Contracts, which will include the contracted elements of abandoned, surrendered and nuisance vehicle removal.

Other Offences

18. The Council also undertakes enforcement activity against obstructions on the highway, overhanging vegetation, failure to comply with dog control orders and the erecting of scaffold without a licence.

19. Figure 5 shows the enforcement status of the actions against taken against all offences during 2017/18.

Customer Satisfaction

20. The Council achieved high levels of resident satisfaction for street cleanliness during 2017/18 (74%) with neighbourhoods scoring 79% satisfaction and town centres 84%.

Figure 5 – Enforcement Status Summary 2017/18

Offence Summary	Fixed Penalty Analysis (case count)								Monetary Analysis			Waived	
	Open	Closed	Total	Paid	Early Paymt	Legal	Appeal	Via VP or General	Pending	Paid FP	Paid Fines	Legal	FPN
CN01 - Depositing Litter (£80)	40	129	169	120	0	11	0	0	3,200.00	9,600.00	0.00	0	720
CN07 - Illegal Depositing Of Controlled Waste (£400)	0	3	3	1	0	0	1	0	0.00	400.00	0.00	0	400
CN11 - Failure To Produce Authority (£0/£180)	0	2	2	0	0	0	0	0	0.00	0.00	0.00	0	0
H02 - Willful Obstruction Of The Highway (£100/£50)	1	1	2	1	0	0	0	0	100.00	50.00	0.00	0	0
H04 - Depositing Bullder's Skip On Highway w/o Permission (£100/£50)	2	0	2	0	0	0	0	0	200.00	0.00	0.00	0	0
CN12 - Failure To Furnish Documentation (£0/£180)	0	1	1	0	0	0	0	0	0.00	0.00	0.00	0	180
CN03 - Failure To Comply With A Dog Control Order (£80)	0	1	1	1	0	0	0	0	0.00	80.00	0.00	0	0
H21 - Erecting Scaffolding Or Other Structure Without Licence (£100/£50)		0	1	0	0	0	0	0	100.00	0.00	0.00	0	0
Summary	44	137	181	123	0	11	1	0	3,600.00	10,130.00	0.00	0	1,300

Overall Percentage Summary	% Cases Paid	90%	Closed Case Summary	FPN's Paid	123	Legal - Cases Paid	0	Court Cases Paid Includes Fines ** Awarded Costs	
	% Cases paid within 14 days	0%		FPN's Waived	13	Legal - Cases Unpaid	11		
	% via General & VP Cases	0%		% Paid *	90%	Legal Success	0%		
Open - Legal : #			Aged Analysis		0 to 14	15 to 28	29 to 28	over 28 days	Average/Case
Pending £3,600 Paid £10,130 Waived £1,300			(Includes Open Cases)		36 (20%)	35 (19%)	0	110 (61%)	93 days

* % of FPN's paid without recourse to legal ** Each case can have both fines and costs awarded

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PARKING ENFORCEMENT ACTIVITY - STATUTORY NOTICES

The Council aims to deliver its parking enforcement activities in order to support Building a Better Bromley’s ‘A Quality Environment’ & ‘Safe Bromley’, outcomes, as well as achieving the aims set out within the Environment Portfolio Plan 2018/19.

Outcome 5 of the plan is ‘Improving Travel, Transport & Parking’ and the supporting aims (with respect to enforcement) are as follows:

- Aim 5.12: Continue to expand on the successful implementation of the new civil traffic and parking enforcement services contract in partnership with the service provider APCOA during 2018/19 and beyond
- Aim 5.17: Continue to enhance the Blue Badge misuse project, (introduced across the two boroughs in 2017/18), in partnership with APCOA (for which the “Parking in the Community” award was recently presented by the British Parking Association)

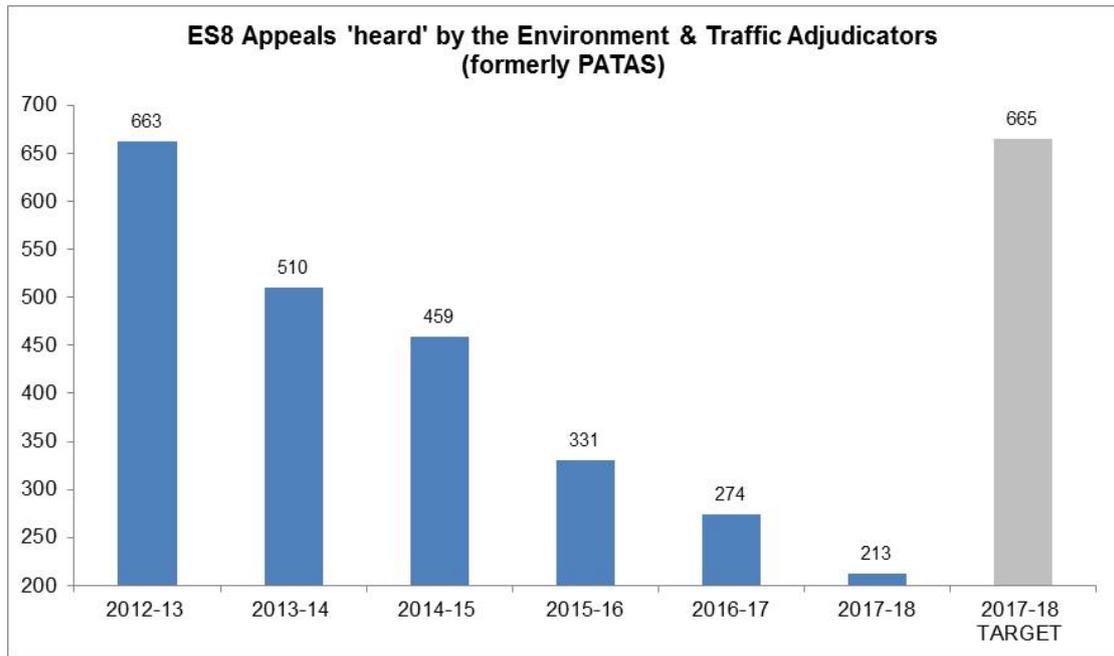
The table below highlights the enforcement activity in terms of PCNs served.

Legislation	Description	14-15	15-16	16-17	17-18
<u>Traffic management Act 2004</u>	PCN issued, including bus lanes.	89,927	85,543	89,185	80,495
<u>Traffic management Act 2004</u>	Appeals heard by the Environment and Traffic Adjudicators (ETA) against PCNs issued by LBB (ES8)	459	331	274	300
<u>Traffic management Act 2004</u>	ETA cases won by LBB (ES9) (% of cases heard)	74	75	81	80

The number of PCNs year on year can fluctuate depending on policy and introduction of new technologies and on street activity. In 17/18 a new contract was awarded to APCOA which resulted in a reduction in the number of PCNs being issued. Management action and application of KPI penalties in the contract have mitigated the loss to the council. The service will continue to work with APCOA to ensure improvements in deployment practices and performance is delivered.

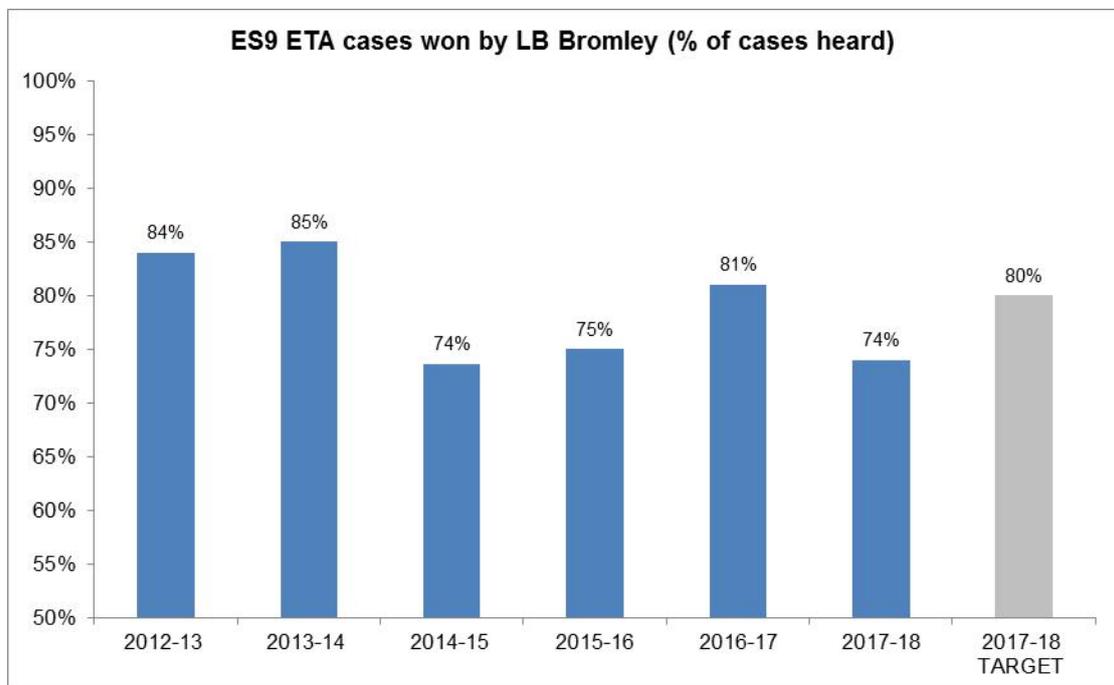
Bromley aims to provide accessible, affordable, fair and effective parking services and this involves enforcement activity. If Penalty Charge Notices (PCNs) are fairly issued, then the number of appeals should be low and the data in figure 1 below shows the number of appeals to have been heard by Environment & Traffic Adjudicators (the independent appeals body) has fallen steadily from 510 in 2013/14 to only 213 in 2017/18 (a significant reduction).

Figure 1:



3. Clearly Bromley wishes to win any appeals which do go to the Environment & Traffic Adjudicators. The data in figure 2 shows that LB Bromley won 80% of appeals which were heard by the adjudicator, which is in line with previous years and demonstrates correct decision making by the council as part of the appeal process. – a reduction on 2016/17 but in line with previous years

Figure 2:



Report No.
ES18044

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION AND ENFORCEMENT POLICY
DEVELOPMENT & SCRUTINY COMMITTEE

Date: Tuesday 3 July 2018

Decision Type: Non-Urgent Non-Executive Key

Title: MOPAC UPDATE

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

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

Ward: (All Wards);

1. Reason for report

This report follows the previous MOPAC update to this committee in January 2018, which identified progress of the projects funded by the London Crime Prevention Fund and the impact of the reduction in that fund over the final three years of the four year agreement. Members of this Committee asked that a further report was prepared which would set out the impact on the reduced funds on the services delivered.

2. **RECOMMENDATION(S)**

2.1 The committee are asked to note and comment on the report.

2.2 To note that a report will be brought back to the December committee, with confirmation of the funding awarded for 2019/20 and 2020/21, along with options to deal with any funding deficits.

Impact on Vulnerable Adults and Children

1. Summary of Impact: All of the projects referred to in this report impact on vulnerable adults and children.
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Safe Bromley Supporting Independence Vibrant, Thriving Town Centres Healthy Bromley :
-

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Community Safety; Education, Care and Health Services
 4. Total current budget for this head: £308,430
 5. Source of funding: 2018/19 funding allocation from the London Crime Prevention Fund from MOPAC
-

Personnel

1. Number of staff (current and additional): 1.16 fte plus staff covering the out of hours noise service, 132 hours per week
 2. If from existing staff resources, number of staff hours: NA
-

Legal

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

Procurement

1. Summary of Procurement Implications: N/A
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The project areas target specific community groups as detailed in the grant agreements. The wider community will benefit from the project outcomes. Full details of the project were provided to this committee on 29th June 2017. The out of hours noise service covers 310,000 residents in Bromley.
-

Ward Councillor Views

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

3. COMMENTARY

BACKGROUND

- 3.1 The Mayor's Office for Policing and Crime (MOPAC) was created in 2012 and gave the Mayor a broad mandate to verse and shape London's criminal justice landscape. MOPAC has overarching responsibilities for crime reduction, which includes powers to commission services and assign budgets.
- 3.2 The London Crime Prevention Fund (LCPF) was created to be distributed across London local authorities to deliver community safety and crime reduction initiatives.
- 3.3 The first tranche of funding was received in 2012/2013 and was for a four year period. Bromley received a total of £1.481m for the four years, from 2012/13 to 2016/17. It was paid quarterly in arrears, subject to updates on each of the initiatives funded by the grant. The initiatives were agreed by MOPAC in advance of the grant agreement being approved, and Appendix 1 sets out each of the work areas and the funding allocated to each.
- 3.4 A set of performance indicators were identified for each project, which were reported against quarterly and via an annual return.

NEW FUNDING ALLOCATION DECISION 2017

- 3.5 MOPAC continued to sustain the current LCPF for a further four years (2017 to 2021), but used a new formula for the allocation of grants. 30% was top sliced for co-commissioned projects, which resulted in a reduction of funding for the London Borough of Bromley. This would not affect the Year 1 allocation which would remain the same as the previous annual figure. The co-commissioning fund represented an opportunity for some of the reductions to be mitigated through joint commissioning between boroughs, but in reality this was not the case.
- 3.6 The grant agreement was a two plus two year allocation, with the amount allocated in year 1 and year 2 proportioned at the discretion of the local authority. The allocation for Bromley was £643,430 in total.
- 3.7 Bromley took the decision to apportion the grant across the two years as set out in Table 1 below:

Table 1

MOPAC approved Projects	2017/18	2018/19	Total
	£	£	£
Violence Against Women and Girls (VAWG)	199,000	194,230	393,230
Wider Criminal Justice System (IOM)	7,000	7,000	14,000
Children and Young People (Mentoring)	58,000	40,600	98,600
Neighbourhood Policing (ASB & Noise)	71,000	66,600	137,600
Total	335,000	308,430	643,430

- 3.8 In Years 3 and 4, 70% of the LCPF budget will be apportioned to boroughs in accordance with a revised calculation of the borough funding formula. The formula will be reviewed during 2018/19 but it is expected, although not guaranteed, that funding for each of Years 3 and 4 will be £241,699, a total of £483,398. The reduction in funding of £160'032 for the two years represents a drop of 25%.

3.9 Table 2 below sets out the latest provisional funding for the existing projects from MOPAC: -

Table 2

MOPAC Approved Projects	2019/20	2020/21	Total
	£	£	£
Violence Against Women and Girls (VAWG)	142,499	142,499	284,998
Wider Criminal Justice System (IOM)	7,000	7,000	14,000
Children and Young People (Mentoring)	40,600	40,600	81,200
Neighbourhood Policing (ASB & Noise)	51,600	51,600	103,200
Provisional funding from MOPAC	241,699	241,699	483,398

IMPACT OF FUNDING REDUCTIONS ON SERVICES

3.10 VAWG services were commissioned and approved by the Executive on 14th September 2016, to deliver an IDSVVA service, Community Domestic Abuse Projects and a Perpetrator Program. These services are delivered through a single contract of two years (2017/18 to 2018/19), with an option to extend for one more year (2019/20). The current annual contract value is £179k.

3.11 Year one (2017/18) and Year two (2018/19) costs associated to the contract have been met through the MOPAC grant.

3.11 Year three (2019/20) optional extension, the local authority could extend the contract for a third year (£179k), however based on the current funding expectations the total annual funding now available for the VAWG services for 2019/20 has reduced to a total £142.5k. Contract negotiations will be undertaken with the provider to address this shortfall.

WIDER CRIMINAL JUSTICE SYSTEM

3.12 The funding allocated to this project is £7k per year, allowing for a small resource to be injected into the Integrated Offender Management (IOM) for the Borough. This funding pays one fifth of a post which seeks to provide administrative support to the IOM strategic board and ensure partners with responsibilities to support offenders are delivering their commitments within Bromley. Due to staffing difficulties in other agencies this post has been chaired the IOM panel until such time a senior Probation post is filled.

CHILDREN & YOUNG PEOPLE (MENTORING)

3.13 The Bromley Mentoring Initiative (BMI) holds national “Approved Provider” status and ensures a centralised, co-ordinated approach to mentoring ensuring that legal, health & safety, safeguarding and operational aspects follow standard procedures and are managed effectively. BMI has been delivering the programme for several years, successfully achieving all performance indicators. It represents best value as (a) mentoring time has a demonstrable impact on the future behaviour of mentees and (b) it is delivered by volunteers. Mentoring provides support that enables young people to play an appropriate role in society and helps to prepare them for a better future. Specific benefits include:

- raised self-esteem and confidence,
- increased motivation,
- educational, career advice and guidance,
- improved communication and interpersonal skills and self-development.

- 3.14 The current costs of the scheme for 2018/19 are £57,241 with the predicted income from MOPAC of £40,600 and additional guaranteed funding of £10,750 leaving a shortfall for 2018/19 of £5,891. BMI are currently pursuing previously guaranteed match funding income from LBB Leaving Care team of £5k for the year and aim to make up the additional small amount from other Education Business Partnership budget surpluses. The fact that Officers have no firm indication of funding for 2019/20 and beyond impacts on forward planning for staff and resources to deliver the service.
- 3.15 BMI have secured additional revenue for this (2018/19) financial year from £10K to provide Mentors for young people through the Bromley Youth Employment Scheme and also a small sum of £750 from joining the Jack Petchey Award Scheme. Although this is positive and will support the budget for 2018/19 – it is not sustainable as the YES scheme only has funding for this financial year currently. Officers will continue to seek additional funding and also potentially offer the peer mentor training for young people as a sold service to local schools. Consideration will be given to making a small charge for referrals to the service as a way to address the shortfall, however, this needs to be balanced against the resource that would be required to manage this. With a team of only two part time employees (FTE 1.25) any additional work will impact on the availability to deliver the core service. Options will be considered by the Mentoring Steering Group at their next meetings on 19th June and October 2018. There is no doubt the service provides excellent value for money by facilitating a programme of volunteer mentors whose equivalent financial cost if they were paid staff would be in excess of £25k to LBB.
- 3.16 The BMI has seen a huge rise in the number of referrals up to 70 since January 2018. The increase has mainly been from departments within LBB Children’s Social Care. It also currently has the largest ever number of volunteer Mentors (103) with 96 matched and supporting vulnerable young people in the Borough.

Summary: Number of Matches – Status at 13/6/2018		
Referrer	Number of Matches	(% of total referrals received)
Children Social Care including: <ul style="list-style-type: none"> • 16+ Leaving Care • Bromley Children Project • Children Looked After • CAF Team • Bromley Youth Support Programme • Youth Offending Service • Bromley YES Project 	39	41%
Bromley Schools/Colleges (Primary and Secondary)	55	57%
Children Adolescent Mental Health Services	2	2%
Total	96	

- 3.17 In terms of targets and outcomes, more mentoring relationships are being delivered than were required as outcomes for the MOPAC funding. There is an option to reduce the number of relationships and mentors/mentees supported, however the service attempts to offer a mentor

to all referrals received. Priority is given to those requested from CSC to support vulnerable young people and BMI would not want to start rejecting referrals.

- 3.18 The success of the contribution made to vulnerable residents of Bromley through the Mentoring has been recognised with all the current volunteer mentors being shortlisted for an Award at Bromley Stars event in June 2018.
- 3.19 The BMI evaluate our mentoring relationships annually to ensure they work and for ongoing quality assurance. The following results were reported during last financial year.
- 89% of Mentees who required an improvement in their attitude, cognition or motivation reported an improvement in these areas, including improved confidence and self-esteem
 - 92% of mentees reported better relationships with family and the community.
 - 78% of mentees reported an improvement in their progression for pathways including education and employment depending on age.
 - 89% of mentees reported an improvement in health outcomes, including their anxiety levels.

NEIGHBOURHOOD POLICING & NOISE

- 3.20 Anti-social behaviour has an impact on communities as a whole as it can often lead to the degradation and neglect of areas. The standard of living in an area is negatively affected which destroys the spirit and pride of communities and makes people feel neglected and powerless. The likelihood of more anti-social behaviour increases and an environment is created where more serious crime can take hold.
- 3.21 Envirocrime and antisocial behaviour is a priority for the Safer Bromley Partnership for 2016-2019. Previously, MOPAC funding enabled Operation Crystal to be delivered which successfully enhanced the street environment of various areas within the borough. Over four years, problems within these areas have dramatically reduced and this is widely recognised by the community. Now other areas within the borough have greater needs that require addressing. Various partners are committed to this project, working together to improve areas, reduce crime and enhance community cohesion. Localities will be selected depending on their needs; a variety of options can be deployed on a community impact day.
- 3.22 The plan has been widened from its original concept to include action around moped crime. Work focussing on Modern Day Slavery looking at Nail Bars, Car washes and the sex trade has begun to take place during these Impact Days. Currently plans are underway to tackle suspected Modern Day Slavery at four premises. In addition LBB are working with Police to introduce a youth Diversion scheme, tackling the root causes of ASB in targeted locations.
- 3.23 The impact of noise pollution on health and well-being is widely documented, often exacerbated as more people live in cramped spaces. Noisy neighbours are often the cause of complaint, but other noise issues raised include construction noise, commercial noise, burglar and car alarms and barking dogs. Psychological stress and increased stress levels can result from being woken or disturbed, and there is increasing evidence that noise has a negative effect on childhood development. The literature also reports exposure to noise can lead to an increased risk of Myocardial Infarction.
- 3.24 Local authorities have a statutory duty under the Environmental Protection Act 1990 (sec 79-80) to monitor potential nuisance and to investigate complaints of nuisance made by residents. They also have a duty to act to stop or prevent the nuisance if they deem it to be a statutory nuisance. Noise remains systemic to many ASB issues, with the Out of Hours Noise Service

providing continuity outside the normal working day. Nearly five hundred calls were made to the service, and these resulted in Officer visits and formal/informal action taken as appropriate. The service continues to provide rapid resolution to numerous noise issues which are reported out of hours which would otherwise remain unresolved should the service be withdrawn. A 10% reduction in the need to serve formal notices over the previous year provides one tangible measure of the success of the service.

- 3.25 The grant allocation for Neighbourhood Policing (ASB & Noise) from 1st April 2019 is £51.6k, a £22k reduction on the previous year's budget of £73.6k. This 30% reduction will have a significant impact, as the out of hours noise service has a projected annual cost from 1st April 2018 of £29k; the actual full year costs of the ASB Co-ordinator post is £50k, giving a total of £79k for both services. As such the reduction in grant leaves a shortfall of £27.4k which will impact on the work done by the ASB team.
- 3.26 Whilst the LCPF grant will fund a post of 3 days a week and give scope to continue to deliver on the MOPAC outcomes and the Community Impact Days, the grant would not afford the opportunity to deliver to the wider ASB remit, including supporting the head of service on Prevent or other Strategic matters, all of which are essential and which the post holder currently delivers to. For example, the post holder has supervisory role around the day to day running of the ASB team and there are further responsibilities around a LBB led multi agency ASB problem solving panel. The post holder also manages an ASB case workload and these other work areas combine with the intelligence gathering and operational direction of the community Impact Days.
- 3.27 The Community Safety team at present consists of a Community Safety Coordinator (currently on maternity leave), a Community Safety officer (currently 3 days a week), the ASB Coordinator (grant funded) and an ASB case worker. The team also absorbed additional responsibilities under the Counter Terrorism & Security Act 2015.

CO-COMMISSIONING FUND

- 3.28 30% or £10.9m of the LCPF budget for 2019/20 and 2020/21 has been top sliced to resource a Co-Commissioning Fund. The framework for the use of the co-commissioning fund was developed in consultation with London Councils, boroughs and wider partners under the leadership of the London Crime Reduction Board.
- 3.29 Four proposals are to be funded including the Out There Response and Rescue, a project to deliver a pan-London initiative to improve the identification and response to the exploitation of young people by organised criminals. The project is led by the London Boroughs of Brent and Lewisham and will be delivered across the 32 boroughs.

LCPF FUTURE FUNDING

- 3.30 MOPAC will be reviewing the scoring indicators upon which the substantive LCPF allocation for the second two years is based. MOPAC have indicated that the revised allocation formula may result in Bromley receiving an extra 0.6% of funding over the two year period, £356k or £153k per annum.
- 3.31 Final allocations for 2019/20 to 2020/21 are unlikely to be agreed until September and this may impact on boroughs that need to negotiate contract extensions or initiate re-procurement. This means if the local authority has to retender a service due to existing funding reductions, this would need to be started now, and at present we do not have a confirmed LCPF allocation, nor do we know what any co-commissioning opportunities might look like which could help address funding gaps.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 The Bromley Mentoring Initiative targets young people most at risk of developing criminal and anti-social behaviours; the full range of activities within the VAWG programme impact directly on victims of domestic abuse and the children in those families who may be at risk from the perpetrator; Community Impact Days aim to reduce the fear of crime and reduce anti-social behaviour in areas where vulnerable adults and children are at most risk; the noise service seeks to respond to complaints of noise in the community which can impact the health and well-being of all residents.

5. POLICY IMPLICATIONS

5.1 The project outcomes contribute to the Building a Better Bromley priorities, the Safer Bromley Partnership and the LBB Violence Against Women and Girls Strategy.

6. FINANCIAL IMPLICATIONS

6.1 Bromley has received a provisional allocation of MOPAC funding totalling £483.4k for 2019/20 and 2020/21.

6.2 The table below sets out the grant funding and how it is distributed across the projects, over the four year period:

Project	2017/18 £'000	2018/19 £'000	2019/20* £'000	2020/21* £'000	Total £'000
Education, Care & Health Department					
1. Violence against women and girls (VAWG)					
Independent domestic & sexual violence	120.0	120.0	95.5	95.5	431.0
Community domestic abuse	29.0	29.0	23.1	23.1	104.2
Domestic violence perpetrator programme	30.0	30.0	23.9	23.9	107.8
VAWG strategic partnership manager	20.0	15.2	0.0	0.0	35.2
	199.0	194.2	142.5	142.5	678.2
3. Children & younger people (Mentoring)	58.0	40.6	40.6	40.6	179.8
Total for Education, Care & Health Dept	257.0	234.8	183.1	183.1	858.0
Environment & Community Services Department					
2. Wider criminal justice system (IOM)	7.0	7.0	7.0	7.0	28.0
3. Neighbourhood policing (ASN & Noise)	71.0	66.6	51.6	51.6	240.8
Total for Environment & Community Services Dept	78.0	73.6	58.6	58.6	268.8
Total	335.0	308.4	241.7	241.7	1,126.8

* Provisional allocation for VAWG for 19/20 & 20/21 has been pro-ratad across the 3 projects.

6.3 It should be noted that MOPAC have indicated that as a result of the funding formula review, Bromley may be allocated an additional 0.6% or £355.8k for the remaining two years, although the final allocation will not be confirmed until September 2018.

6.4 It should be noted that a future report will be brought back to Members in December with confirmation of the final agreed allocation for the remaining two years and options for addressing any shortfall of funding.

7. PERSONNEL IMPLICATIONS

- 7.1 The ASB coordinator post is dependent on continued funding. The reduction in Year 2 impacting on this post was bridged with the re-alignment of the total budget for neighbourhood policing (ASB & Noise). However, from 1st April 2019 there will be insufficient funds to deliver both the out of hours noise service and the ASB Coordinator post. Should this post become at risk to redundancy a full consultation in line with the Councils Managing Change procedures will be undertaken with employees affected and staff representatives.
- 7.2 The VAWG Manager post is currently funded through the grant agreement (£19,230) and from core budget within Adult Care & Health. If full funding is not identified from the LBB budget this post will be at risk of redundancy.
- 7.3 The Bromley Mentoring Initiative has two part time members of staff (FTE 1.25) and both posts are dependent on continued funding from MOPAC to sustain the service. Should these posts become at risk to redundancy a full consultation in line with the Councils Managing Change procedures will be undertaken with employees affected and staff representatives. Loss of funding and staffing would result in closure of the project.

8. LEGAL IMPLICATIONS

- 8.1 There is a statutory requirement under the Environmental Protection Act 1990 to investigate noise complaints.
- 8.2 Domestic Abuse sits within an increasingly growing body of legislation, policy and guidance that is applicable to victims, perpetrators and children, including the Crime & Disorder Act 1998 which places a duty on local authorities and the police to work together with other agencies to tackle crime at a local level through the provision of a Community Safety Strategy

Non-Applicable Sections:	Procurement
Background Documents: (Access via Contact Officer)	[Title of document and date]

MOPAC Funding for 2012/2013 to 2016/2017

Initiative	Brief details of project	Allocated Funding (£)
Domestic Abuse & VAWG Strategy Co-ordinator	A post to lead and facilitate the proactive borough-wide partnership response to domestic abuse and violence against women and girls.	176,982
Domestic Abuse Advocacy Projects	Funding of two Independent Domestic Abuse Advocates.	388,645
Community Domestic Abuse Projects	One Stop Shop, a multi-agency drop in advice service; Community Support Groups; Keys to freedom; Perpetrator Programme.	239,478
Total for VAWG		805,105
Safer Bromley Van	Funded for Bromley's portion of a shared service with Lewisham to provide home security to victims of crime and vulnerable residents	109,976
Community Safety Mentoring Programme	Funding to extend the existing mentoring programme delivered by the Bromley Mentoring Initiative.	228,110
Bromley's Anti-Social Behaviour Targeted Initiatives	Funding split across two strands, to cover salary and associated costs for a LBB ASB officer to co-ordinate operation Crystal; and fund a targeted "out of hours" noise service.	338,233
TOTAL FOUR YEAR FUNDING (12/13 TO 16/17)		1,481,424

Report No.
ES18043

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION AND ENFORCEMENT POLICY
DEVELOPMENT & SCRUTINY COMMITTEE

Date: Tuesday 3 July 2018

Decision Type: Urgent Non-Executive Non-Key

Title: TRADING STANDARDS UPDATE ON UNDER AGE SALES

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

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

Ward: (All Wards);

1. Reason for report

This report is prepared at the request of the Public Protection and Enforcement Policy Development & Scrutiny Committee to give an update on the work of trading standards and under age sales enforcement.

2. **RECOMMENDATION(S)**

Members of the Public Protection and Enforcement Policy Development & Scrutiny Committee are asked to note the contents of this report.

Impact on Vulnerable Adults and Children

1. Summary of Impact:

- 1.1 There is a range of consumer products which are controlled by age restrictions which are enforced by trading standards. These include tobacco, alcohol, fireworks, solvents, e cigarettes and knives. The underage sales programme seeks to restrict access to these products by maintaining high levels of business compliance, with robust action against traders who are caught selling to under age children.
- 1.2 Smoking is the primary cause of preventable death, disability and disease in the UK. Cigarettes and other tobacco products can be sold legally to anyone over the age 18 in the UK. Under age smokers face an increased risk of lifelong addiction and serious health problems. According to ASH (Action on Smoking and Health) most people start smoking and become addicted to nicotine when they are still children. Those whose parents or siblings smoke are around three times more likely to smoke than children living in non-smoking households. Children who start smoking at the youngest ages are more likely to smoke heavily and find it harder to give up.
- 1.1 The UK is a high prevalence country for underage alcohol use. The Bromley Joint Strategic Needs Assessment 2016 reported that people in Bromley are not thought to drink any more than the average for London or England. The alcohol-specific admission rate for under 18 year olds in Bromley has been gradually decreasing over the last two years and is comparable with the rate for London, but significantly lower than the rate for England.

Corporate Policy

1. Policy Status: Existing Policy:
2. BBB Priority: Children and Young People Excellent Council Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley:

Financial

1. Cost of proposal: Not Applicable:
2. Ongoing costs: Not Applicable:
3. Budget head/performance centre: Trading Standards
4. Total current budget for this head: £315.5k
5. Source of funding: Existing controllable budget for 2018/19

Personnel

1. Number of staff (current and additional): 7.62fte plus 0.5fte Management
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: Not applicable

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All residents, businesses and visitors to the borough.

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The Bromley Trading Standards Control Strategy 2017-2019 sets out the following key priorities for the service:
- protecting and safeguarding vulnerable consumers from the fraudulent and financially abusive activities of rogue traders
 - combatting the trade in unsafe, illicit and counterfeit products and unfair trading
 - safeguarding the health and wellbeing of young people by ensuring underage children are not sold age restricted goods and services
 - working with regulatory partners to combat rogue landlords and letting agents
- 3.2 The strategy was presented to the Public Protection Portfolio Holder for approval and the Public Protection and Safety PDS Committee for pre decision scrutiny on 27th September 2017.
- 3.3 The information and guidance provided to Bromley businesses and their staff supports a clear and consistent message that valid proof of age must always be required where young people seek to purchase age restricted products through face to face transactions. This guidance is available to all businesses via the Bromley website or if requested by way of a hard copy pack.
- 3.4 The Trading Standards team is proactive in arranging underage test purchases throughout the Borough as part of the Council's children's safeguarding agenda and commitment to protecting children from harm. A risk assessment of the business is carried out taking into account all relevant, available information and intelligence in order that an informed assessment is made of the level of risk and the likelihood of compliance.
- 3.5 Trading Standards staff provide advice to traders about steps they can take to prevent underage sales, provide free materials for them to use and education and training opportunities at the very beginning of the process, with the aim of creating improvement in the businesses and minimising the occurrence of underage sales in the Borough.
- 3.6 These visits are followed up with Challenge 25 test purchases which aim to test the diligence system and the age verification policy of the business. An 18 year old volunteer is deployed to enter the shop and buy the age restricted product and there is an expectation that the shop will ask for proof of age as they are operating a Challenge 25 policy. The volunteer will not carry identification and should therefore be refused the sale.
- 3.7 In cases where the 18 year old is sold an age restricted product there is no offence committed by the seller. However, the business is put on notice that a failure to follow their own procedures has indicated a higher risk of sales to under age children. The traders are then tested by using underage volunteers attempting to purchase age restricted products. In most cases the volunteers are police cadets.
- 3.8 Complaints from local communities which give an indication of the source of age restricted products to young people is also considered and may be a trigger for a test purchase. The credibility, quality and quantity of the information is considered and further information may be sought from other sources, for example local police.

Knife Crime Strategy

- 3.9 The London Knife Crime Strategy, published by the Mayor of London in June 2017 set out a number of recommendations in response to increasing knife crime with injury cases. They included the implementation of responsible retailers agreements, and test purchasing by trading standards to identify those businesses willing to sell knives to young people. Throughout

September and October visits were made to small retailers who sold knives and bladed articles and encouraged them to sign up to the Bromley responsible retailer scheme known as Bladesafe. Around 20 of these businesses agreed to sign the agreement, receiving an information pack and window sticker. These visits were followed up with test purchase attempts by an 18 year old to test the diligence of the business, who agreed to a Challenge 25 policy as part of the Bladesafe agreement. A further test purchase by an under age police cadet working with trading standards was carried out and none of the Bladesafe businesses sold.

Enforcement outcomes

- 3.10 When a business fails a test purchase and sells to the volunteer there follows an investigation into the circumstances. In most cases the business owners will be invited to attend a formal interview which is conducted in compliance with the Police and Criminal Evidence Act 1984. Sales of alcohol to a minor may result in the Head of Trading Standards & Community Safety seeking the review of the alcohol licence, the outcome of which can result in additional conditions being imposed on the licence, a suspension of the licence, or a revocation. There are currently two outstanding licence reviews which were requested as a result of failed test purchases during the 2017/18 campaign.
- 3.11 One business was prosecuted for selling fireworks to an underage test purchaser in October 2017. The trader pleaded guilty and was fined by Bromley Magistrate's a total of £1,000, £100 Victim surcharge and £1,275 costs.
- 3.12 Two other businesses who failed the fireworks test purchase were interviewed and dealt with and received a written caution. +--+
- 3.13 Table 1 below sets out the outputs for the underage sales campaign of 2017/18, compared to the previous year. Staff sickness resulted in a lower number of business visits in 2017/18.

UA Sales	TOTAL 2017/18	TOTAL 2016/17	Target	Actions
Business Advice Visits	63	111	86	Carry out information visits to high risk traders and new traders to improve awareness and compliance with related legislation and help ensure effective due diligence exists. Written and verbal guidance will be provided, plus details about inexpensive on-line training
Bladesafe project	32	NA	34	Launch and operate Blade Safe, a free responsible retailer charter for knife retailers to join
CH25 TPs	79	NA	120	Test purchase traders which have received an information visit
UAS TPs	97	197	100%	Test purchase all CH25 failures and complaints
UA Sales	7	26	NA	Failures included 3 fireworks sales and 2 alcohol sales. 2 businesses are now subject to a review of their alcohol licence.

Regulation of Investigatory Powers Act 2000

- 3.14 The enforcement of age restricted sales offences is particularly reliant upon the power to make test purchases. This will often involve young people entering the business on the instruction of the Trading Standards Officer to purchase the age restricted product. In Bromley, covert recording equipment is often used to record the sale as evidence. If appropriate, an officer may also be in the premises. Guidance published by the Office of Surveillance Commissioners advises it is desirable to obtain a directed surveillance authorisation under the regulation of Investigatory Powers Act 2000 if covert recording equipment is worn by the test purchaser or there is an adult observing the test purchase.
- 3.15 Decisions not to apply for a RIPA authorisation in these circumstances would need to be justifiable. In most cases, a business which is targeted to be test purchased by an underage volunteer will already have received notice of intent, by way of a letter either that it had

previously failed a Challenge 25 purchase, or as a result of a complaint or other intelligence, thus making any test purchase, provided it is carried out within an reasonable length of time from receipt of the letter, an overt operation – and therefore not within the remit of RIPA. However, for completeness, a RIPA authorisation is sought, which is agreed by the local authority responsible officer and then judicial approval at the local Magistrates’ Court.

3.16 The Trading Standards team has regard to the non-statutory code of practice for regulators on the enforcement of age restricted products which was updated in 2014.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 Young people can be particularly vulnerable to harmful products and Trading Standards plays a role in reducing the availability of a range of age restricted products through test purchasing and supporting responsible retailers. Access to illicit tobacco, alcohol, fireworks and e cigarettes can contribute to poor health and anti-social behaviour. Knife crime with injury has been on the increase for three years across the UK with significant increases seen in Bromley. We are working closely with retailers in Bromley to stop children accessing knives which forms part of a London wide response to support the Mayors Knife Control Strategy.

4.2 The purpose of this work is to help protect young people from harm, keep communities safe and support vibrant businesses.

5. POLICY IMPLICATIONS

5.1 The Trading Standards Control Strategy 2017-2019 seeks to contribute to a wide range of the significant priorities for the Council, and in particular links directly with the Building a Better Bromley priority 2016-18: “For a Safe Bromley we will continue to protect the elderly and vulnerable from scams and doorstep crime.”

6. FINANCIAL IMPLICATIONS

6.1 The table below provides the budget and fte’s for the Trading Standards Team for 2018/19:

	£
Staffing	381,300
Running expenses	44,760
One-off grant expenditure	48,130
One-off grant income	-48,130
Recharge to Public Health	<u>-110,560</u>
Total controllable budget	<u>315,500</u>
 FTEs	 7.62

7. LEGAL IMPLICATIONS

7.1 The role of trading standards services is to protect consumers from unfair trading and support business growth by enforcing national legislation at a local level and maintaining a level playing field for legitimate business. There are presently more than 250 pieces of legislation assigning separate statutory duties to trading standards authorities

Non-Applicable Sections:	Personnel Implications Procurement Implications
Background Documents: (Access via Contact Officer)	Age restricted products and services: a code of practice for regulatory delivery/updated April 2014

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Report No.
ES18045

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION & ENFORCEMENT POLICY
DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 3rd July 2018

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

Title: CONTRACTS REGISTER

Contact Officer: Joanne Stowell, Assistant Director: Public Protection
Tel: 020 8313 4332 E-mail: Joanne.Stowell@bromley.gov.uk

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

Ward: (All Wards);

1. Reason for report

- 1.1 This report presents an extract from March 2018's Contracts Register for detailed scrutiny by PDS Committee – all PDS committees will receive a similar report each cycle.
 - 1.2 This report is based on information covering all Portfolios, which was produced on 16 March 2018 and presented to Contracts Sub-Committee on 29 March 2018.
 - 1.3 The Contracts Register contained in 'Part 2' of this agenda includes a commentary on each contract to inform Members of any issues or developments (there is no covering report).
-

2. **RECOMMENDATION(S)**

That PDS Committee:

- 2.1 **Reviews the appended > £50k Contracts Register (which also forms part of the Council's commitment to data transparency); and**
- 2.2 **Notes that the Contracts Register in Part 2 contains additional, potentially commercially sensitive, information in its commentary.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: The appended Contracts Register covers services which may be universal or targeted. Addressing the impact of service provision on vulnerable adults and children is a matter for the relevant procurement strategies, contracts award and monitoring reports, and service delivery rather than this report.
-

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: PPS Portfolio
 4. Total current budget for this head: £2.103m
 5. Source of funding: Existing controllable revenue budget for 2017/18
-

Personnel

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

Legal

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

Procurement

1. Summary of Procurement Implications: Improves the Council's approach to contract management
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Contracts Register Background

- 3.1 The Council has 238 active contracts with a Total Contract Value (TCV) greater than £50k and the appended Contracts Register provides summary information about the Portfolio's contracts (as of 16 March 2018 when the Contracts Database snap shot was taken).
- 3.2 The appended Contracts Register details key information concerning the 5 contracts in the Public Protection and Enforcement Portfolio that are specifically owned by Public Protection and Safety.
- 3.3 The Register is generated from the Council's Contracts Database (CDB) which is administered by Commissioning & Procurement Directorate and populated by the relevant service managers (Contract Owners) and approved by their managers (Contract Approvers).
- 3.4 As a Commissioning Council, this information is vital to facilitate a full understanding of the Council's procurement activity and registers are reviewed by the Commissioning Board, the Corporate Leadership Team, and Contracts Sub-Committee as appropriate.
- 3.5 New registers will be produced four times a year – though the database itself is always 'live'.
- 3.6 Each PDS committee is expected to undertake detailed scrutiny of its contracts – including scrutinising suppliers – and hold the Portfolio Holder to account on service quality and procurement arrangements.

Contract Register Summary

- 3.7 The table below summarises key data from the 238 contracts contained in March 2018's >£50k Contracts Register Report (which covers all six Portfolios).

All Portfolios

Issue	Data	September 2017	November 2017	March 2018
Contracts (>£50k)	All Portfolios	265	230	238
Flagged as a concern 	All Portfolios	11	14	12
Contracts by Portfolio	Care Services	106	91	95
	Environment	20	21	23
	Education, Children & Families	60	43	44
	Public Protection & Safety	6	6	5
	Renewal & Recreation	19	14	10
	Resources		55	61
TOTALS		265	230	238
Contracts by Risk Index	Red	19	17	16
	Amber	95	77	81
	Yellow	123	103	104
	Green	27	33	
TOTALS		265	230	237*
Contracts by	Red	96	91	114
	Amber	73	55	30

Procurement Status	Yellow	29	26	19
	Green/other	67	58	75
TOTALS		265	230	238

•-----See 3.8 for explanation

- 3.8 The reason why the Risk index does not add up to 238 is because on the March snap shot there was an income contract on the database that had not been properly ragged for risk. A fix for this has been developed, this is currently being tested and should be resolved in the July Cycle.
- 3.9 There are currently 238 contracts with a TCV of greater than £50k – which is an increase of eight over the figure reported in November 2017
- 3.10 Key information, for this Portfolio (specifically Public Protection & Safety), extracted from March's £50k+ Contracts Register.

Issue	Data	September 2017	November 2017	March 18
Contracts	£50k+	6	6	5
Concern Flag	⚠	0	2	4
Risk Index	Red	0	0	0
	Amber	2	2	1
	Yellow	4	4	4
	Green	0	0	0
Portfolio Total		6	6	5
Procurement Status	Red	3	5	3
	Amber	1	1	1
	Yellow	1	0	0
	Green	1	0	1
Portfolio Total		6	6	5

PP&S has 5 (2%) of the Council's 238 contracts (valued > £50k)

- 3.11 Since the March Contract Register snapshot was produced, the following notable activity has happened that is not currently reflected:
- The Mortuary Service has been put out to tender and the expiry date for bids was given as the 16th June 2018. No bids were received by the stipulated expiry date, as such, the Council agreed to extend the closing date to Friday 6th July 2018.
 - The CCTV Monitoring and the CCTV maintenance service contracts are due to expire in March 2019. The tender process is near completion and both contracts are on target to go out to the market on July 16th, and the new contracts will start April 1 2019.
 - The Coroner Service (whilst included on the contract data base) is not strictly a contract, as it is a legal requirement for Bromley Council to pay all of the costs for the Coroner's Service. However, to ensure that the Coroner Service is being run in a cost effective and efficient manner, and to further ensure that the Council is obtaining value for money (from the contributions to the Lead Borough of LB Croydon), Bromley has entered into a Memorandum of Understanding in lieu of a contract. This has now been signed by Bromley and it will be uploaded onto the Contract Data Base as soon as the master copy has been signed by all four constituent Boroughs.

Contract Register Key

3.12 A key to the Contracts Register is set out in the table below.

Register Category	Explanation
Risk Index	Colour-ranking system reflecting eight automatically scored and weighted criteria providing a score (out of 100) / colour reflecting the contract's intrinsic risk
Contract ID	Unique reference used in all related committee reports and authorisations
Owner	Manager/commissioner with day-to-day budgetary / service provision responsibility
Approver	Contract Owner's manager, responsible for approving data quality
Contract Title	Commonly used or formal title
Supplier	Main contractor or supplier responsible for service provision
Portfolio	Relevant Portfolio for receiving procurement, contract monitoring and budget monitoring reports
Total Value	Total Contract Value i.e. the contract's value from commencement to expiry of formally approved period (i.e. exc. any extensions which have yet to be approved)
Original Annual Value	Value of the contract its first year (which may be difference from the value in subsequent years, due to contract start-up costs etc)
Budget	Approved budget for the current financial year. May be blank due to: finances being reported against another contract; costs being grant-funded, complexity in the finance records e.g. capital (also applies to Projection)
Projection	The expected spend by the end of the current financial year
Procurement Status	Automatic ranking system (green, yellow, amber, red) based on value and proximity to expiry designed to alert Owners to take procurement action. Red ragging typically means the contract is nearing expiry and is not a criticism (as all contracts will ultimately become red).
Start & End Dates	Approved contract start date and end date (excluding any extension which has yet to be authorised)
Months duration	Contract term in months
Attention 	Red flag denotes Commissioning & Procurement Directorate concern regarding procurement arrangements (also see C&P Commentary)
Commentary	Contract Owners provide a comment where either the Risk Index or Procurement Status is ragged red or amber. Commissioning & Procurement Directorate may add an additional comment for Members' consideration if appropriate <i>The Commentary only appears in the Part 2 register</i>
Capital	Most of the Council's contracts are revenue-funded but capital contracts are separately identified (and listed at the foot of the Contracts Register) because different reporting / accounting rules apply

Contract Register Order

3.13 The Contracts Register is output in Risk Index order. It is then ordered by Procurement Status, Portfolio, and finally Contract Value. Capital contracts appear at the foot of the Register and contracts of concern (to Commissioning & Procurement Directorate) are flagged at the top.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 The Corporate Contracts Register covers all Council services: both those used universally by residents and those specifically directed towards vulnerable adults and children. Addressing the impact of service provision on the vulnerable is a matter for the relevant procurement strategies, contracts, and delivery of specific services rather than this summary register.

5. POLICY IMPLICATIONS

5.1 The Council's renewed ambition is set out in the 2016-18 update to Building a Better Bromley and the Contracts Database (and Contract Registers) help in delivering the aims (especially in delivering the 'Excellent Council' aim). For an 'Excellent Council', this activity specifically helps by 'ensuring good contract management to ensure value-for-money and quality services'.

6. PROCUREMENT IMPLICATIONS

6.1 Most of the Council's (£50k plus) procurement spend is now captured by the Contracts Database. The database will help in ensuring that procurement activity is undertaken in a timely manner, that Contract Procedure Rules are followed, and that Members are able to scrutinise procurement activity in a regular and systematic manner.

7. FINANCIAL IMPLICATIONS

7.1 The Contracts Database and Contract Registers are not primarily financial tools – the Council has other systems and reports for this purpose such as FBM and the Budget Monitoring reports. However, the CDB and registers do contain financial information both in terms of contract dates and values and also budgets and spend for the current year.

8. PERSONNEL IMPLICATIONS

8.1 There are no direct personnel implications but the Contracts Database is useful in identifying those officers directly involved in managing the Council's contracts.

9. LEGAL IMPLICATIONS

9.1 There are no direct legal implications but the Contracts Database identifies those contracts which have a statutory basis and also those laws which should be complied with in delivering the contracted services.

9.2 A list of all (irrespective of value) the Council's contracts may be found on Bromley.gov.uk to aid transparency.

Non-Applicable Sections:	none
Background Documents: (Access via Contact Officer)	Contracts Register Reports to Contracts Sub-Committee 29 March 2018

Contract Register Report +£50k Public Protection and Safety: March 2018

Risk Index	MAIN CONTRACT DATA						FINANCE DATA				CONTRACT TERMS					
	Contract ID	Owner	Approver	Contract Title	Supplier Name	Portfolio	Total Value	Original Annual Value	Budget	Projection	Proc. Status	Start Date	End Date	Months Duration	Attention	Capital
●	43	JIM MCGOWAN	DAN JONES	CCTV Monitoring	OCS Ltd	Public Protection and Safety	1,515,258	252,652	266,510	266,510	■	01/04/2012	31/03/2018	72	Ⓜ	
●	47	JIM MCGOWAN	DAN JONES	Mortuary Contract	Princess Royal University Hospital Mortuary via Kings College Hospital NHS Foundation Trust (with LB Bexley)	Public Protection and Safety	384,000	96,000	133,370	98,370	■	01/10/2014	30/09/2018	48	Ⓜ	
●	46	JIM MCGOWAN	DAN JONES	Coroner's Service	London Borough of Croydon	Public Protection and Safety	224,320	224,320	269,600	364,600	■	01/04/1966	31/03/2018	625	Ⓜ	
●	42	JIM MCGOWAN	DAN JONES	CCTV Repair and Maintenance	Eurovia Infrastructure Ltd	Public Protection and Safety	257,108	42,852	137,450	137,450	■	01/04/2012	31/03/2019	84	Ⓜ	
●	3763	JIM MCGOWAN	DAN JONES	Dogs & Pest Control Services	SDK Environmental Ltd	Public Protection and Safety	234,915	78,305			■	01/02/2018	31/01/2021	36		

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Report No:
CSD18086

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PUBLIC PROTECTION AND SAFETY PDS COMMITTEE

Date: 3rd July 2018

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

1. Reason for report

1.1 Members are asked to review the Committee's Work Programme. Members are free to contribute suggestions for future items for the Work Programme.

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) **The Committee comments on any matters that it thinks should be incorporated into the Work Programme going forward.**
- (4) **The Committee puts forward suggestions for Member visits.**

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: £350,650
 5. Source of funding: 2018/2019 revenue budget
-

Staff

1. Number of staff (current and additional): 8 posts (6.87fte)
 2. If from existing staff resources, number of staff hours: Maintaining the Committee's Work Programme normally takes approximately an hour per meeting, but is fluid and may need to be modified as required.
-

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. The Committee is also invited to make suggestions with regard to Member visits.
- 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.

4. POLICY IMPLICATIONS

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

Background Documents: (Access via Contact Officer)	Previous Work Programme Reports and Minutes of the previous meeting.
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PP&S PDS COMMITTEE - FORWARD WORK PROGRAMME**PUBLIC PROTECTION AND SAFETY PDS—3rd July 2018**

Appointment of Co-opted Members

Police Update

Enforcement Activity Report

Budget Monitoring 2018/19

Provisional Outturn 2017/18

Public Protection and Enforcement Portfolio Plan

MOPAC Update Report

Trading Standards update report on Under Age Sales

Setting of Statutory Fees for Licensing Houses in Multiple Occupation

Contracts Register Report

Work Programme

PUBLIC PROTECTION AND SAFETY PDS—27th September 2018

Matters Arising

Police Update

Portfolio Holder Update

Food Safety Service Plan Report--TBC

Trading Standards Service Plan Report--TBC

Capital Programme Monitoring Report

Mortuary Contract Update

Contracts Register

Work Programme

PUBLIC PROTECTION AND SAFETY PDS—4th December 2018

Matters Arising

Police Update

Portfolio Holder Update

Budget Monitoring 2018/19

Work Programme

PUBLIC PROTECTION AND SAFETY PDS—30th January 2019

Matters Arising

Police Update

Portfolio Holder Update

Draft Budget for 2019/2020

Work Programme

Emergency Planning and Business Continuity Update Report--TBC

MOPAC Update Report--TBC

PUBLIC PROTECTION AND SAFETY PDS—21st March 2019

Matters Arising

Police Update

Portfolio Holder Update

Prevent Update Report--TBC

Budget Monitoring

Work Programme
POSSIBLE FUTURE PRESENTATIONS and AGENDA ITEMS
Housing Enforcement
Trading Standards work around Estate and Letting agencies
Coroner Growth Service Bid
POSSIBLE FUTURE VISITS
None decided yet

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

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