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DATE: 7 January 2019

To: Members of the
CONTRACTS AND COMMISSIONING SUB-COMMITTEE

Councillor Stephen Wells (Chairman)
Councillor Neil Reddin FCCA (Vice-Chairman)
Councillors Christopher Marlow, Russell Mellor, Gary Stevens, Michael Tickner and
Angela Wilkins

A meeting of the Contracts and Commissioning Sub-Committee will be held at
Bromley Civic Centre on **TUESDAY 15 JANUARY 2019 AT 7.00 PM**

MARK BOWEN
Director of Corporate Services

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

AGENDA

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES OF THE MEETING OF THE CONTRACTS AND COMMISSIONING SUB-COMMITTEE HELD ON 11TH DECEMBER 2018--EXCLUDING EXEMPT INFORMATION (Pages 1 - 10)**
- 4 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC**
In accordance with the Council's Constitution, questions to the Chairman of this Sub-Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5.00pm on 9th January 2019.
- 5 MATTERS ARISING (Pages 11 - 14)**
- 6 VERBAL UPDATE REGARDING LBB BUILDING ITS OWN MORTUARY**
- 7 UPDATE REGARDING THE NEW TRANSFORMATION BOARD--INCLUDING TERMS OF REFERENCE**

8 **WORK PROGRAMME** (Pages 15 - 20)

9 **DATE OF THE NEXT MEETING**

The date of the next meeting is Tuesday, April 2nd 2019.

10 **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

11 **VERBAL UPDATE ON NEGOTIATIONS REGARDING THE MORTUARY CONTRACT**

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

12 **SCRUTINY OF REPORT ON LEASE CARS AND LIGHT COMMERCIAL VEHICLES** (Pages 21 - 34)

Information relating to any individual.
Information which is likely to reveal the identity of an individual.

13 **EXEMPT MINUTES OF THE MEETING OF CONTRACTS SUB-COMMITTEE HELD ON 11TH DECEMBER 2018** (Pages 35 - 38)

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

CONTRACTS AND COMMISSIONING SUB-COMMITTEE

Minutes of the meeting held at 7.00 pm on 11 December 2018

Present:

Councillor Stephen Wells (Chairman)
Councillor Neil Reddin FCCA (Vice-Chairman)
Christopher Marlow, Gary Stevens, Harry Stranger and
Angela Wilkins

Also Present:

Mark Davison, Laurence Downes, Councillor Simon Fawthrop,
Lesley Moore, Charles Oseghare and Emma Pearce

34 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Cllr Tickner, Cllr Harry Stranger acted as alternate.

Cllr Marlowe sent apologies for lateness.

35 DECLARATIONS OF INTEREST

Councillor Harry Stranger declared an interest as his daughter worked for Veolia in Hampshire.

36 MINUTES OF THE MEETING OF THE CONTRACTS & COMMISSIONING SUB-COMMITTEE HELD ON 19TH SEPTEMBER 2018--EXCLUDING EXEMPT INFORMATION

The minutes were agreed and signed as a correct record.

The Chairman identified the following matters from the previous meeting that needed to be followed up:

The Chairman referred to the third paragraph on page 4 of the minutes. This related to the number and type of service users being monitored at the central library. The Chairman requested that this be followed up with the Library Service and that a breakdown of users be requested.

The Chairman referred to paragraph 5 of the same page, this referred to percentages noted in response to a survey. It had been mentioned in the minutes that the meaning of the percentages noted in the table required clarification, and that Mr Woolgar had promised to investigate this and report back. The Chairman requested that this be followed up with Mr Woolgar.

The Chairman noted in the minutes that clarification was required concerning the Council's policy regarding lease cars, and he asked that this be followed up.

The Chairman then referred to the following note from page 6 of the minutes:

The Director of Commissioning outlined that a piece of work was required to ascertain how many social care staff took lease cars, and how many took cash alternatives. This would be investigated by the Director of Regeneration, Renewal and Recreation and the Director of Human Resources. This information would then be presented to the GP&L Committee and would form part of the next budget strategy.

The Chairman stated that no such report had been submitted to GP&L and he asked for a paper to be submitted if possible for the January meeting of the Contracts & Commissioning Sub Committee.

Post Meeting Note:

A request was made to the Director of Regeneration, Renewal and Recreation and the Director of Human Resources for this update on 17th December. The response to the request was that a report on lease cars would be going to the meeting of the Executive on 16th January.

Members noted page 6 of the minutes (paragraph 4). This was with respect to negotiations that LBB was undertaking with the PRUH regarding the Mortuary Contract. The Chairman asked if an update around the negotiations could be brought to the January meeting of the Contracts and Commissioning Sub Committee.

Post Meeting Note:

A request for an update concerning the negotiations around the Mortuary Contract to be brought to the January meeting was emailed to officers on 17th December.

The Chairman referred Members to the following minutes from the September meeting:

It was agreed that when the new Capital Plan report regarding LBB building a mortuary from scratch, or refurbishing an existing building (like the former mortuary building in Beckenham) was available, it should be presented to the Contracts and Commissioning Sub Committee as an information item. The initial scrutiny of the report would be undertaken by the Environmental Services PDS Committee.

RESOLVED that the minutes of the meeting that took place on 19th September be agreed and signed as a correct record, and that the matters highlighted by the Chairman be followed up.

37 MATTERS ARISING--PART 1

CSD 18167

Members noted the Matters Arising report.

It was agreed that the matter relating to the progress of health care issues would be updated upon during the meeting on 2nd April 2019.

Members noted the matter arising with respect to a new Capital Plan report for the building of a new mortuary. The Chairman hoped that this report could be presented to the Committee at the meeting on April 2nd 2019.

Post Meeting Note:

It subsequently came to light that a working group was being set up by the Assistant Director of Public Protection to assess the feasibility of LBB building a new mortuary from scratch. It was not feasible for a Capital Plan report for such a large project to be ready for the April meeting. However, the Assistant Director of Public Protection agreed to attend the January meeting to provide a verbal update.

Concerning the matter regarding consultants (and their role as official officers), Members noted the explanation that had been provided by the Director of Corporate Services.

RESOLVED that the Matters Arising report is noted.

38 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC

No questions had been received.

39 CORPORATE CONTRACT REGISTER & CONTRACTS DATABASE UPDATE--PART 1

CEO 18003

Members noted the Corporate Contract Register and Contract Database Update report.

The report was written by Laurence Downes, Assistant Director of Governance and Contracts. The report presented December 2018's Corporate Contracts Register for consideration.

The Chairman noted that this was a live database that was fully functioning. He asked what level and type of data was accessible from the database. He wanted all relevant documentation to be downloadable from the database. This should be categorised in a particular way. It was agreed that in the first instance the data would be categorised by Portfolio Holder. He also asked if all of LBB's contracts were on the CDB and was advised that work was planned for early 2019 to review

third party spend records against the CDB, which would identify any omissions.

Members noted the red-flagged contracts on the Contracts Register. The Committee was appraised that both the Openview Security Solutions Contract and the Depots Security Contract had been red-flagged as the timescales for contract renewal were tight. Members were briefed that with respect to the Passenger Transport Services Contract, the contract was expected to be tendered over two lots, totalling just under £7m.

The Royal Mail Contract had been red-flagged as this was being tendered via a framework agreement which required extending, and the timescales were tight.

Finally, the Mortuary Contract had been red-flagged as the contract had been extended and negotiations were in progress with respect to a new contract agreement.

The Chairman was pleased to note that there were only five red-flagged contracts.

RESOLVED that

1) Members note that the appended Contracts Register formed part of the Council's commitment to data transparency and that the Contract Register presented in the Part 2 section of the agenda included a commentary—elements of which may be commercially sensitive.

2) Members note the report and also the progress made regarding the Contracts Database.

3) For the meeting on April 2nd 2019, an update is provided concerning the level and type of data and information that can be accessed and downloaded from the Contracts Database.

40 TERMS OF REFERENCE IN THE LIGHT OF THE TRANSFORMATION AGENDA

The Chairman informed Members that the Commissioning Board (CB) was no longer meeting. He expressed the view that the CB had performed a useful function in examining contract extension and contract variation reports as well as service redesign. He had been informed that the new Interim Chief Executive wanted to set up a new board which was called the 'Transformation Board' (TB). The Chairman was concerned that in the interim, work was not being examined.

The Chairman felt that the Terms of Reference for the TB should be looked at by the Executive, Resources and Contracts PDS Committee, as some Member oversight was required. The previous role of the CB was explained, and this had included scrutinising new contracts, promoting the mitigation of costs by service re-design as well as playing significant roles relating to compliance and quality. In the last 12 months the CB had reviewed over 100 reports. There was currently a lack of clarity regarding the new role of the Transformation Board, and when it would start meeting.

A discussion took place regarding the differences between Commissioning and Transformation.

The Chairman was hopeful that the terms of reference for the new TB could be presented to the January meeting of the Committee. It was also suggested that the new Interim Chief Executive should be invited to the meeting.

The Chairman declared that PDS Committees were not scrutinising contracts in sufficient depth. He said that one option for consideration was to take the scrutiny function away from PDS committees, and that the scrutiny role be undertaken by the Contracts and Commissioning Sub Committee, which would then need to expand to a full size scrutiny committee. The Chairman acknowledged that the reality was probably that this role would be too big for any single committee.

The Chairman suggested another option for consideration which was that the Chairmen of PDS Committees report back to the Executive, Resources and Contracts PDS Committee regarding which contracts they had examined at their PDS Committees. He felt that PDS Chairmen should ensure that they paid sufficient attention to contract matters and suggested that re-training may be required.

A Member asked who would be looking at how LBB would transform. In theory this was the Executive. A Member asked if contract information could be presented more clearly on PDS agendas.

RESOLVED that

1) The Terms of Reference for the Transformation Board be presented to the Committee at the meeting scheduled for 15th January.

2) The new Interim Chief Executive be invited to the meeting on 15th January to update the Committee regarding the Transformation Board.

41 VERBAL UPDATE ON THE COMMISSIONING BOARD

An update on the Commissioning Board had been covered in the item relating to the Transformation Board.

42 MENTAL HEALTH CONTRACT

The Interim Head of Programme Design for ECHS (Mark Davison) and the Strategic Commissioner—Programmes Team ECHS (Charles Oseghare) attended the meeting to provide an update around the Mental Health Contract with Oxleas. A copy of the Management Action Plan from Internal Audit had been tabled for information and reference.

The Chairman explained that he had wanted to look at the Mental Health Contract in detail as six Priority 1 (P1) recommendations had been identified by Internal Audit in April. It was felt that not enough attention had been given to the operation

of the contract since its inception sixteen years ago; there were currently six years to run on the contract. The contract provided a number of assessment services, mental health and other interventions.

Mr Oseghare had been appointed to deliver against the Action Plan that had been developed subsequent to the audit. He had been tasked with looking at the wider contractual elements, KPIs, outcomes, and performance management. The relationship with Oxleas needed to be based on a clear understanding of objectives.

The Chairman pointed out that the problems with the contract were historic and systemic over the length of the contract. He expressed the view that the relationship with Oxleas was not good in that the relationship between contractor and commissioner was not clearly defined and that relationship modules had been missing. No Mental Health Board had existed. The contract was straightforward, but had not been worked out properly. CCNs (Change Control Notices) had not been put in place, and there was a lack of monitoring and control as well as a lack of formal measures to ensure delivery of services. These matters were concerning. In the light of all of this, the Chairman was worried that clients may have been receiving a sub-standard service. He was also concerned that LBB may not have been getting value for money.

It was noted that Mr Oseghare had set up a Mental Health Board shortly after his appointment in July 2018. The Board undertook a strategic and governance function. The monitoring of the S31 agreement was being done by the Director of Adult Social Care and the Programmes Team.

Mr Oseghare was meeting regularly with the CCG Management Team. He was now a few weeks away from being able to submit a new draft document to Oxleas for a new contract going forward.

Mr Davison was confident that LBB could now be very clear on what would be required from a new contract when the new commissioning process was commenced in 3-4 years' time. The Chairman asked if all of the care plans had now been reviewed. It was clarified that all care plans in excess of £900.00 had now been reviewed.

The Chairman enquired what the timeframe was for reaching a finalised agreement with Oxleas. Mr Oseghare responded that it was anticipated that a final Deed of Variation would be in place by mid-January 2019. The Chairman was pleased with this, and the Vice Chairman commented that he felt that progress was being made. However, he did express concern that lessons from the previous audit of contracts had not been learned; he hoped that going forward these lessons could be built upon so that similar mistakes and shortcomings would not be repeated.

A discussion took place about the way that contracts were being monitored. The Director of Commissioning (Lesley Moore) highlighted that contract monitoring reports should be produced annually as a minimum requirement.

A discussion took place as to how contracts were being monitored and whether or not this should be changed. Some contracts were not being monitored frequently enough.

The Assistant Director of Governance and Contracts (Laurence Downes) stated that he would circulate an instruction note regarding the monitoring of contracts, and which committees should undertake the monitoring and scrutiny. Ideally, the scrutiny/monitoring of contracts should fit in with PDS committee cycles.

Post Meeting Note:

An email from Mr Downes regarding the monitoring of contracts was disseminated to committee members on 17th December.

The Director of Commissioning expressed concern that ECHS and ECS were not undertaking the monitoring of contracts as frequently as required, and that this had been slipping for 2/3 years. Scrutiny committees should ask to see contract monitoring reports. It was noted that guidance was available for all managers regarding contract monitoring on the 'Managers' Toolkit'.

With respect to the Mental Health Contract, the Chairman asked if the role of the Business Support Officer had now been filled. Mr Davison explained that new business arrangements were in place, and a new performance management framework had been set up to collate data. It was also the case that two new Heads of Service were being recruited. Three new Interim Strategic Commissioners had also been recruited, although one had since moved on.

The Chairman asked if a paper could be drafted concerning 'lessons learnt' from the failures highlighted in the monitoring of the mental health contract with Oxleas. The paper should be disseminated for information as required, including a copy to the Director of Adult Social Care.

The Chairman thanked Mr Davison and Mr Oseghare for attending the meeting.

The Chairman expressed concern at what he perceived to be the failure of the Care Services PDS Committee to monitor the Mental Health contract properly. He was concerned that the contract had been operating without a Mental Health Board, and that service delivery was also not being monitored adequately.

RESOLVED that the update on the Mental Health Contract be noted and that a paper concerning lessons learnt be drafted for information and reference, and that a copy be provided to the Director of Adult Social Care.

43 WORK PROGRAMME

CSD 18183

Members noted the Work Programme and the fact that there would **not** be a Contracts Register report going to the January meeting.

It was agreed during the course of the meeting that the following be added to the Work Programme for January 2019:

- Verbal update on the Mortuary Contract, including an update regarding the potential Capital Programme for building a new mortuary
- Scrutiny of a report relating to Lease Cars
- An update on the new Transformation Board

For the meeting on April 2nd, an item would be presented by Mr Downes concerning the type and level of data and information that was accessible from the Contracts Database.

RESOLVED that the Work Programme is noted, and that the above mentioned items be added to the Work Programme for January 2019.

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

45 ECS CONTRACT--ISSUES IDENTIFIED AS PART OF THE NEGOTIATION PROCESS

ES18082

Members were presented with the Part 2 Executive report which had been presented to the Executive on 28th November 2018.

The Chairman had asked to review the report. The full title of the report was, 'Award of Contracts for Waste Disposal, Waste Collection, Street Environment and Parks Management and Ground Maintenance'.

The update on the report, which also included lessons learnt from the negotiation process, was provided by the Director of Commissioning and by Mr John Bosley, (Assistant Director for Environment).

The full minutes of this item have been noted in the Part 2 section of the minutes.

46 CORPORATE CONTRACT REGISTER & CONTRACTS DATABASE UPDATE--PART 2

Members discussed the Contracts Register under Part 1, and so there were no additional Part 2 minutes to note.

47 EXEMPT MINUTES OF THE MEETING OF THE CONTRACTS & COMMISSIONING SUB-COMMITTEE HELD ON 19TH SEPTEMBER 2018

The exempt minutes of the meeting of the Contracts & Commissioning Sub Committee that sat on 19th September 2018 were agreed and signed as a correct record.

48 DATE OF THE NEXT MEETING

Members noted that the next meeting was scheduled for 15th January 2019.

The Meeting ended at 9.50 pm

Chairman

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Report No:
CSD 19016

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **Contracts and Commissioning Sub Committee**

Date: **15th January 2019**

Decision Type: Non Urgent Non Executive Non Key

Title: **MATTERS ARISING**

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

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

2. RECOMMENDATION

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

Non-Applicable Sections:	N/A
Background Documents: (Access via Contact Officer)	Previous Minutes and Matters Arising Reports.

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Excellent Council and Sustaining Financial Independence and Sustainability.
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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: £343,810
 5. Source of funding: 2018/19 revenue budget
-

Staff

1. Number of staff (current and additional): 8 posts (6.87fte)
 2. If from existing staff resources, number of staff hours: Completion of "Matters Arising" Reports for PP&S PDS meetings can take up to a few hours per meeting.
-

Legal

1. Legal Requirement: Legal guidance has been provided with respect to the matter of Consultants functioning in the role of Bromley Officers.
 2. Call-in: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of the Contracts Sub Committee.
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Ward Councillor Views

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

<u>Minute Number/Title</u>	<u>Matters Arising</u>	<u>Update</u>
Minute 36 11th December 2018 Minutes of the meeting of 19th September.	The Chairman referred to the section on page 4 of the minutes that related to the number and type of service users being monitored at the central library. The Chairman requested that this be followed up with the Library Service and that a breakdown of users be requested	Mr Tim Woolgar has provided the following update: Data relating to specific types of users of the library service is monitored by means of the national CIPFA Public Library User Survey which is run every three years. One has not been run since the commencement of the Library Contract and it is therefore not possible to supply the type of comparative data requested at this time. Once the survey has been run again, it will be possible to compare the situation with that before the contract commenced.
Minute 36 11th December 2018 Minutes of the meeting of 19th September.	The Chairman referred to paragraph 5 of the same page, this referred to percentages noted in response to a survey. It had been mentioned in the minutes that the meaning of the percentages noted in the table required clarification, and that Mr Woolgar had promised to investigate this and report back. The Chairman requested that this be followed up with Mr Woolgar.	Mr Tim Woolgar has provided the following update: The percentages in the survey relate to the number of respondents that rated the service good or above.
Minute 36 11th December 2018 Minutes of the meeting of 19th September.	The Chairman asked for a paper to be submitted to the January meeting that would deal with the Council's policy on Lease Cars.	A report on Lease Cars and Light Commercial Vehicles will be presented to the meeting of the Executive on January 16 th . The paper has been incorporated into this agenda.
Minute 36 11th December 2018 Minutes of the meeting of 19th September.	The Chairman requested that an update be brought to the January meeting concerning the current negotiations with PRUH around the Mortuary Contract.	The Assistant Director for Public Protection will attend to provide a verbal update.
Minute 37 11th December 2018 Matters Arising	The Chairman hoped that a report outlining plans for a Capital Plan to build a new mortuary would be able to be presented to the Committee on April 2 nd .	It is not feasible for a Capital Plan report for a project of this size to be presented to the April meeting. The Assistant Director for Public Protection will attend to provide a verbal update.
Minute 39 11th December 2018 Contract Register and Database Update	It was requested that for the April meeting, an update is provided concerning the level and type of data and information that can be accessed and downloaded from the contracts database.	This has been added to the Work Programme for April.
Minute 40 11th December 2018	It was resolved that information be provided to the Committee at the January meeting	This matter has been added to the agenda for the January meeting and

Transformation Agenda	regarding the Transformation Board, and that the Interim Chief Executive be invited to attend the meeting to provide the update.	the Interim Chief Executive has been invited to attend. If the Interim Chief Executive is unable to attend, a substitute has been requested.
Minute 42 11th December 2018 Mental Health Contract	It was resolved that a paper concerning lessons learnt from the problems with the Mental Health Contract be drafted for information and reference and that a copy be provided to the Director of Adult Social Care.	An reminder email to action this resolution was sent to Mr Oseghare on 4 th January.

Report No.
CSD 19009

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **CONTRACTS & COMMISSIONING SUB COMMITTEE**

Date: **15th January 2019**

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

Title: **WORK PROGRAMME**

Contact Officer: Steve Wood—Democratic Services Officer
Tel: 0208 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 This report offers the Sub-Committee and officers an opportunity to consider its work programme and prioritise issues that should be scrutinised.

2. RECOMMENDATIONS:

2.1 That the Sub-Committee considers its work programme and highlights any particular issues that it wishes to consider for the rest of the municipal year, or suggests changes to the existing work programme as required.

2.2 That the Sub-Committee suggest items for ‘future consideration’ if said matters are unable to be fitted in with the current cycle of meetings.

2.3 That the Committee note that no new Contracts Register reports will be available for the January meeting.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Many of the contracts scrutinised by the Sub-Committee will have an impact on vulnerable adults and children—hence the need for proper scrutiny by the Committee.
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: The contracts will be relevant to all BBB priorities.
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: £350,650
 4. Total current budget for this head: Not Applicable
 5. Source of funding: Not Applicable
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Personnel

1. Number of staff (current and additional): 8 (6.87fte)
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

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

1. Summary of Procurement Implications: Not Applicable
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Customer Impact

1. Estimated number of users/beneficiaries: All Bromley residents.
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Ward Councillor Views

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

3. COMMENTARY

- 3.1 This report offers the Sub-Committee an opportunity to consider its future work programme and prioritise the key issues that need consideration.
- 3.2 A draft work programme is set out in Appendix A, updated since the Sub-Committee’s last meeting. A number of issues raised by Members in the last few months, or referred from Executive and Resources & Contracts PDS have been added to the work programme. An effort has been made with the suggested dates to provide a balance of issues spread through the year, but Members may want to add or remove issues from the programme, or change the proposed reporting dates.
- 3.3 Members are free to email the Committee Clerk with suggestions for the Work Programme as required—the email address is stephen.wood@bromley.gov.uk

Non-Applicable Sections:	Policy/Financial/Legal/Personnel/Impact on Vulnerable People & Children/Commissioning
Background Documents: (Access via Contact Officer)	Previous Matters Arising Reports and Minutes of previous meetings.

Work Programme 2017/18—2018/19

Proposed Date	Issue	Officer
<u>Meeting 1</u> March 29 th 2018	Examination of the service specification for the provision of primary and secondary care and health intervention services.	Director of Commissioning Paul Feven
	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	Committee Clerk
	Matters Arising	Committee Clerk
<u>Meeting 2</u> June 25 th 2018 Special Meeting	Special Meeting convened to discuss issues relating to the Bromley Healthcare Contract	Paul Feven
<u>Meeting 3</u> 17 th July 2018	Work Programme	Committee Clerk
	Update on Joint Commissioning with CCG-6 month review.	Paul Feven/Graham Mackenzie
	Contracts Register Report and Database Extract	Head of Corporate Procurement
	Commissioning Delivery Plan Report	Director of Commissioning.
	Review of the Tender for the Exchequer Services Contract	Emma Pearce/John Nightingale/Claudine Douglas Brown
<u>Meeting 4</u> September 4 th 2018	Work Programme and Matters Arising	Committee Clerk
	Contracts Register Report and Database Extract	Head of Corporate Procurement/Emma Pearce/Lucy Drury
	Commissioning Delivery Plan Report	Director of Commissioning
	SEN Transport Report (TBC)	Laurence Downes
	6 Month Review of the Library Contract	Tim Woolgar and Colin Brand
	Information Item relating to Change Controls (agreed at the meeting on 17 th July)	Director of Commissioning.
	Update on reports that were due to be presented to the Commissioning Board on 30 th July.	Deputy Chief Executive/Lesley Moore
	Exchequer Services KPIs and Method Statements.	Emma Pearce/John Nightingale/Claudine Douglas Brown

Meeting 4 11 th December 2018	Matters Arising	Steve Wood
	Work Programme	Steve Wood
	Contracts Register and Database Extract-Part1	Laurence Downes and Emma Pearce
	Contracts Register and Database Extract-Part 2	Laurence Downes and Emma Pearce
	Update on Commissioning Board	Lesley Moore
	Update on Waste Services Contract	Lesley Moore
	Update on Mortuary Contract	Lesley Moore/Emma Pearce
Meeting 5 15 th January 2019	Matters Arising	Steve Wood-Committee Clerk
	Work Programme	Steve Wood-Committee Clerk
	Verbal Update regarding the negotiations around the Mortuary Contract (Part 2)	Joanne Stowell—Assistant Director for Public Protection.
	Verbal update regarding the future possibility of a Capital Programme to build a new mortuary	Joanne Stowell—Assistant Director for Public Protection
	Scrutiny of the report on Lease Cars and Light Commercial Vehicles going to the Executive on 16 th January. (Part 2)	Committee Members
	Update regarding the Transformation Board	Ade Adetosoye—Interim Chief Executive or Alternate.
	No Contracts Register in January	
Meeting 6 April 2 nd 2019	Matters Arising	Steve Wood-Committee Clerk
	Work Programme	Steve Wood-Committee Clerk
	Contracts Register and Contracts Database Update	Laurence Downes, Assistant Director for Governance and Contracts and Emma Pearce-Head of Performance and Corporate Projects.
	Update regarding the level and type of data and information that can be accessed and downloaded from the Contracts Database.	Laurence Downes, Assistant Director for Governance and Contracts.
	Update on progress made towards full integration by 2020	Ade Adetosoye—Interim Chief Executive.
Future issues (Unscheduled)	None	

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of the Local Government Act 1972.

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