



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton
graham.walton@bromley.gov.uk

DIRECT LINE: 0208 461 7743

FAX: 020 8290 0608

DATE: 3 February 2020

To: Members of the

GENERAL PURPOSES AND LICENSING COMMITTEE

Councillor Pauline Tunnicliffe (Chairman)

Councillor Stephen Wells (Vice-Chairman)

Councillors Gareth Allatt, Vanessa Allen, Mary Cooke, Robert Evans, Kira Gabbert, Josh King, Christopher Marlow, Russell Mellor, Tony Owen, Neil Reddin FCCA, Melanie Stevens, Harry Stranger and Michael Turner

A meeting of the General Purposes and Licensing Committee will be held at Bromley Civic Centre on **TUESDAY 11 FEBRUARY 2020 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/>

A G E N D A

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

3 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

In accordance with the Council's Constitution, questions that are not specific to reports on the agenda must have been received in writing 10 working days before the date of the meeting - the deadline was at 5pm on Tuesday 28th January 2020.

Questions specifically on reports on the agenda should be received within two working days of the normal publication date of the agenda. Please ensure that questions specifically on reports on the agenda are received by the Democratic Services Team by **5pm on Wednesday 5th February 2020.**

4 CONFIRMATION OF MINUTES OF THE MEETINGS HELD ON 6TH AND 28TH NOVEMBER 2019

(Pages 5 - 14)

- 5 **FEEDBACK ON THE 2019 UK PARLIAMENTARY (GENERAL) ELECTION**
(Pages 15 - 30)
 - 6 **2020/21 PAY AWARD**
(Pages 31 - 38)
 - 7 **PAY POLICY STATEMENT 2020/21**
(Pages 39 - 56)
 - 8 **MEMBERS ALLOWANCES SCHEME 2020/21**
(Pages 57 - 66)
 - 9 **EXECUTIVE ASSISTANTS - ANNUAL REPORT 2019/20**
(Pages 67 - 76)
 - 10 **PROGRAMME OF MEETINGS 2020/21**
(Pages 77 - 82)
 - 11 **LOCAL PENSION BOARD ANNUAL REPORT**
(Pages 83 - 94)
 - 12 **WORK PROGRAMME AND MATTERS OUTSTANDING**
(Pages 95 - 100)
 - 13 **AUDIT SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 17 OCTOBER 2019, EXCLUDING EXEMPT INFORMATION**
(Pages 101 - 112)
 - 14 **PENSIONS INVESTMENT SUB-COMMITTEE: MINUTES OF THE MEETINGS HELD ON 3RD AND 17TH DECEMBER 2019, EXCLUDING EXEMPT INFORMATION**
(Pages 113 - 124)
- The Committee's attention is drawn to minute 43 - Pension Fund Annual Report 2018/19.
- 15 **APPEALS SUB-COMMITTEE: MINUTES OF THE MEETINGS HELD ON 19TH NOVEMBER 2019 AND 10TH JANUARY 2020, EXCLUDING EXEMPT INFORMATION**
(Pages 125 - 128)

16 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.

<u>Items of Business</u>	<u>Schedule 12A Description</u>
17 PENSION FUND TRIENNIAL VALUATION (Pages 129 - 140)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
18 AUDIT SUB-COMMITTEE: EXEMPT MINUTES - 17 OCTOBER 2019 (Pages 141 - 144)	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
19 PENSIONS INVESTMENT SUB-COMMITTEE: EXEMPT MINUTES - 3RD DECEMBER 2019 (Pages 145 - 148)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
20 APPEALS SUB-COMMITTEE: EXEMPT MINUTES - 19TH NOVEMBER 2019 AND 10TH JANUARY 2020 (Pages 149 - 152)	Information relating to any individual.

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GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the meeting held at 7.00 pm on 6 November 2019

Present:

Councillor Pauline Tunnicliffe (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Gareth Allatt, Vanessa Allen, Mary Cooke,
Kira Gabbert, Josh King, Russell Mellor, Tony Owen,
Neil Reddin FCCA, Melanie Stevens, Harry Stranger and
Michael Turner

Also Present:

Councillor Nicholas Bennett J.P.

33 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Robert Evans and Christopher Marlow.

34 DECLARATIONS OF INTEREST

There were no declarations of interest.

35 QUESTIONS

No questions had been received.

36 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2019

RESOLVED that the minutes of the meeting held on 19th September 2019 be confirmed.

37 FEEDBACK ON THE 2019 EUROPEAN PARLIAMENTARY ELECTION

Report CSD19156

The Committee received a report reviewing the key issues arising from the European Parliamentary Election held on 23rd May 2019.

The Mayor informed the Committee that he and the Deputy Mayor had visited thirty polling stations on election day, and found them all to be very well-run. He also reported that he would be receiving the writ for the General Election at 12 noon the next day.

Members thanked the Electoral Services Manager and her Team for an excellent report and a well-conducted election.

RESOLVED that the content of the report be noted.

**38 REVIEW OF POLLING DISTRICTS AND POLLING PLACES
2019**
Report CSD19157

The Committee were advised of the recommendations of the Returning Officer following a review of all polling districts and polling places in the borough.

It was clarified that the aim was to have no more than 2,000 electors per polling station, but there could be more than one polling station at each polling place. The Boundary Commission's draft proposals for new ward boundaries in 2022 would potentially require new polling stations to be found, but existing locations would be used as far as possible. The new boundaries might assist in finding suitable locations to replace the current portacabin arrangements in two locations.

The electoral register for the General Election had been published on 1st November. Contingency plans were in place for postal votes in the General Election should the threatened postal workers strike go ahead in December. These involved employing the staff from the canvass to deliver postal votes, and using locations such as libraries and polling stations to collect them.

In response to a question about tellers having to stand out in the cold for the forthcoming December election, it was confirmed that the majority of polling places had some form of lobby or entrance corridor where tellers could stand, as long as they did not enter the polling station. There were some polling places where this was not available, but the rules were clear that tellers could not enter the polling station.

A Member commented that using the Kent County Cricket Club ground in Beckenham for the count worked well. It was confirmed that this would continue to be used as the borough's count venue, except for London elections which were coordinated centrally at the Excel Centre.

RESOLVED that

- (1) The outcome of the review and the consultation undertaken be noted.**
- (2) The proposals and recommendations of the Returning Officer set out in the report and Appendix 3 be approved with effect from the publication of the revised Register of Electors on 1st December 2019.**
- (3) It is noted that, following the final recommendations of the Local Government Boundary Commission's Electoral Review (due early to mid-2020) a further and more thorough review of the polling districts and**

polling places will be undertaken before the next compulsory review is required.

39 TEACHER PAY POLICY - CENTRALLY BASED STAFF

From 1st September 2019 revised arrangements had come into force in relation to Teachers' Pay and Conditions through the publication of the statutory 2019 school Teachers' Pay and Conditions document. The report set out the main changes and three options for applying the statutory pay uplifts. It was recommended that Option B be approved - this was to uplift all scales in the salary ranges, not only the minimum and maximums, but also the intervening points, by 2.75%. This was the costliest option, but would ensure that all teachers received a consistent percentage increase and would assist in terms of recruitment and retention.

RESOLVED that

(1) The report be noted and Option B be agreed in respect of Centrally Based Teaching staff.

(2) Officers be authorised to uplift pay scales within the current Pay Policy accordingly and to implement the new policy with effect from 1st September 2019.

40 ANNUAL COMPLAINTS REPORT AND ANNUAL LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN'S LETTER 2018/19

The Council produced an Annual Complaints Report setting out statistics on the complaints it received, and the Committee received the report for 2018/19. The report also provided oversight of the annual Local Government and Social Care Ombudsman's letter, which summarised the complaints and enquiries received by the Ombudsman about Council for the year ending 31st March 2019.

The Chairman and other Members commented that the Council performed well and received relatively few complaints. The most common causes of complaints were categorised as being about quality of service or lack of action. Members queried what lack of action might actually mean - it could include cases where the Council had decided not to take action, or where there was poor communication of the Council's position. One area which did need to improve was responding to internal stage 1 complaints within target times, where performance was around 50%. Performance on responding to Ombudsman complaints had been driven up to 97% and although it was accepted that some complaints were complex there was no reason why most stage 1 complaints could not achieve similar performance. A new complaints training course for officers had been put together, and an update to the corporate complaints IT system from April 2019 meant that better monitoring tools were available for senior managers.

It was confirmed that it was each service that responded to complaints. The Corporate Complaints Team provided support and quality assurance, and encouraged consistency and adherence to corporate standards. A Member suggested that more comparative data was required from previous years, as well as information about complaints processes in each department - another Member commented that most complaints received by Councillors seemed to be about environmental issues. Changes to the IT system meant that comparable data was only available back to April 2017, but this could be built up in future years.

The report had already been scrutinised by the Adult Care and Health PDS Committee on 17th September 2019 and the Children, Education and Families PDS Committee on 8th October 2019, which had proposed that future reports include a lessons learnt paragraph and that this Committee request that a review be undertaken of key areas for complaints and actions taken in response across all departments. A Member commented that it was up to each PDS Committee to drill down into their own services to check that complaints were addressed properly, and the Chairman offered to take this up with PDS chairmen.

RESOLVED that the report be noted.

41 WORK PROGRAMME AND MATTERS OUTSTANDING
Report CSD19148

The Committee considered its work programme for 2019/20. It was noted that the special meeting proposed for 28th November 2019 would definitely be required to deal with a report on the Audit of Financial Statements 2018/19.

It was noted that there would be reports in 2020 on the conduct of the 2019 General Election and on the boundary commission review of electoral arrangements in Bromley.

RESOLVED that the report be noted.

42 PENSIONS INVESTMENT SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 27 AUGUST 2019, EXCLUDING EXEMPT INFORMATION

The draft minutes of the Pensions Investment Sub-Committee meeting held on 27th August 2019, excluding exempt information, were received.

43 APPEALS SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2019, EXCLUDING EXEMPT INFORMATION

The draft minutes of the Appeals Sub-Committee meeting held on 27th September 2019, excluding exempt information, were received.

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

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

**The following summaries
refer to matters involving exempt information**

**45 PENSIONS INVESTMENT SUB-COMMITTEE: EXEMPT
MINUTES - 27 AUGUST 2019**

The draft exempt minutes of the Pensions Investment Sub-Committee meeting held on 27th August 2019 were received.

**46 APPEALS SUB-COMMITTEE: EXEMPT MINUTES - 27
SEPTEMBER 2019**

The draft exempt minutes of the Appeals Sub-Committee meeting held on 27th September 2019 were received.

(A licensing briefing was held for members after the formal close of the meeting.)

The Meeting ended at 7.26 pm

Chairman

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GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the special meeting held at 7.00 pm on 28 November 2019

Present:

Councillor Pauline Tunnicliffe (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Gareth Allatt, Mary Cooke, Robert Evans,
Kira Gabbert, Josh King, Christopher Marlow,
Russell Mellor, Tony Owen, Neil Reddin FCCA,
Melanie Stevens, Harry Stranger and Michael Turner

Also Present:

Janet Dawson, Ernst and Young

47 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Vanessa Allen.

48 DECLARATIONS OF INTEREST

Councillor Russell Mellor declared an interest as a benefactor from the Bromley Pension Fund.

Councillor Mary Cooke declared an interest in that her step daughter was married to the Financial Director of Cushman and Wakefield UK.

49 QUESTIONS

No questions were received.

50 AUDIT OF FINANCIAL STATEMENTS 2018/19

Members noted the report submitted by the Chief Accountant regarding the audit of the Council's financial statements for 2018/2019. The purpose of the report was twofold:

- To set out the 2018/2019 pension fund accounts for approval by Members
- To provide an update on the audit of the Council's main accounts

The Committee noted that the Council's external auditors had not yet been able to conclude their audit of the Council's main accounts due to issues relating to asset valuations. In all other respects, the audit was substantially complete.

The external auditors had identified errors in the external valuation of the Council's land and buildings, and this would need to be rectified. A full revaluation exercise was being undertaken which was hoped to be completed by December 31st.

The Director of Housing, Planning and Regeneration informed Members that 450 properties needed to be re-valued. It was anticipated that a further 60 properties would be revalued by December 31st. This would then mean that in the region of 90% to 95% of the total asset value would have been revalued. Two Registered Valuers had been brought in to help with the remaining valuations and a third could be used if required.

A Member suggested that work should begin now on sourcing the third Registered Valuer as this may take time. The Director of Housing, Planning and Regeneration confirmed that work on sourcing the third Registered Valuer was already underway.

The Chairman expressed her thanks to the Director of Housing, Planning and Regeneration, the Chief Accountant, the Director of Finance and the Assistant Director for Strategic Property for the considerable extra hard work that had been required to rectify the situation.

Members were reminded that there had been objections to the Council's accounts for the periods 2016/2017, 2017/2018 and 2018/2019. The objections had been received from the same elector and because of the objections it was still not possible to formally conclude the audits and issue an audit certificate.

A Member asked the Director of Corporate Services for an update regarding the objections to the accounts. The Director responded that most of the questions raised through the external auditors had now been answered.

The Director of Finance pointed out that Ernst and Young could not progress matters, as KPMG needed to finish their work regarding the previous years' objections first. KPMG had requested a meeting with the Chief Accountant and the Director of Environment and Public Protection during which it was hoped matters could be finalised.

A Member asked about internal checks on the original valuations and asked what would be done in the future to make sure there was no repetition. The Director of Housing, Planning and Regeneration assured that this was being reviewed, and that the appropriate controls would be in place going forward.

A Member raised the issue of no internal checks being undertaken on the original Cushman and Wakefield valuations and asked what would be done in the future to make sure this was not repeated. The Director of Housing, Planning and Regeneration assured that this was being reviewed, and that the appropriate controls would be in place going forward.

A Member asked if the recommendations relating to the Pension Fund Accounts could go to the Pensions and Investment Sub-Committee for their information and comment, and this was agreed.

Members were briefed that the audit of the pension fund accounts was substantially complete and were therefore requested to approve the pension fund accounts for 2018/2019. They were pleased to note that for the period 2018/2019, the net assets of the fund had increased by £72m.

Janet Dawson (Ernst and Young) attended to answer any questions that the Committee wanted to raise with the External Auditors.

She advised that the covering report provided a good overview of the work that the auditors had done and their audit results report provided further detail. Their work included an assessment of the control environment and whilst no significant deficiencies relating to internal control had been identified, there were some recommendations where internal control should be improved. She also confirmed that there were no unadjusted audit differences in the accounts.

She advised that the external auditor had to be satisfied that the Council had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources; Ernst and Young were satisfied that this was the case. Ms Dawson asked for Ernst and Young's conclusion on their independence and objectivity to be noted, along with their comments relating to materiality, assessment of risk and asset valuations.

A Member asked if keeping the main accounts and pension fund accounts separate involved just adding a field identifying each entity or something more complex. Ms Dawson responded that it was her understanding that the Council's current financial system was unable to do this.

(Post Meeting Note—A Member has requested that the Director of Finance investigate the estimated cost of the system upgrade).

A Member was pleased to note the high returns that the Council had obtained from investment income.

The Committee noted the report and accepted the report's recommendations.

RESOLVED that

(1) The Committee approves the Council's pension fund accounts for 2018/2019.

(2) In accordance with the requirements of the Accounts and Audit Regulations 2015, the Committee authorises the Chairman to sign and

date the pension fund statements as a formal record of the Committee's approval.

(3) The Committee notes that the audit of the Council's main accounts has not yet been concluded.

(4) The Committee considers the external auditor's reports on the Council's main accounts and pension fund accounts.

(5) The Committee notes the auditor's conclusions on Value for Money (VFM).

(6) The Committee confirms agreement with the auditor's conclusion on their independence and objectivity.

(7) The Committee notes the objections to the accounts as set out in paras 3.21 to 3.23.

(8) The Committee authorises the Chairman of the Committee to sign the letter of representation for the 2018/2019 pension fund audit on behalf of the Council.

(9) The Committee approves the Annual Governance Statement which accompanies the statutory statement of accounts.

The Meeting ended at 7.24 pm

Chairman

Report No.
CSD20031

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 11 February 2020

Non-Urgent

Non-Executive

Non-Key

Title: FEEDBACK ON THE 2019 UK PARLIAMENTARY (GENERAL) ELECTION

Contact Officer: Carol Ling, Electoral Services Manager
Tel: 020 8313 4367 E-mail: carol.ling@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services/Acting Returning Officer
Tel: 020 8313 4355 E-mail: mark.bowen@bromley.gov.uk

Ward: Not Applicable

1. Reason for report

To advise Members on the key issues relating to the UK Parliamentary (General) Election held on Thursday 12 December 2019, and to give Members the opportunity to comment on the electoral arrangements.

2. **RECOMMENDATION(S)**

Members note the content of the report and consider if there is any feedback they want to give the Acting Returning Officer for him to take into account when planning for future elections.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

1. Policy Status: Not Applicable
 2. BBB Priority: Excellent Council
-

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Conducting Elections
 4. Total current budget for this head: Not Applicable
 5. Source of funding: The Cabinet Office funds UK Parliamentary (General) Elections
-

Personnel

1. Number of staff (current and additional): 5 full time, 4 casual staff and approximately 1,250 temporary staff recruited by the Acting Returning Officer for staffing polling stations, opening and verifying postal votes and counting the votes
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement The Council is required to designate one of its officers as Electoral Registration Officer under section 8 of the Representation of the People Act 1983. The Electoral Registration Officer also acts as Acting Returning Officer for UK Parliamentary (General) Elections (section 28 of the 1983 Act). The Acting Returning Officer is personally responsible for the conduct of these elections.
 2. Call-in: Not Applicable
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): c240,000 registered electors, candidates, agents and staff
-

Ward Councillor Views

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

3. COMMENTARY

BACKGROUND

- 3.1 After a period of parliamentary deadlock, Royal Assent was received and Parliament was given to the Early Parliamentary Election Act 2019. Parliament was dissolved just after midnight on Wednesday 6 November 2019. This Act set the date for a General Election as Thursday 12 December 2019.
- 3.2 For the second time in 2019 (European Parliamentary election was held in May), electors were going to the polls for an unscheduled election being planned for and delivered in just 25 working days.

ROLES AND RESPONSIBILITIES

- 3.3 At a General Election, the Returning Officer (the Mayor) is a largely ceremonial position – receiving the writs and declaring the results.
- 3.4 The administration of this election is the responsibility of the Acting Returning Officer (the Director of Corporate Services). His duties as an Acting Returning Officer are separate from his duties as a local government officer. He is not responsible to the Council, but personally responsible for the conduct of the election, and is directly accountable to the courts as an independent statutory office holder.
- 3.5 The Acting Returning Officer is responsible for delivering the General Election in the three constituencies of Beckenham, Bromley & Chislehurst and Orpington in the London Borough of Bromley.
- 3.6 The three wards of Clock House, Crystal Palace and Penge & Cator form part of the Lewisham West and Penge constituency, and are the responsibility of the Acting Returning Officer for the London Borough of Lewisham.
- 3.7 It was agreed between the respective Acting Returning Officers that Lewisham would be responsible for administering the nomination process, publishing the statutory notices, issuing, receipting and verifying the postal votes, and counting the votes; and Bromley would be responsible for issuing the poll cards, and setting up and staffing the polling stations in the three wards.

CONTINGENCY PLANNING FOR A WINTER ELECTION

- 3.8 This was the first General Election to be held in the month of December since 1923, and the first winter election since 1974.
- 3.9 The timing of this poll brought many additional challenges:
- The weather – will it be cold, wet, snowy, stormy
 - The short hours of daylight
 - The availability of staff
 - The availability of polling stations and the count venue
 - Our duty of care to the voter
- 3.10 Factors not normally an issue in spring and summer elections included:

- Identifying polling places which needed additional heating and lighting
- Identifying polling places which may be at 'risk' due to bad weather
- Liaising with transportation/highways on priority gritting routes and additional gritting routes to ensure all polling stations are covered
- Providing all polling stations with salt and shovel/spreading tool so that they can provide walkable surfaces to reach the polling station door
- Assigning staff to polling places close to home, where practicable
- Providing Polling Station Inspectors with spare registers, ballot papers, CNLs and ballot boxes to ensure polls could commence at 7am if some staff were unable to reach a polling station due to adverse weather
- Providing information in the polling station staff training on elements relating to the weather e.g. telling staff to go prepared with additional clothes, blankets, hot meals and taking their own torch
- Securing additional lighting and generators

3.11 Whilst there were conflicting weather forecasts up until a short time before election day, the weather on polling day was not an issue but the Acting Returning Officer still had to prepare for adverse weather.

NOMINATIONS

3.12 Following the dissolution of Parliament, the writs requiring the General Election to be run in our 3 constituencies were received by the Returning Officer/the Mayor on Thursday 7 November 2019. Notice of election was published in each constituency triggering the statutory election timetable (giving just 25 working days to polling day) and the start of nominations.

3.13 The Acting Returning Officer was responsible for processing the nominations for our 3 constituencies with a deadline of 4pm, on Thursday 14 November 2019.

3.14 In total there were 4 valid nominations in the Beckenham constituency (with candidates from the Conservatives, Green, Labour and Liberal Democrats parties), 6 in the Bromley & Chislehurst constituency (with candidates from the Christian Peoples Alliance, Conservatives, Green, Labour, Liberal Democrats and Renew parties) and 4 in the Orpington constituency (with candidates from the Conservative, Green, Labour and Liberal Democrats parties). No nomination papers were rejected by the Acting Returning Officer at this election.

ELECTORAL REGISTRATION

3.15 The revised register is usually published by 1 December. However with a General Election taking place on 12 December 2019 and to avoid complications with poll cards and polling station registers (having different poll numbers – meaning that poll staff would not be able to use elector numbers on poll cards to find electors on the polling station register) the revised register was published a month early on 1 November 2019.

3.16 The deadline for registering to vote at this election was Tuesday 26 November 2019.

3.17 As previously reported, online registration makes it easier and quicker for local residents to engage in the democratic process, but it does lead to the potential for high number of applications for registration close to the deadline for the election and for duplicate applications

(i.e. where an application can be matched to an individual already on the register at the same address. Only individuals not on the register, needed to register. There was no need to register separately for this General Election. National publicity does not always make this clear. In the UK individuals are obliged to ensure they are on the electoral register at all times and not merely when there is a particular election. This is a personal duty on individual electors and numerous individuals who had failed to comply with their obligation created unnecessary pressure on the service through late registration applications.

3.18 Details of the registration applications received in Bromley are as follows:

- Total number of registration applications received from the day the election was announced (31 October 2019) until the deadline of Tuesday 26 November was **21,485** (18,140 online)
- Total number of registration applications received in the last two days (up until the deadline) was **6,677** (6,144 online)
- Total number of duplicate applications received was **7,784**

OVERSEAS ELECTORS

3.19 UK citizens living abroad are entitled to register to vote at UK national elections and referendums. Citizens must have registered to vote as a resident in the UK in the last 15 years and be eligible to vote in the General Election. They can vote by post or proxy.

3.20 Following issues at the European Election in May 2019 across the UK (some postal votes arrived too late to be counted), we contacted all our overseas voters advising them that due to the short timetable, there was a risk that overseas voters would not receive their postal vote with enough time to return them to use by the close of poll, and we urged them to appoint a proxy rather than relying on a postal vote – but it was for the voter to decide how he wanted to vote.

3.21 Cabinet Office worked with the Royal Mail to expedite deliveries abroad and provide a better service for overseas voters. All overseas postal votes were sent from our printers to Heathrow for Royal Mail to sort and dispatch as quickly as possible increasing the chances of a postal voter getting and being able to return their ballot from overseas.

3.22 Bromley had over 1,700 overseas elector registered to vote at the General Election with about 723 postal votes being sent to overseas destinations. Unfortunately we are aware that a small number of overseas voters did not receive their postal votes in time to return them by close of poll.

POLL CARDS

3.23 A Royal Mail strike threatened to disrupt the delivery of poll cards, postal votes and Christmas post. However, the High Court ruled that CWU's ballot of Royal Mail employees for industrial action was unlawful and so the strike did not take place during the election period.

3.24 The Acting Returning Officer was able to secure early despatch dates and poll cards were sent out from our printers via Royal Mail to 229,934 electors in the borough on 7 November 2019. A further 11,380 were sent up to a week or so before polling day, to those residents who registered close to the relevant deadlines.

ABSENT VOTING

- 3.25 About 34,005 **postal vote** packs were despatched from our printers (via Royal Mail) with the bulk of these going out on Wednesday 27 November 2019. Postal vote packs sent to overseas addresses were despatched a few days earlier.
- 3.26 There were some reported cases from local residents of non receipt of their postal vote packs and they were all offered (and most accepted) replacement postal vote packs which are available up to 5pm on polling day.
- 3.27 The personal identifiers (signature and date of birth) on every returned postal vote statement must be checked and verified against those held on file from the original application. This is a huge logistical operation requiring suitable accommodation, IT and staff.
- 3.28 The table below shows the number of postal votes issued, returned and rejected in our 3 constituencies:

Constituency	Issued	Received	%	Rejected
Beckenham	11,906	10,342	86.86%	221
Bromley & Chislehurst	10,760	9,169	85.21%	198
Orpington	11,339	9,804	86.46%	191
TOTALS	34,005	29,315	86.21%	610

- 3.29 Following the scanning and verifying of the personal identifiers, some 610 postal votes were rejected for either want of a signature and/or a date of birth, or mismatched signature and/or date of birth, or ballot paper unreturned, or a postal vote statement unreturned. In accordance with the law, these voters have been contacted and advised that their postal vote was rejected (and given the reason why it was rejected).
- 3.30 Once the personal identifiers were verified, the postal ballot papers were placed in ballot boxes, sealed and securely stored until the counting of votes was undertaken following close of poll.
- 3.31 The total number of **proxy votes** substantially increased at this election with 1,770 being registered in Bromley's 3 constituencies on polling day.

POLLING STATIONS

- 3.32 There was much media attention across the country regarding disruption to and unavailability of polling places for this election. With just 6 weeks' notice of this election, the Acting Returning Officer and his staff worked closely with many polling places (especially schools) to ensure that disruption to such activities as Christmas plays and carol concerts was kept to a minimum by using different rooms and/or entrances. The Acting Returning Officer would like to express appreciation to the schools used for their valuable contribution to the democratic process.
- 3.33 The Acting Returning Officer was able to secure access to all venues designated as polling places in the borough except for one at Southborough Lane Baptist Church – and this was due to extensive building works being undertaken at the time.
- 3.34 After extensive work by election staff, an alternative venue was identified, visited and used at this election at St James the Great RC Church Hall in Lakeswood Drive. Details of the change

were included on the poll cards and the Council website and signage was displayed at the Southborough Lane Baptist Church. The arrangements at St James the Great RC Church Hall worked well with excellent feedback being received from staff and voters. Enquiries are being made as to future availability.

POLLING DAY

- 3.35 Polling day ran well with no severe weather or any major issues being reported. The Returning Officer, Acting Returning Officer and the Chief Executive visited a number of polling stations in the borough and were impressed by the standards and attitude of the staff. Polling stations were busy and turnout was expected to be high.
- 3.36 There were two reported incidents involving tellers but polling went smoothly in all polling stations.
- 3.37 Polling finished at 10pm. Presiding Officers working at polling stations in the constituencies of Beckenham, Bromley & Chislehurst and Orpington returned their sealed ballot boxes to the count venue at Kent County Cricket Ground in Beckenham, whilst the Presiding Officers working in the 3 wards of Lewisham West & Penge returned their ballot boxes to Haberdashers' Aske's Academy in Downham.

THE COUNT

- 3.38 The law requires the Acting Returning Officer to take reasonable steps to begin the counting of votes (Stage 2 – see below) at a General election as soon as practicable and within 4 hours of the close of poll i.e. an overnight count.
- 3.39 The count took place at the Kent County Cricket Ground (using the layout that has been successfully used at recent elections) starting at 10pm with the postal vote ballot boxes which were already at the venue. The ballot boxes from the polling stations began to arrive shortly after 10.15pm and were all received within an hour or so.
- 3.40 In accordance with guidance issued by the Electoral Commission, arrangements for each constituency have to be structured in such a way as to break down the verification (Stage 1) and sorting/counting of votes (Stage 2) into a number of self-contained 'areas' smaller than the constituency, with the totals of these 'areas' being aggregated into a single total for the constituency.
- 3.41 Following previous practices at General elections, the Acting Returning Officer decided to undertake the verification and count processes in each constituency at ward level (although postal votes could not be identified/sorted down to ward level as they came from anywhere in the constituency, but were 'mixed' in the ward counts) with the results from each ward aggregated to achieve an overall result for the constituency.
- 3.42 Under the election rules, the total number of ballot papers in each ballot box is verified with the number on the ballot paper account submitted by the Presiding Officer at each polling station (or by the Supervisor in charge of the postal vote session) (known as Stage 1). This stage is critical in ensuring the accuracy of the result as it means that when the votes are sorted into votes for each candidate and counted (known as Stage 2), the count total can be compared to the verification total to identify any discrepancies. In most cases any discrepancies are of little importance because of the size of majorities, but where there are only a few votes between candidates, any discrepancy takes on a much greater significance.
- 3.43 The count process went smoothly with verification (Stage 1) being concluded and the sorting/counting of votes (Stage 2) being started in all 3 constituencies before 2am on the Friday morning.

3.44 The counts proved uneventful with the 3 constituency results being declared by the Returning Officer (the Mayor) by 3.30am on the Friday morning (see Appendix for breakdown of results at ward level in each constituency – the ward figures are slightly distorted as the postal votes could only be identified at constituency level, and so verified postal ballot boxes were ‘allocated’ to a ward and did not specifically relate to that ward).

POST ELECTION

3.45 There remains a considerable amount of work for the Acting Returning Officer and his electoral team after the announcement of results:

- Writs returned to the Clerk of the Crown
- Count venue and Civic Centre rooms cleared and equipment returned to storage
- Deposits returned (either to the candidate or the Cabinet Office)
- Election materials sorted, cleared and stored away (as provided in the election rules)
- Marked registers prepared
- Staff, polling stations and suppliers paid
- Various returns completed for the Electoral Commission and Government departments
- Candidates election expenses received, and
- Public notice given of their availability for inspection
- Accounts prepared and submitted to the Election Claims Unit

CONCLUSION

3.46 The ‘snap’ General election held on 12 December 2019 was the second unscheduled poll to be held in 2019. Not only did the Acting Returning Officer have to contend with the usual logistical challenges elections bring, but also a number of additional challenges due to the short timetable (25 working days) and timing of the poll (winter election and run up to Christmas).

3.47 Notwithstanding all these challenges, the Acting Returning Officer and his staff delivered a safe, secure and accurate poll with no legal challenges to the results or allegations of electoral fraud.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

None arising from this report

5. POLICY IMPLICATIONS

None arising from this report

6. FINANCIAL IMPLICATIONS

The funding for UK Parliamentary (General) election is met by an allowance from the Cabinet in respect of each constituency.

7. PERSONNEL IMPLICATIONS

- 7.1 The Acting Returning Officer has a statutory right under section 35(6) of the Representation of the People Act 1983 to require the Council to provide as many staff as required for election purposes.
- 7.2 Some Council employees were recruited by the Acting Returning Officer to help with various duties regarding the conduct of this election. However, a majority of staff were recruited from other sources.

8. LEGAL IMPLICATIONS

- 8.1 The Council is required to designate one of its officers as Electoral Registration Officer under section 8 of the 1983 Act. The Electoral Registration Officer also acts as Acting Returning officer for UK Parliamentary (General) elections (section 28 of the 1983 Act). The Acting Returning Officer is personally liable for the conduct of these elections
- 8.2 The rules and regulations for the conduct of the UK Parliamentary (General) election are primarily contained in the Representation of the People Act 1983, 1985 and 2000, the Representation of the People (England and Wales) Regulations 2001, the Electoral Administration Act 2006, the Fixed Term Parliament Act 2011 and the Electoral Registration and Administration Act 2013.

9. PROCUREMENT IMPLICATIONS

Not applicable

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	[Title of document and date]

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Parliamentary (General) Election - Thursday 12 December 2019

Beckenham Constituency

Party	Name of Candidate	Total	Bromley Common & Keston	Copers Cope	Hayes & Coney Hall	Kelsey & Eden Park	Shortlands	West Wickham
LAB	AHMAD Marina Masuma Bin Kabir	13,024	1,924	2,758	1,981	2,705	1,666	1,990
GREEN	FABRICANT Ruth	2,055	302	393	407	316	282	355
LIB DEM	ROSS Chloe-Jane	8,194	943	1,676	1,355	1,442	1,388	1,390
CON	STEWART Robert Alexander	27,282	4,958	3,827	5,425	4,274	3,773	5,025
	SUB TOTAL	50,555	8,127	8,654	9,168	8,737	7,109	8,760
	Rejected Votes							
	A - Want of an official mark	0						
	B - Voting for more than one candidate	22		3	6	3	6	4
	C - Writing or mark by which voter can be identified	1				1		
	D - Unmarked or wholly void for uncertainty	213	30	29	48	42	34	30
	Total of Votes at Stage 2	50,791	8,157	8,686	9,222	8,783	7,149	8,794
	Total of Votes at Stage 1	50,794	8,159	8,684	9,223	8,780	7,154	8,794
	Variation	-3	-2	2	-1	3	-5	0

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Parliamentary (General) Election - Thursday 12 December 2019

Bromley and Chislehurst Constituency

Party	Name of Candidate	Total	Bickley	Bromley Town	Chislehurst	Cray Valley West	Mottingham & Chislehurst	Plaistow & Sundridge
CPA	AMODU Zion	255	47	51	28	53	38	38
RENEW	DIALANI Jyoti Naraindas	119	17	28	18	11	17	28
GREEN	ION Mary Elizabeth	1,546	266	302	266	214	222	276
LIB DEM	IRELAND Julie Mary	6,621	1,378	1,451	1,192	753	798	1,049
CON	NEILL Robert James Macgillivray	23,958	4,527	3,858	4,864	4,330	3,116	3,263
LAB	WILKINS Angela	13,067	1,785	3,012	1,767	1,762	1,912	2,829
	SUB TOTAL	45,566	8,020	8,702	8,135	7,123	6,103	7,483
	Rejected Votes							
	A - Want of an official mark	0	0	0	0	0	0	0
	B - Voting for more than one candidate	18	1	2	4	4	4	3
	C - Writing or mark by which voter can be identified	0	0	0	0	0	0	0
	D - Unmarked or wholly void for uncertainty	183	40	30	36	21	26	30
		0						
	Total of Votes at Stage 2	45,767	8,061	8,734	8,175	7,148	6,133	7,516
	Total of Votes at Stage 1	45,774	8,065	8,735	8,178	7,148	6,134	7,514
	Variation	-7	-4	-1	-3	0	-1	2

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Parliamentary (General) Election - Thursday 12 December 2019

Orpington Constituency

Party	Name of Candidate	Total	Biggin Hill	Chelsfield & Pratts Bottom	Cray Valley East	Darwin	Farnborough & Crofton	Orpington	Petts Wood & Knoll
CON	BACON Gareth Andrew	30,882	4,207	5,106	3,804	3,142	5,285	4,709	4,629
LAB	JEAL Simon David	8,504	761	1,273	1,748	614	1,186	1,680	1,242
LIB DEM	TWEDDLE Allan Joseph James	7,552	730	1,330	696	669	1,425	1,270	1,432
GREEN	WHELLER Karen Nicola	1,783	119	365	186	202	280	295	336
	SUB TOTAL	48,721	5,817	8,074	6,434	4,627	8,176	7,954	7,639
	Rejected Votes								
	A - Want of an official mark	0	0						
	B - Voting for more than one candidate	20	1	2	2	2	3	6	4
	C - Writing or mark by which voter can be identified	0	0						
	D - Unmarked or wholly void for uncertainty	243	31	38	28	21	46	44	35
		0							
	Total of Votes at Stage 2	48,984	5,849	8,114	6,464	4,650	8,225	8,004	7,678
	Total of Votes at Stage 1	48,997	5,850	8,118	6,466	4,652	8,229	8,005	7,677
	Variation	-13	-1	-4	-2	-2	-4	-1	1

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London Borough of Bromley

Report No.HR

PART I – PUBLIC

Agenda Item No.:

Decision Maker: General Purposes & Licensing

Date: 11th February 2020

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

TITLE: 2020/21 PAY AWARD

Contact Officer: Charles Obazuaye, Director of Human Resources
Tel: (020) 8313 4355 email: charles.obazuaye@bromley.gov.uk

Chief Officer: Director of Human Resources

Ward: N/A

1. REASON FOR REPORT

- 1.1 Under the local terms and conditions of employment framework, the General Purposes & Licensing Committee (GP&L) is required to make a recommendation on pay awards to Full Council.
 - 1.2 Pursuant to the local framework, the annual pay award review is now part of the Council's budget planning process. This requirement is a key driver for coming out of the national/regional pay negotiating frameworks.
-

2. RECOMMENDATION(S)

- 2.1 **Members are asked to recommend that Full Council approve the following:**
 - (i) **A flat 2.5% pay increase for all staff (excluding teachers who are covered by a separate statutory pay negotiating process)**
 - (ii) **The removal of the equivalent of spinal points 4-8 (affecting BR1, BR2 and BR3 grades) with assimilation to equivalent of spinal point 9 (BR3).**
 - (iii) **The introduction of a 4p electric car lease mileage rate for business mileage**
 - (iv) **That the Trade Union's pay claim for staff be rejected (see para 3.7 below and attached Appendices)**
- 2.2 **Members also note that, as in the previous years since coming out of the nationally/regionally negotiated frameworks, Bromley staff will receive the 2020/21 pay increase in time for the April pay.**

Corporate Policy

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

Financial

1. Cost of proposal: £1.596m
 2. On-going costs: £1.596m
 3. Budget Head/Performance Centre: Staffing budgets across the council
 4. Total current budget for this Head:
 5. Source of Funding: Central contingency
-

Staff

1. Number of staff (current and additional): All Council staff, except teachers.
 2. If from existing staff resources, number of staff hours:
-

Legal

- 1) Legal Requirement: Non-Statutory Requirement
 - 2) Call In: Call in is not applicable
-

Customer Impact

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

Ward Councillor Views

- 1) Have Ward Councillors been asked for comments: N/A
- 2) Summary of Ward Councillors comments: N/A

3. COMMENTARY

3.1 The Council formally adopted a local terms and conditions of employment framework for its staff, except teachers, on 12th November 2012. Apart from the City of London, Bromley Council is the only London borough to adopt a localised arrangement. It has been successful because under the local arrangement the Council is able to flex its pay and rewards, and the arrangement has not caused any recruitment and retention challenges. Pay discussions at the local level with staff and their representatives is also constructive and the process is seamlessly managed as part of the annual budget planning process.

The key elements of the localised arrangements are as follows:

- Locally determined annual pay award for all staff, except teachers, aligned with the annual budget setting process;
- Merited reward (non-consolidated/non-pensionable) for exceptional performers;
- Any pay increases, including increments and pay awards linked to satisfactory performance for all staff, not automatic.

3.2 The Council continues to face financial challenges going forward with a significant budget gap in future years. The Council's approach to this pressure and the challenges and opportunities it faces to balance the budget is comprehensively addressed in the report "Draft 2020/21 Budget and Update on Council's Financial Strategy 2021/22 to 2023/24" to Executive on 15th January 2020. A copy of the report can be found at the following link:

<https://cds.bromley.gov.uk/documents/s50077894/Executive%20150120%20Draft%20Budget%20Report.pdf>

3.3 Delivering sustainable finances is increasingly important during a period of national and international economic issues which creates uncertainty over the longer term.

3.4 In order to continue to provide services in the longer term the Council will need to continue to provide priority services, radically transform existing service provision, release the necessary revenues, increase council tax income, continue to explore investment opportunities and mitigate against the cost pressures currently being forecast. The Transforming Bromley Agenda seeks to address these issues. Staff perspectives are key to the transformation agenda. Interestingly, the recent all staff conference on Transforming Bromley has created a strong belief, energy and a compelling argument for staff engagement on the agenda.

3.5 Against this background, the Council proposed for staff consultation purposes a flat 2.5% pay award increase for all staff, except teachers who are covered by a separate statutory pay negotiating process. It is also proposed to remove the equivalent of spinal points 4-8 (affecting BR1, BR2 and BR3 grades) with assimilation to equivalent of spinal point 9 (BR3).

3.6 The proposal was communicated by the Director of Human Resources and Customer Services to all staff on 16th January 2020 and the Unions, including Unison, GMB and Unite branch and regional officers were also advised at a meeting on the same date. Feedback received from Staff to date has been positive.

- 3.7 On their part, the three Unions, namely Unison, GMB and Unite, submitted a joint pay claim. The Unions' claim stated, *inter alia*, as follows (Management's response is indicated in italics) A full copy of the Union's claim and supporting documentation can be found at Appendix A.

SUMMARY OF CLAIM

- The 2020 - 2021 joint pay claim submitted to Bromley Council by Unite, Unison & GMB reflects the national joint pay claim which requests:
 - A 10% increase on all pay points
 - A one day increase to the minimum paid annual leave entitlement
 - A two hour reduction in the standard working week
 - A comprehensive review of the workplace causes of stress and mental health

Although the national pay talks are still ongoing, the proposed Bromley pay award of 2.5% is likely to exceed that being considered by other LG employers. The unions' 10% pay claim will cost the Council £6.3m. A 10% pay claim does not reflect the on-going unprecedented pressures or the average wage settlements.

There are no plans to increase the minimum entitlements for annual leave or to look at a reduction of the standard working week. The minimum leave in the Council is 24 plus the 8 statutory bank holiday, rising to 30 for long standing employees with 5 years or more service.

The Council recognises the need to support staff in regards to stress and mental health and have recently trained approximately 30 mental health first aiders across the workforce. Arguably, the Council is ahead of the game compared to other organisations nationally and regionally and both in the public and private sector. HR has developed a comprehensive Mental Health awareness programme, and is actively working with our mental health champion to continue to raise awareness across the organisation. To that end, the Council will be running 2-3 major events in 2020 to coincide with national mental health awareness days in May and October. We also have an Employee Assistance Scheme (EAP) available to support staff and their families 24/7. This is a confidential service where staff can receive up to 6 face to face or telephone counselling sessions.

- Additionally, they are seeking to locally raise Bromley pay for grades BR1, 2 and 3 to ensure that all Staff are paid the London Living Wage (LLW), recognising the higher cost of living in London i.e. seeks a minimum £10.75 per hour.

Bromley is proposing to remove the equivalent of spinal points 4-8 (affecting BR1, BR2 and BR3 grades) with assimilation to equivalent of spinal point 9 (BR3). The lowest hourly rate would be £10.60 p.h. which far exceeds the

statutory National Living Wage of £8.21 p.h. The London Living Wage is not a statutory requirement.

- The use of RPI rather than CPI when assessing pay settlements since it more closely reflects the actual price rises experienced by staff than the Consumer Price Index (CPI).

In December 2019 RPI was 2.2% and CPI was 1.4%. The proposed pay award of 2.5% is therefore above both RPI and CPI

How does the Council's 2020/21 pay award increase offer compare?

- 3.8 The National Joint Council (NJC) is yet to agree its pay deal for 20/21 which was delayed due to the December General Election. The proposed pay increase is likely to exceed the national offer.
- 3.9 Bromley Council staff received a pay award of 2.25% last year and the proposed award of 2.5% therefore again compares favourably with the average 2% award agreed nationally for 2019/20.
- 3.10 Whilst acknowledging the difference in the lower graded salary points compared with National as well as the national removal of spinal points 4 and 5 nationally in previous pay settlements, the Council has also proposed the removal of the lower spinal points up to and including spinal point 8. The Council continues to monitor staff recruitment and retention and where appropriate additional pay including the use of market supplements and any other proportionate responses will be adopted e.g. hard to fill and retain posts in children/adult services.

4. Public Sector pay forecast 2020/21

- 4.1 In July 2018 the Government announced that around one million public sector workers would benefit from the biggest pay rise in almost 10 years.
- 4.2 In July 2019 the then Chancellor of the Exchequer confirmed a second year of above inflation pay rises for the majority of Public sector workers including Teachers, Consultants, Dentists, Police Officers, Prison Officers and the Armed Forces.
- 4.3 The move has been seen as a bid to boost staff recruitment and retention as well as improve morale in the public sector.
- 4.4 Teachers have recently received a pay award of 2.75% across all grades.
- 4.5 The Council continues to operate in an economic climate of national financial uncertainty whilst having to face enormous pressures to deliver services where demand for growth is high particularly in relation to care services to vulnerable children and adults. This is also set against the backdrop of global financial uncertainty as the United Kingdom leaves the European Union.
- 4.6 The Council will continue to respond positively and flexibly to the labour markets regarding critical skills and hard to recruit and retain posts, in particular by offering

enhanced packages if appropriate. Staff employed by the Council are also able to access the “Real Benefits” Scheme. Through the scheme the Council has negotiated favourable discounts with a range of retailers in Bromley. This year, Members have agreed to the introduction of additional employee benefits including the Salary Sacrifice Lease Car Scheme and Additional Annual Leave Purchase Scheme. Accessing these benefits maximises the opportunity for employees to save on everyday living costs and staff feedback in this respect has been very positive.

4.7 Additionally, the Leader, the Portfolio Holder for Resources and their Cabinet colleagues and the Chairman of General Purposes and Licensing Committee are still committed to the Merited Pay Reward scheme for exceptional performers

- A separate amount of £200k for Merited Award vouchers for exceptional performers has been set aside. In 2019/20 a total of 226 awards ranging from £250 to £1,000 were awarded to staff. Also, a total of 189 mini rewards were awarded to staff. This brings to more than a million pounds having been set aside since the Scheme’s inception.
- Members have also reiterated their commitment to Staff Training and Development including the Graduate Internship Scheme and the Apprenticeship Levy.
- Every year the Council recruits graduate interns and many of them have been promoted into permanent senior positions in the organisation. In terms of the Apprenticeship Levy, HR is developing a plan to use the levy to upskill existing staff in the organisation partly to address areas of recruitment and retention difficulty.
- In addition key Members and Departmental Representatives remain committed to and continue to work on the ‘Dream Organisation’ agenda to ensure that the Council remains an employer of choice. The Departmental Representatives are a conduit between the Members and Chief Officers and our workforce. They are taking forward matters as diverse as the Transformation Agenda and reduction of plastic consumption and their role is appreciated by all Members.

5. POLICY IMPLICATIONS

- 5.1 As stated in paragraph 3.1 above, the annual pay award review is one of the key drivers for adopting the localised terms and conditions of employment framework for staff, except teachers. It enables the Council to set its own pay award free from nationally/regionally negotiated arrangements, usually divorced from local pressures and circumstances.
- 5.2 Aligning the pay review process with the budget setting process means that the cost of the pay increase is not viewed in isolation from the other significant cost pressures impacting on the Council’s overall budget

6. FINANCIAL IMPLICATIONS

- 6.1 A 2.5% increase to all staff as well as the removal of the equivalent of spinal point 4-8 as detailed in recommendation 2.1 (ii), will cost the Council £1.596m.
- 6.2 Section 3.7 of this report refers to a joint pay claim. This includes for example reference to 10% increase on all pay points which would represent an increase in costs of £6.3m.
- 6.3 The Council continues to face an underlying 'budget gap' as identified in the 2020/21 Council Tax report to Executive and there remains a need for savings to be identified in future budget choices. Provision for a 2.5% increase and changes to spinal point 4-8 have been included in the Draft 2020/21 Budget.
- 6.4 The increase to pay as set out in para 2.1 therefore represents a reasonable pay award in the current financial climate.

7. LEGAL IMPLICATIONS

- 7.1 As set out in the report, there are no specific implications, including equal pay arising from the proposed pay award recommendations as detailed in para 2.1 above.

8. PERSONNEL IMPLICATIONS

- 8.1 As set out in the report.
- 8.2 In addition to the comments in the body of the report, the proposals to eliminate the equivalent of spinal points 4-8 will benefit 45 employees, 23 centrally employed and 22 employed in C&VC Schools. This equates to an average 9.9% increase for the staff on the lowest points, compared to the 2.5% increase.
- 8.3 HR will continue to work with managers to ensure our pay, at all levels, remains competitive ensuring we remain an employer of choice.

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

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Agenda Item 7

London Borough of Bromley

Report No. HR

PART I – PUBLIC

Agenda Item No.:

Decision Maker: General Purposes & Licensing Committee

Date: 11th February 2020

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

TITLE: PAY POLICY STATEMENT 2020/21

Contact Officer: Charles Obazuaye
Tel: (020) 8313 4355 email: charles.obazuaye@bromley.gov.uk

Chief Officer: Director of Human Resources

Ward: N/A

1. REASON FOR REPORT

- 1.1 Under the Localism Act 2011 the Council is required to publish a Pay Policy Statement which must be approved by Full Council every year. The 2020/21 Pay Policy Statement is attached for Members consideration and approval.
-

2. RECOMMENDATION(S)

2.1 Members are asked to:

- (i) recommend that Full Council approve the 2020/21 Pay Policy Statement attached to this report.

Corporate Policy

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

Financial

1. Cost of proposal: Within existing budget
 2. On-going costs: Within existing budget
 3. Budget Head/Performance Centre:
 4. Total current budget for this Head:
 5. Source of Funding:
-

Staff

1. Number of staff (current and additional): Chief Officers and Deputy Chief Officers as defined in the Local Government & Housing Act.
 2. If from existing staff resources, number of staff hours:
-

Legal

- 1) Legal Requirement: Statutory Requirement
 - 2) Call In: Call in is not applicable
-

Customer Impact

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

Ward Councillor Views

- 1) Have Ward Councillors been asked for comments: N/A
- 2) Summary of Ward Councillors comments:

3. COMMENTARY

3.1 The Localism Act requires the Council to prepare and publish a Pay Policy Statement every year. The statement must set out the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

3.2 The objective of this aspect of the Act is to require authorities to be more open and transparent about local policies and how local decisions are made.

The first Pay Policy Statement which was approved by Full Council on 26th March 2012 has been up-dated every year to reflect Member decisions to adopt a localised terms and conditions of employment framework for all staff, except teachers. The attached Pay Policy statement for 2020/21 is not materially different to the previous Statements. A key aspect of the localised pay framework is the local determination of the annual pay award as part of the financial budget planning process. As before, Bromley pay award will also be paid on time in April.

3.3 Another key aspect of the localised pay framework is the emphasis on individual pay and performance. There is no automatic pay uplift or increment or pay award without satisfactory individual performance. To further localise its terms and conditions of employment, the Council has with effect from 1st April 2015 appointed new staff (including internal promotions) on spot salaries. It offers greater flexibility and managerial empowerment not always possible under the traditional incremental pay progression system.

3.4 As stated above, Bromley employees are clear on how performance is linked to pay. A new appraisal process "Discuss" was implemented from the 1st April 2017 replacing the previous PADS appraisal process. The new process uses a "structured conversation" delivered in a coaching style with a view to improving employee engagement and empowerment whilst supporting managers to undertake a more proactive approach to managing performance and developing potential of staff.

3.5 The new scheme enables each employee's contributions to Building a Better Bromley strategic objectives to be individually assessed and, where appropriate, recognised through the award of the discretionary merited reward payment. £200k is allocated in the base budget to support the scheme. To date a total of 1105 merited rewards have been made.

3.6 The Appraisal process for Chief Officers, including the Chief Executive, normally includes a 360-degree feedback from peers, direct reports, partner organisations and key Members. The Chief Executive is responsible for appraising his Chief Officers. The Chief Executive's appraisal is managed by a Member Panel comprising the Leader, Deputy Leader, Portfolio Holder for Resources and any other Members, including the Leaders of the minority parties or their representatives. The Panel is

supported by the Director of Human Resources and Customer Services. The attached proposed Pay Policy Statement 2020/21 also sets out the pay review and performance appraisal arrangements for the Chief Executive. The Member Panel will undertake the appraisal of the Chief Executive. Following the appraisal and any feedback to the Chief Executive the panel will reconvene as a formally constituted committee of Council to determine the Chief Executive's pay to conclude his annual performance appraisal.

4. POLICY IMPLICATIONS

4.1 The Pay Policy Statement is legally required pursuant to the Localism Act 2011. It requires the Council to annually prepare and publish its statement on pay and remuneration, mainly for Chief Officers, as defined in the Local Government and Housing Act.

4.2 Since coming out of the national/regional collective bargaining frameworks, the Council's Pay Policy Statements have reflected the key drivers for localised terms and conditions of employment, namely:

- A single local annual pay review mechanism aligned with the budget setting process;
- A scheme of discretionary non-consolidated/non-pensionable rewards for individual exceptional performance;
- Annual pay increases linked to satisfactory performance for all staff; no automatic pay increases.

5. FINANCIAL IMPLICATIONS

5.1 All decisions taken in accordance with this policy statement will be contained within existing budgets.

6. LEGAL IMPLICATIONS

6.1 The requirement to adopt and publish a Pay Policy Statement arises under the Localism Act 2011. The Policy Statement is consistent with the statutory guidance published by the Secretary of State for Communities and Local Government to which all relevant authorities must have regard. The guidance does not limit the general statutory provisions on delegation under Section 101 of the Local Government Act 1972.

7. PERSONNEL IMPLICATIONS

7.1 As set out in the report and the accompanying Policy Statement. In addition however it should be noted that the Government is planning to introduce some reforms around exit payments in the Public Sector including an Exit Pay Cap and

Recovery Regulations in relation to those re-joining the Public Sector having received an exit payment previously.

7.2 The Exit Pay Cap and the Recovery regulations are expected to come into force soon. A summary of the key issues is as follows:

- a maximum tariff for calculating exit payments of three weeks' pay per year of service
- a ceiling of 15 months on the maximum number of months' salary that can be paid as a redundancy payment
- a maximum salary of £95,000 on which an exit payment can be based
- a taper on the amount of lump sum compensation an individual is entitled to receive as they get closer to their normal pension retirement age
- action to limit or end employer-funded early access to pension as an exit term

7.3 These regulations are likely to impact on the Council's redundancy and retirement policies which will need to be reviewed in due course.

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

London Borough of Bromley

1. Introduction

- 1.1 The Localism Act 2011 introduces a requirement for public authorities to publish annual pay policy statements. It states, in the main, that a relevant authority must prepare a pay policy statement for the Financial Year 2012/13 and each subsequent year.
- 1.2 Pursuant to the Act and the associated guidance and other supplementary documents, this pay policy statement sufficiently summarises Bromley Council's approach to the pay of its workforce and, in particular, its "Chief Officers". In summation, the statement covers the Council's policies for the 2020/21 Financial Year, relating to:
- i) remuneration of its Chief Officers;
 - ii) remuneration of its lowest paid employees;
 - iii) the relationship between (i) and (ii) above.
- 1.3 In relation to "Chief Officers" the pay policy statement must describe the Council's policies relating to the following:
- i) the level and elements of remuneration for each Chief Officer;
 - ii) remuneration of Chief Officers in recruitment;
 - iii) increases and additions to remuneration for each Chief Officer;
 - iv) the use of performance related pay for Chief Officers;
 - v) the use of bonuses for Chief Officers;
 - vi) the approach to the payment of Chief Officers on their ceasing to hold office under, or to be employed by, the authority; and
 - vii) the publication of access to information relating to remuneration of Chief Officers.
- 1.4 As required by the Act and the supporting statutory guidance which, in turn, reflects the Local Government and Housing Act 1989, the definition of Chief Officer for the purpose of the pay policy statement covers the following roles:
- i) the Chief Executive/Head of Paid Service;
 - ii) the Monitoring Officer;
 - iii) a statutory Chief Officer and non-statutory Chief Officer under Section 2 of the Local Government and Housing Act 1989;
 - iv) a Deputy Chief Officer responsible and accountable to the Chief Officer. However, it does not include those employees who report to the Chief Executive or to a statutory or non-statutory Chief Officer but whose duties are solely secretarial or administrative or not within the operational definition or the meaning of the Deputy Chief Officer title.

2. Exclusion

- 2.1 The Act does not apply to schools staff, including teaching and non-teaching staff.

3. Context: Key Issues and Principles

- 3.1 General Context – clearly there are a number of internal and external variables to consider in formulating and taking forward a pay policy. Reward and recognition is a key plank of the Council’s agreed HR Strategy. This includes establishing strong links between performance and reward and celebrating individual and organisational achievements.

The HR Strategy is based on an assumption that all staff come to work to do a good job and make a difference. The Council expects high standards of performance from staff at all levels and seeks, in return, to maintain a simple, fair, flexible, transparent and affordable pay and reward structure that attracts and keeps a skilled and flexible workforce.

3.2 Local Terms and Conditions of Employment

Local terms and conditions of employment for all staff including “Chief Officers” as defined in paragraph 1.4 above were introduced with effect from 1 April 2013. Teachers employed by the local authority in Community Schools and Voluntary Controlled schools are excluded because their terms and conditions are set in statute and do not afford the Council the discretion to include them in the localised arrangements.

- 3.2.1 The main features of the localised terms and conditions framework are as follows, namely:

- (a) A single local annual pay review mechanism aligned with the budget setting process.
- (b) A scheme of discretionary non-consolidated/non-pensionable rewards for individual exceptional performance.
- (c) Annual pay increases including annual increments (if appropriate) linked to satisfactory performance for all staff; not automatic.

3.3 Recruitment and Retention

The Council aims to enhance its ability to recruit and retain high quality staff by being competitive in the labour markets. This is still the case even in the current financial straitened times. We will keep our pay policy updated and align it to reflect the “Bromley Council employee of the future” characterised by innovation, flexibility, empowerment, leadership and individualised rewards for exceptional performers. The size of the Council’s workforce is likely to continue to reduce but reasonably remunerated to recruit and retain quality

staff to deliver Member priorities. The Council is well placed to respond to changes in the labour markets, especially in relation to hard to fill and retain roles, e.g. Children Social Workers. A comprehensive Recruitment and Retention Strategy/package for Children Social Workers is in place to deal with the regional and national shortage of qualified/experienced staff. A similar plan is also in place to address the recent recruitment and retention challenges in the adult social care workforce. There are also problems recruiting experienced/qualified Planners and Surveyors and qualified Mental Health Practitioners. These challenges are within the remit of the Corporate Recruitment and Retention Board chaired by the Director of HR & Customer services, comprising key representatives across the organisation including the Director of Children's services, the Director of Adult care services and the Director of Housing, Planning and Regeneration. The Board looks at the push and pull factors impacting on staff recruitment and retention, including local and regional labour market intelligence, leaver/exit info, etc. The Council has commissioned a tool to gather real time leavers' opinions, as well as on-boarding surveys.

As part of the Transforming Bromley agenda there is increased focus on smart and agile working. This includes the availability of smart technology to improve work-life balance, increased digitalisation of services, and ultimately improved customer experience.

3.4 Accountability

- 3.4.1 The Act requires that pay policy statements and any amendments to them are considered by a meeting of Full Council and cannot be delegated to any Sub-Committee.
- 3.4.2 Such meetings should be open to the public and should not exclude observers.
- 3.4.3 All decisions on pay and reward for "Chief Officers" must comply with the agreed pay policy statements.
- 3.4.4 As stated above, the Council must have regard to any guidance issued/approved by the Secretary of State. The first guidance issued by the Department of Communities and Local Government (DCLG) states in inter alia "that full Council should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment." The Secretary of State considered that £100,000, including salary, bonus, fees or allowances or any benefit in kind, is the right level to trigger Member approval.
- 3.4.5 The most recent guidance issued in February 2013 states that Authorities should offer full Council the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the organisation. As with salaries on appointment, the secretary of State

considers that £100,000 is the right level for that threshold to be set. The components may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonus, fees or allowances paid. The Council's position on this is still as set out in the 2014/15 pay policy statement. Chief Officer severance packages are generally included in the annual statement of accounts. Also, Executive approval is sought for severance packages for chief officers. There is also an overarching scrutiny of settlement/compromise agreement packages from the Audit Sub-Committee. These arrangements ensure Member engagement. The impact of any legislative changes/developments such as the proposed Capping of exit packages and the proposed claw-back arrangement for people returning to the public sector within 12 months of leaving, etc. is not covered in this Pay Policy.

4. Transparency

- 4.1 In line with the guidance, the pay policy statement will be published on the Council's website and accessible for residents to take an informed view on whether local decisions on all aspects of remuneration are fair and reasonable.
- 4.2 The Council is also required to set out its approach to the publication of and access to information relating to the remuneration of "Chief Officers".

The Council also discloses the remuneration paid to its senior employees in the Annual Report and Statement of Accounts and is accessible on the Council's website at:

http://www.bromley.gov.uk/downloads/download/136/annual_accounts

For the purposes of the Code, senior employee salaries are defined as all salaries which are above £50,000. The information, including the posts which fall into this category, will be regularly updated and published.

5. Fairness

- 5.1 The Council must ensure that decisions about senior pay are taken in the context of similar decisions on lower paid staff. In addition, the Act requires the Council to explain the relationship between the remuneration of its Chief Officers and its employees who are not Chief Officers, and may illustrate this by reference to the ratio between the highest paid officer and lowest paid employee and/or the median earnings figure for all employees in the organisation.
- 5.2 The Council's pay arrangement is equality compliant. The Council achieved Single Status/Equal Pay Deal via a collective agreement with the Unions in 2009.

5.3 Additionally, the Act specifically requires the Council to set out its policies on bonuses, performance related pay, severance payments, additional fees/benefits (including fees for Chief Officers for election duties), re-employment or re-engagement of individuals who were already in receipt of a pension, severance or redundancy payment, etc.

6. Position Statement

6.1 The Council's position on the requirement of the Act and the information that it is required to include its Pay Policy Statements is as summarised above and as set out in the attached table (Appendix B).

6.2 This Statement is for the Financial year 2020/21

6.3 The Statement must be approved by Full Council. Once approved it will be published on the Council's website. Any amendments during the Financial Year must also be approved by a meeting of Full Council.

6.4 This Statement (including the Appended table) meets the requirement of the Localism Act 2011 and the Department for Communities and Local Government (DCLG) guidance.

6.5 Legislation introduced in 2017 means that The Council is required to publish its gender pay gap data annually. The gender pay report for 2019 will be published at the end of March in line with statutory deadlines.

London Borough of Bromley

PAY POLICY STATEMENT FOR FINANCIAL YEAR 2020/21	
POLICY AREA UNDER THE ACT	POLICY STATEMENT
	<i>For the purposes of this policy statement the term “Chief Officer” includes the Chief Executive, Statutory and non-statutory Chief Officers and Deputy Chief Officers within the meaning of the Local Government and Housing Act 1989.</i>
Level and elements of remuneration of Chief Officers and relationship with the remuneration of employees who are not Chief Officers	<p>The authority implemented a localised pay and conditions of service framework for all staff except teachers, with effect from 1 April 2013. Under the local framework the Council:</p> <ol style="list-style-type: none"> a) Introduced an annual local pay review mechanism aligned with the budget setting process for all staff except teachers to replace the national and regional collective bargaining arrangements and the existing local arrangements for Lecturers in Adult Education; b) Introduced a scheme of discretionary non-consolidated non-pensionable rewards for exceptional performance applicable to all staff except teachers; c) Will reinforce the link between individual performance and pay by making any annual pay increase and increments (where appropriate) subject to satisfactory performance for all staff; not automatic. d) Agreed to make no change to existing terms and conditions of service before April 2015. <p>The move to fully localised terms and conditions is on the back of the Bromley Single Status agreement reached with the relevant recognised trade unions in 2009 affecting the BR grade staff. Under the localised terms and conditions of service framework the Council retains its existing terms and conditions including the grading and job evaluation schemes for BR staff and MG staff, except for the annual pay review and PRP process. Under the localised terms and conditions framework the Council will not be bound by the national or/and regional pay settlements. Instead, by means of the process of the localised annual pay review the Council aims to:</p> <ul style="list-style-type: none"> • ensure that staff are appropriately rewarded for the job that they do • enhance the Council’s ability to compete by maintaining a simple, fair, transparent and affordable pay and

- reward structure that attracts and keeps a skilled and flexible workforce;
- improve the links between organisational efficiency, individual performance and reward
- ensure that decisions on reward and recognition are better aligned with the considerations and timetable of the annual budget setting process

The current rates for Management Grade Staff, BR staff and Lecturers and sessional staff at Bromley Adult Education College can be found at [MG MB PT Salary Scales](#) [BAEC Salary Scales](#) [BR Grades Salary Scales](#)

The Council has agreed the process of job evaluation as a way of ensuring a fair system of remuneration relative to job weight thereby managing any risk of equal pay claims. MG and PT jobs are graded using the James job evaluation system, and BR jobs are graded using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The BR grades are based around “anchor” salary points and consist of incremental scales. However, with effect from 1st April 2015 new BR staff (including internal promotions) are appointed on spot salaries with no increments. Individual spot salaries will be renewed annually, minimally, subject to satisfactory performance.

Individuals employed on the MG grades are appointed to a spot salary within the relevant salary bands having regard to the Council’s ability to recruit and retain suitably qualified, skilled and experienced officers to deliver excellent front line services and achieve Council priorities. Exceptionally staff may be paid outside of the relevant band for their grade because of market forces. The same principles apply to anyone who is engaged on a self-employed basis and paid under a contract for services. Under the [Special Recruitment measures](#) agreed by Chief Officers, every recruitment request including permanent, temporary, casual, agency staff or self-employed is scrutinised and formally approved first by the Director and then the Director of Human Resources on behalf of the Chief Executive.

The Council offers a lease car arrangement as a recruitment and retention incentive to certain staff occupying key posts including some front-line posts on the BR grades. Employees with a lease car are expected to make a minimum 30% contribution to the cost and for Chief and Deputy Chief Officers the value range of this benefit

is between £3,566 and £2,460 per annum subject to this not exceeding 70% of the car's current benchmark value plus insurance.

Any employee who does not have a lease car is eligible to receive a car user allowance if they use their own vehicle for business purposes capped locally at the rate for cars not exceeding 1199cc, other than in exceptional circumstances where the Director of HR agrees that a car with a larger engine size is necessary for the efficient performance of the job. The current car mileage payment arrangement is 45p per mile for all users (except lease car users) consistent with the HMRC recommended rate. The rate for lease car users is considerably lower, currently 12.3p per mile.

The Council normally engages a mix of external and internal personnel for election duties. The fees generally reflect the varying degree of roles undertaken by individuals. Fees paid to both the Returning Officer and the Deputy Returning Officer are in accordance with the appropriate Statutory fees and Charges Order and they reflect their personal statutory responsibilities.

The Council is required to have measures in place to respond to any major emergency incidents in the Borough or on a pan London basis which includes a small group of Senior Officers on standby for the LA GOLD rota. The Chief Executive and Director of Environmental Services undertake the lead role and do not receive any additional remuneration for this. Other officers who undertake this role receive a payment commensurate with other call out allowances for the relevant period of the standby.

All employees including Chief Officers are entitled to apply for an interest free season ticket loan and reimbursement of any expenses necessarily incurred in the performance of their role including but not limited to travelling, and subsistence. Employees also have access to an interest free childcare loan under the childcare deposit loan scheme.

Also, the Council operates a Salary Sacrifice scheme for all staff. This covers childcare vouchers, cycle to work, technology and salary sacrifice lease car scheme. Staff are also able to access other optional benefits such as annual leave purchase scheme, Gym Flex and Lifestyle benefits offering discounts at local and national retailers.

Use of PRP for Chief Officers	The annual review of salaries includes an assessment of work performance in the preceding twelve months for all staff. Under the localised terms and conditions of employment framework for all staff, including Chief Officers (with the exception of teachers), pay increases, including pay awards, increments, etc., are linked to satisfactory performance. Pay increases will be withheld from poor performers. The performance of the Chief Executive is appraised by a Member Panel comprising the Leader, Deputy Leader, Portfolio Holder for Resources and other elected Members, including the Leaders of the Minority Parties, or their representatives. The Panel is supported by the Director of Human Resources in a technical advisory capacity. These Members will sit as a panel to undertake the appraisal but will sit as a committee of council to make a final decision. The Panel will assess and determine the Chief Executive's performance and pay within his grade band and will then sit as the Chief Executive Appraisal Committee to make the final determination. The Chief Executive and Directors are subject to a 360 degree appraisal process involving a range of feedback sources. Chief Officers and senior staff do not currently have an element of their basic pay "at risk" to be earned back each year. All staff apart from teachers will be eligible to be considered on merit for the one off non-consolidated non pensionable reward payment for exceptional performances.
Use of bonuses for Chief Officers	Not applicable.
Remuneration of lowest-paid employees	If the 20/21 Pay Award is approved at Full Council, the Council's grading structure for BR graded staff will start at £19,899 per annum from 1 st April 2020 and the Council therefore defines its lowest paid employee as anyone earning £19,899 (pro rata for part-time staff). Currently the Council's pay multiple – the ratio between the Chief Executive as the highest paid employee and the lowest paid employee is 1:10, and between the Chief Executive and the median salary is £35,193 (ratio of 1:6).
Increases and additions to remuneration of Chief Officers	Where it is in the interests of the Council to do so the Chief Executive may review the salaries of Chief Officers and Senior Staff from time to time within the MG and MB Salary scales MG MB PT Salary Scales . Such circumstances include for example but are not limited to the impact of market forces and staff undertaking significant additional responsibilities on a time-limited or permanent basis. This is also the case for any other officer of the Council, including BR staff. Being outside of the nationally/regionally negotiated terms and

	<p>conditions allows greater flexibility and discretionary payments in support of business priorities and recruitment and retention challenges. The Council has agreed a separate recruitment and retention package for children and adult social workers.</p>
Remuneration of Chief Officers on recruitment	<p>Where the post of Chief Executive falls vacant the salary package and the appointment will be agreed by Full Council. Full Council or a Member panel appointed by full Council or the Urgency Sub Committee will also agree any salary package in excess of £100K to be offered for any new appointment in 2020/21 to an existing or new post. All Chief Officer and Senior staff appointments will be made in accordance with the Council's agreed Constitution and Scheme of Delegation which can be found at London Borough of Bromley Constitution</p>
Any discretionary increase in or enhancement of a Chief Officer's pension entitlement	<p>Chief Officers are eligible to join the Local Government Pension Scheme. The Council will not normally agree to any discretionary increase in or enhancement of a Chief Officer's pension entitlement. However each case will be considered on its merits and the Council recognises that exceptionally it may be in the Council's interests to consider this to achieve the desired business objective. Members' agreement will be required in all cases taking into account legal, financial and HR advice appropriate to the facts and circumstances.</p> <p>A Chief Officers' Panel is authorised to consider applications from staff aged 55 and over for early retirement without enhancement. The Panel may exercise discretion to waive any actuarial reduction of pension benefits in individual cases based on the demonstrable benefits of the business case including the cost, impact on the service, officer's contribution to the service and any compassionate grounds.</p> <p>The Council has adopted a Flexible Retirement Policy under which a Chief Officers' Panel may agree to release an employee's pension benefits whilst allowing them to continue working for the Council on the basis of a reduced salary resulting from a reduction in their hours and/or grade. The policy requires that the employee is aged 55 or over and that there is a sound business case for any such decision and can be found at Flexible Retirement Policy</p>

	<p><i>Please also note the information contained at * below.</i></p>
<p>Approach to severance payments - any non-statutory payment to Chief Officers who cease to hold office/be employed</p>	<p>Where demonstrable benefit exists it is the Council's policy to calculate redundancy payments on the basis of the statutory number of weeks' entitlement using the employee's actual salary.</p> <p>Under the Council's agreed Scheme of Delegation the Director of Corporate Services has delegated authority to settle legal proceedings and/or to enter into a Settlement Agreement in relation to potential or actual claims against the Council. Settlement may include compensation of an amount which is considered to be appropriate based on an assessment of the risks and all the circumstances of the individual case.</p> <p>In exceptional cases where it is in the interests of the service to do so a payment in lieu of notice or untaken leave may be made on the termination of an employee's employment. Payment for untaken leave may also be due under the terms of the Working Time Regulations.</p> <p>We already see approval for funding for severance packages for chief officers from the Executive. There is also overarching scrutiny from the Audit Sub – Committee. These arrangements give transparency and ensure Member sight of chief officers' severance packages.</p> <p>The Council will not normally re-engage anyone as an employee or consultant who has received enhanced severance/redundancy pay or benefited from a discretionary increase in their pension benefits. However exceptionally it may be that business objectives will not be achieved by other means in which case a time-limited arrangement may be agreed by the Director of HR and Director of Resources having regard to the Council's financial rules and regulations.</p> <p>Any application for employment from ex-employees who have retired at no cost to the Council, or who have retired or been made redundant from elsewhere will be considered in accordance with the Council's normal recruitment policy. However the Council operates an abatement policy which means that the pension benefits in</p>

payment to anyone who is re-employed in Bromley could be reduced in line with that policy.

*** Please Note:** *The Government is planning to introduce some reforms around exit payments in the Public Sector including an Exit Pay Cap and Recovery Regulations in relation to those re-joining the Public Sector having received an exit payment previously.*

The Exit Pay Cap and the Recovery regulations are expected to come into force soon. A summary of the key issues is as follows:

- *a maximum tariff for calculating exit payments of three weeks' pay per year of service*
- *a ceiling of 15 months on the maximum number of months' salary that can be paid as a redundancy payment*
- *a maximum salary of £95,000 on which an exit payment can be based*
- *a taper on the amount of lump sum compensation an individual is entitled to receive as they get closer to their normal pension retirement age*
- *action to limit or end employer-funded early access to pension as an exit term*

These regulations are likely to impact on the Council's redundancy retirement and pay policies which will need to be reviewed and updated in due course.

<p>Publication of and access to information relating to this Policy and to the remuneration of Chief Officers</p>	<p>Once agreed the Council will publish this Pay Policy on its website. Full Council may by resolution amend and re-publish this statement at any time during the year to which it relates.</p> <p>The Council also discloses the remuneration paid to its senior employees in the annual report and statement of accounts as part of its published accounts. The Council has no release Trade Union officers. Reasonable time off will be provided to Trade Union officials, including Stewards, in the course of their normal contractual job with the Council.</p>
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Report No.
CSD20005

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Tuesday 11 February 2020

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

Title: MEMBERS ALLOWANCES SCHEME 2020/21

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: All

1. Reason for report

- 1.1 The regulations governing Members' Allowances require that, before the beginning of each financial year, the Council shall make a scheme of allowances for that year, and this report details the proposed allowances for 2020/21. Until last year, when an increase of 2.25% was agreed, allowances had remained frozen since 2009 due to the economic circumstances and the pressure on the Council's budgets.
- 1.2 If Members are minded to increase the allowances a reasonable guide would be the 2.5% increase recommended for Council staff. The Mayoral and Deputy Mayoral Allowances are not part of the scheme, but are usually considered in conjunction with it.

2. **RECOMMENDATIONS**

- (1) **The Committee is requested to consider the proposed Members Allowances Scheme 2020/21 and the Mayoral and Deputy Mayoral Allowances and in particular to consider whether to recommend that allowances are retained at the current level or are raised from 1st April 2020 in line with the proposed increase in officer salaries of 2.5%.**
- (2) **The Committee is recommended to agree that the Members' Allowances Scheme 2020/21 (appendix 2) and the Mayoral and Deputy Mayoral allowances for 2020/21 (paragraph 3.4) be submitted to Council for approval.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost: £1,090k
 2. Ongoing costs: Recurring Cost: £1,090k
 3. Budget head/performance centre: Democratic Representation – Members Allowances
Mayoral & Civic Hospitality – Mayoral Allowance
 4. Total current budget for this head: £1,066k for Members Allowances, & £24k for Mayoral Allowance
 5. Source of funding: Revenue Budget
-

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: The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003/1021)
 2. Call-in: Not Applicable: This report does not involve an executive decision
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All 60 Councillors receive at least the basic allowance.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

- 3.1 Every local authority is required to have a basic, flat rate allowance payable to all Members, and is required to review its allowance scheme before the beginning of the financial year. The basic allowance recognises the time commitment of Councillors, including meetings with Council managers and constituents and attendance at political group meetings. It is also intended to cover incidental costs and general expenses such as the use of Councillors' homes and equipment. It must be the same for all Councillors in the authority and may be paid either as a lump sum or in instalments throughout the year - Bromley has always paid allowances by monthly instalment. In addition, allowances can be paid to reflect particular posts (Special Responsibility Allowances) or membership of particular committees that meet frequently to determine applications (referred to as Quasi-Judicial Allowances). The quasi-judicial allowances are now paid as a set amount per meeting attended, rather than as a fixed amount per annum.
- 3.2 Following a detailed review in 2008, Members' Allowances were scrutinised by a specially formed Member working group which reported through to the Council. As a result certain allowances were upgraded to reflect current Member duties. The scheme has remained largely unchanged since then, until in 2016 a Member Working Group suggested some minor changes within the existing budget which were implemented for the 2016/17 Scheme, including rounding the allowances up or down as appropriate to the nearest £5. Between 2009 and 2019 Members consistently refused to increase their allowances, until an increase of 2.25% was agreed last year, in accordance with the increase for officer salaries. The proposed scheme for 2020/21 is unchanged from 2019/20 in terms of the type of allowances to be paid
- 3.3 The regulations provide that before the Council makes or amends a scheme it shall have regard to the recommendations made by an independent remuneration panel report, although this requirement does not apply if the only change is the application of an annual indexation increase. London Councils set up an Independent Panel chaired by Sir Rodney Brooke CBE DL which meets every four years and reported in January 2018, and this should be taken into account in determining the level of allowances each year. The Panel recommends an amount for the basic allowance for Councillors in London, and suggests amounts in five bands for positions of additional responsibility. Although Bromley's basic allowance is one of the highest in London it is only very slightly above the level suggested by the Independent Panel in 2018 (which is £11,045pa). Bromley's special responsibility allowances are in general substantially below the levels recommended by the Panel. A summary of the Panel's recommendations is set out in **Appendix 1**.
- 3.4 **Appendix 2** shows the scheme and the proposed allowances for 2020/21 in schedule 1, based on the allowances either remaining at the same levels, or increasing by 2.5%, the pay increase recommended for Council staff. The Mayoral and Deputy Mayoral allowance is not part of the Member's Allowances scheme, but it can also be approved by Council and this is included in the budget for 2020/21. If a 2.5% increase is approved by Council, the Mayoral Allowance would increase from £16,051 to £16,452 and the Deputy Mayoral Allowance from £3,655 to £3,746.

4. FINANCIAL IMPLICATIONS

- 4.1 Provision has been made for the allowances in the draft revenue budget for 2020/21 to be approved by Council of £1.083m for the Members' Allowances Scheme and £24k for the Mayoral and Deputy Mayoral allowances.

5. LEGAL IMPLICATIONS

- 5.1 The statutory provisions relating to Members' allowances are contained in The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003/1021).

Non-Applicable Sections:	Impact on Vulnerable Adults and Children/Policy/Personnel/Procurement
Background Documents: (Access via Contact Officer)	<p>Report from the Independent Panel on Remuneration of Councillors in London (2018) –</p> <p>Remuneration of Councillors in London Boroughs 2018 - London Councils</p> <p>Report to General Purposes and Licensing Committee, 12th February 2019 – Members’ Allowances Scheme 2019/20</p>

London Councils Remuneration Panel Report 2018 - Summary

London Councils Band	Example posts	2018 London Councils Panel Recommendation	Current (2019/20) LBB Equivalent
Basic Allowance	All Members	£11,045	£11,115
Band 1	Executive Assistant Sub-Cttee Chairman Leader of 2 nd Minority Group Members of Sub-Committees meeting frequently – EG Plans/Licensing/Adoption	£2,582 - £9,397	£3,655 £2,014 £3,650 £52 per meeting for Plans Sub-Cttee or Licensing Sub-Cttee £205 per meeting for Fostering & Adoption Panel
Band 2	Civic Mayor Chairman of Regulatory Cttee Chairman of Scrutiny Panel Leader of principal Opposition Group	£16,207 - £29,797	£16,051 £8,865 £7,300 £7,300
Band 3	Portfolio Holder Chairman of Health & Wellbeing Board Chairman of main Overview and Scrutiny Committee	£36,917 - £43,460	£20,959 £8,865 £8,865
Band 4	Leader	£57,085	£31,288
Band 5	Directly Elected Mayor	£85,162	-

London Borough of Bromley

Members' Allowances Scheme

From 1st April 2020, in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003 (2003 No. 1021) [as amended by SI 2003 No. 1692], the London Borough of Bromley will operate the following Members' Allowances Scheme.

1. This Scheme is known as the London Borough of Bromley Members' Allowances Scheme and will operate from 1st April 2020 until amended.
2. In this Scheme:
 - “Councillor” means a member of the London Borough of Bromley who is an elected Member;
 - “Member” for the purposes of this Scheme shall mean elected Councillors;
 - “year” means the 12 months ending 31st March.
3. The Council in agreeing this Scheme has considered the recommendations of the Independent Panel commissioned by the Association of London Government on the remuneration of Councillors in London entitled “The Remuneration of Councillors in London 2018” published January 2018.

Basic Allowance

4. A basic annual allowance of £11,115/£11,393 shall be paid to each Councillor.

Special Responsibility Allowances

5. (1) An annual Special Responsibility Allowance will be paid to those Members who hold special responsibilities. The special responsibilities are specified in Schedule 1 (attached).
- (2) During periods after an election when any position of special responsibility is unfilled, the relevant Special Responsibility Allowance shall be payable to the new holder of the position from the day after the previous holder ceases to be responsible.
- (3) The amount of each Special Responsibility Allowance is specified against that special responsibility in Schedule 1. The conditions set out in paragraphs 5(2), 5(4) and 14 apply.
- (4) Where a Member holds more than one position of special responsibility then only one Special Responsibility Allowance will be paid. Subject to sub-paragraph (5), Members may be paid quasi-judicial allowances in addition to a Special Responsibility Allowance.
- (5) All Members of the Licensing Sub-Committee, Plans Sub-Committees and the Fostering and Adoption Panel shall be paid a quasi-judicial allowance at the rates set out in Schedule 1.

Childcare and Dependent Carers Allowance

6. The Council has agreed that no allowance will be paid for childcare or dependent carers.

Co-optees Allowance

7. The Council has agreed that no allowance will be paid for co-opted members

Travel and Subsistence Allowance

8. The Basic Allowance covers all intra-Borough travel costs and subsistence. All other necessarily incurred travel and subsistence expenses for approved duties as set out in the Regulations (Regulation 8(a) to (h)) will be reimbursed under the same rules and entitlement as applies to staff. Travel by bicycle will also be paid at the same rates as applies to staff. Claims for reimbursement are to be made within one month of when the costs were incurred.

Ability to Decline an Allowance

9. A Member may, by writing to the Director of Corporate Services, decide not to accept any part of his entitlement to an allowance under this Scheme.

Withholding of Allowances

10. The Standards Committee may withhold all or part of any allowances due to a Member who has been suspended or partially suspended from his/her responsibilities or duties as a Member of the Authority. Any travelling or subsistence allowance payable to him/her for responsibilities or duties from which they are suspended or partially suspended may also be withheld.
11. Where the payment of an allowance has already been made in respect of a period in which a Member has been suspended or partially suspended, the Council may require the allowance that relates to that period of suspension to be repaid.

Members of more than one Authority

12. Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority for the same duties.

Part-year Entitlements

13. If during the course of a year:
 - (a) there are any changes in the Basic and/or Special Responsibility Allowances,
 - (b) a new Member is elected,
 - (c) any Member ceases to be a Member,
 - (d) any Member accepts or relinquishes a post in respect of which a Special Responsibility Allowance is payable, or
 - (e) the Standards Committee resolves to withhold any allowances during the suspension of a Member,

the allowance payable in respect of the relevant periods shall be adjusted pro rata to the number of days.

Payments

14. Payments shall so far as is reasonably practicable normally be made for Basic and Special Responsibility Allowances in instalments of one-twelfth of the amount specified in this Scheme.

Schedule 1

Allowances for the year ending 31st March 2021

	Current £	With 2.5% increase £
Basic Allowance	11,115	11,393
Special Responsibility Allowances		
Leader of the Council	31,288	32,070
Portfolio Holders (x6)	20,859	21,380
Executive Members without Portfolio	3,655	3,746
Executive Assistants (x6)	3,655	3,746
Chairman of Health and Wellbeing Board	8,865	9,087
Chairman of main PDS Committee	8,865	9,087
Chairman of Portfolio PDS Committees (x5)	7,300	7,483
Chairman of Development Control Committee	8,865	9,087
Vice-Chairman of Development Control Committee	2,014	2,064
Chairman of Plans Sub-Committees (x4)	2,832	£2,903
Chairman of General Purposes and Licensing Committee	8,865	9,087
Vice-Chairman of General Purposes and Licensing Committee	2,014	2,064
Chairman of Audit Sub-Committee	2,014	2,064
Chairman of Pensions Investment Sub-Committee	2,014	2,064
Leader of largest Opposition Party	7,300	7,483
Leader of second largest Opposition Party	3,650	3,741
Quasi-Judicial Allowances		
Members of Plans Sub-Committee (per meeting)	52	53
Members of Licensing Sub-Committee (per meeting)	52	53
Members of Fostering and Adoption Panel (per meeting)*	205	210

* Payable up to an annual maximum limit of £3,575/£3,664 per Councillor

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Report No.
CSD20006

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 11 February 2020

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

Title: EXECUTIVE ASSISTANTS - ANNUAL REPORT 2019/20

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: All

1. Reason for report

1.1 As part of this Committee's decisions in relation to the Members' Allowances Scheme 2008/09, it was agreed that this Committee should receive an annual report from each of the Executive Assistants outlining the work they have undertaken over the past year in justification of the receipt of their allowance (currently £3,655pa). This decision was reaffirmed by the Committee at subsequent meetings, and is referred to in the Guidance Note: Executive Assistants at Appendix 7 to the Council's Constitution. Five Executive Assistants were appointed by the Leader at the start of the 2019/20 Council year, with a sixth, Cllr Kieran Terry, appointed in December 2019 -

Executive Assistant to the Leader - Cllr Aisha Cuthbert
Resources, Commissioning & Contract Management - Cllr Kira Gabbert
Renewal, Recreation & Housing - Cllr Hannah Gray
Adult Care & Health - Cllr Angela Page
Environment & Community Services - Cllr Will Rowlands
Children, Education & Families - Cllr Kieran Terry (appointed 4/12/19)

1.2 Reports have been requested from the current Executive Assistants for 2019/20 and are attached as Appendix A.

2. **RECOMMENDATION**

The Committee is requested to consider and, if appropriate, comment on the submissions received from the Executive Assistants relating to the work they have undertaken during 2019/20.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost: £21,930
 2. Ongoing costs: Recurring Cost: £21,930
 3. Budget head/performance centre: Democratic Representation
 4. Total current budget for this head: £1,087,810
 5. Source of funding: 2019/20 Revenue Budget
-

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

Procurement

1. Summary of Procurement Implications: Not applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Six Councillors were appointed as Executive Assistants for 2019/20.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not applicable

Non-Applicable Sections:	Impact on Vulnerable Adults and Children, Policy, Financial, Personnel, Legal, Procurement
Background Documents: (Access via Contact Officer)	Previous reports to General Purposes & Licensing Committee

Reports from Executive Assistants, 2019/20

**(1) Cllr Aisha Cuthbert,
Executive Assistant to the Executive Assistant to the Leader**

Introduction

It's been a very busy year! I have been so grateful for the opportunity to meet residents, groups and organisations from across the borough in my role as EA to the Leader.

As I highlighted the last time I attended E&R for scrutiny, I continue to support our housing strategy – suggesting ideas and ways we can best work with our housing association partners to utilise our existing social housing, and to support regeneration projects where appropriate. I've also focused on a social initiative tackling loneliness and continued to organise and host our information playgroup session with Cllr Dykes, helping to promote our services and programmes to Bromley's busy young families.

I have given a brief description of activities undertaken below.

Housing

In July, I supported the housing team by organising an event in parliament to promote our draft housing strategy. The event was well attended and two of our MPs, Sir Bob Neill MP and Col. Bob Stewart MP, attended and gave overviews of the national housing policy agenda.



Tackling Loneliness

This year I also focused on tackling loneliness in Bromley which included hosting a Tackling Loneliness Together summit during National Loneliness Awareness week. The summit was attended by over 120 delegates from charities, residents' associations, faith groups, and various other relevant groups and societies.

Since the summit I have been working with charities and groups to help promote and support activities to help tackle loneliness in our communities.



Talk tots and tumble

Cllr Dykes and I continued to host our popular Talk, Tots and Tumble information-playgroup sessions for Bromley's busy young families. As I explained at last year's scrutiny meeting, we felt there was a need to reach out to Bromley's young families to share the programmes and services we offer. We know that young families are unlikely to be able to attend council meetings or get involved in the community as much as they would like, due to childcare commitments, so the purpose of the playgroup information sessions is to bring the information to them! We have traditionally hosted the session at the Glades in the soft play area, but we are offering to host a session in any ward that would like to have us! We hosted our first one by invitation in Orpington. If you would like us to come to your ward, please get in touch!



(2) **Cllr Kira Gabbert,
Executive Assistant to the Resources, Commissioning & Contract Management Portfolio
Holder**

Having been appointed by Cllr Graham Arthur in May 2019, this is my first year in the position of the Executive Assistant with this Portfolio. I shall briefly set out my involvement with the Portfolio to date.

Solar Farms: identifying potential sites and financial viability

The project is multifaceted and spans several Portfolios, however my initial focus was on a possibility of income generation. Subject to return on investment being acceptable, this project could prove extremely versatile. Solar farm(s) could generate additional income for the Council and at the same time help the Council achieve its' commitment to become carbon-neutral by 2029.

I initially looked at West Suffolk Council's owned Toggan Farm, at their financial model and expected rate of return on investment.

I have also examined the financial model for one of the West Sussex Council solar farms, and both the projected rate of return over 20 years and a payback time were found to be favourable. Broadly, returns could be expected to be in the range of 6-9% per year. Investment required is in the region of £700K-1M per 1MW unit (excluding cost of land, on an assumption that units would be built on Council owned land). An initial meeting was held with a firm that facilitate investments into solar farms, and following the meeting a decision was made to research the possibilities further.

Having briefly looked at several sites within the Borough that had been previously considered and found unacceptable and which still didn't appear viable for various reasons, I have asked

the Council's Carbon Programme Manager to compile a comprehensive list of all potentially suitable sites.

The list is now being compiled employing three sources (Cushman & Wakefield, GIS software and the Council's Asset Register). Once suitable sites are identified, cross-checked and shortlisted, a detailed technical site(s) assessment will be progressed. Quotations for detailed assessments are being sought.

In terms of funding, a meeting was held with a firm that administers the Mayor of London Energy Efficiency Fund. Low interest loans can be obtained for solar farms' purposes but certain conditions, including technical, should be met. This is something that can be evaluated once the sites and potential achievable energy output is better understood.

There are of course important planning considerations and hurdles to overcome including the issue of Green Belt. However, with the carbon management agenda gaining traction, it should be possible to make a strong case demonstrating benefits to solar farm projects. Ultimately, land can easily be returned to Green Belt following dismantling of units once solar farms' lifespan comes to an end (~ 25 years).

I know that officers in the Environment department and members of the Environment and Community Services PDS Committee are taking a close interest in this project from the perspective of achieving the Council's carbon neutral target, and updates will be provided in due course to all relevant PDS committees.

HR and procedures

I have initiated discussions with HR department on a subject of disclosure obligations applicable to those Council employees working with children, families and vulnerable adults, but which employees are not necessarily qualified social care professionals. This is being carefully considered in the context of Statement of Employment Particulars, Contract of Employment, prescribed regulatory bodies' requirements and the implied duty of mutual trust.

Customer Services, Liberata and digital self-service drive

Earlier this month, I spent a day at the Reception and the Call Centre, both run by Liberata. The experience was thought-provoking and positive. I have to compliment Liberata on their smooth and professional running of the service. I witnessed the staff going an extra mile to help our most vulnerable residents, for example those struggling with housing issues, even on a day when no scheduled housing appointments are normally held.

On the operations side, I was impressed by the drive to steer residents towards digital self-service. The focus is on educating residents how to perform simple IT tasks, for example scanning and attaching documents to claim forms using PCs and iPads (which are available in the Reception area for free use by the residents) and their phones. But there is more to be done. With the operations manager, we examined the current landscape of digital self-service and talked about how Liberata are hoping to progress the initiatives further. We discussed barriers potentially preventing the widening of services transformation. Migration away from legacy systems, as well as changing residents' behaviors would often be considered as main barriers. What I observed on the day was that, as long as residents felt they had help and support available they were very much willing to try self-service.

The configuration of the Reception area would be something to look at, as part of a wider review, to see if this space could be made more suitable and conducive to self-service.

There are big savings to be achieved through digital transformation program, and I shall be looking at our overall digital self-service strategy and particularly at barriers to implementation in this area and within other departments.

I also spent some time with the Registrars, observing their work on an ordinary day. The service the team members are providing is simply outstanding, with a particular focus on customer satisfaction. At the same time the department is delivering the highly ambitious income targets.

I have joined meetings with the Portfolio Holder and the officers as and when required as well as regularly attending Executive, Resources and Contracts PDS Committee meetings.

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**(3) Cllr Hannah Gray,
Executive Assistant to the Renewal, Recreation and Housing Portfolio Holder**

I have been delighted to continue as Executive Assistant to Cllr Morgan since being invited to the post in 2017. At the beginning of 2019 Cllr Morgan also asked me to include in my role the Small Business Champion and to continue with the Night time economy liaison for the GLA appointed Night Czar.

In my role, I have attended monthly meetings with Cllr Morgan and also more recently, after the reshuffle, I have arranged progress meetings with Hannah Jackson and Lydia Lee.

My initial project has been to develop a strategy to ensure that Bromley has the best coverage possible for both Broadband and Mobile. This is proving to be a time consuming and frustrating project as the LBB officers have changed regularly. However with Hannah Jackson including it in her regeneration plan it appears that things are finally moving forward. In order to progress this project I have met with Hannah Jackson and other professionals and specialists in this sphere; researched the current situation and providers that would be able to offer a better service and will continue to negotiate with potential providers. Previously I met with Steve Barnes (deputy chair of Downe residents association and former Senior BT Executive in this field) who successfully increased the coverage in the Downe area and whose knowledge has been invaluable and will be very useful going forward. I have also met with local Tier 1 providers who are keen to be involved.

I have attended Bromley Economic Partnership meetings and increased the awareness of the meeting by inviting additional influential businesses. Cllr Morgan has identified the benefits that can be had from creating an open networking session in conjunction with the Bromley Economic Partnership meetings. Cllr Morgan is aware of my extensive networking experience with small and medium size business and has therefore tasked me with expanding his idea. I have developed this in order for local businesses to strengthen their relationship, communication, mutual support and provide an environment for off agenda discussions.

With my new position I have continued to work closely with all small business network groups and set up a "Movers and Shakers" group, in order to promote good communication and help with the small business community. We have had a successful "Get fit for Tender" event working with the FSB, where small businesses were informed and guided regarding tendering for an LBB contract. We are currently organising a "Meet the Buyer" event, with FSB and other sponsors, to be held 18th March. This will bring together the larger contractors with the smaller businesses with a view to them being able to subcontract for them and get a piece of the pie. I have liaised with the BID teams to offer assistance on projects and surveys.

I have also attended Night Czar Meetings representing Bromley during discussions at City Hall re London's night time economy and as a result we had a visit from the Night Czar who had a fantastic tour of the night life in Bromley ranging from McDonalds, Churchill Theatre, pubs, restaurants and the Vivo night club.

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**(4) Cllr Angela Page,
Executive Assistant to the Adult Care & Health Portfolio Holder**

This is my third year in the position of Executive Assistant to the Portfolio Holder for Adult Care & Health, Cllr Diane Smith.

As agreed with the Portfolio Holder at the beginning of the municipal year, this year my main focus has been on Adult Care & Health complaints. I receive a weekly update on any current or outstanding complaints and monitor progress with the Interim Director for Adult Social Care and Head of Service for Customer Engagement and Complaints. I also monitor and review the few complaints that are made to the Local Government Ombudsman, again liaising with the Head of Service for Customer Engagement and Complaints. This particular work stream is very much ongoing with the aim to reduce referrals to the Local Government Ombudsman by ensuring that complaints received by the Council are dealt with appropriately and in a timely manner within the agreed procedure. In addition to this I am also looking into LB Bromley complaints process policy and making comparisons to other London Boroughs.

Also this year, as in others since my appointment to the Executive Assistant post, I have continued to directly monitor the work of the Contract Compliance and Monitoring team and am extremely pleased to see that the number of care homes rated good has improved each year during my time in the Executive Assistant Role. The percentage of Bromley care homes rated good or above has improved over the last three years to 87% at December 2019, compared to 77% in December 2018 and 65% in December 2017. The Portfolio Holder has delegated to me responsibility for taking part in the regular compliance and contract monitoring visits as part of the overall oversight of the Care Homes Quality Assurance process where I accompany Officers on some scheduled visits and contribute to the report findings. I receive a weekly report from the CQC setting out which inspection reports are published. If appropriate I follow up with the contracts monitoring team to establish what actions (if any) need to be taken.

It has also been agreed by the Portfolio Holder that I should be the Member connection with Healthwatch Bromley. This is a very new piece of work with the first meeting having taken place on 28th January.

As well as the specific projects mentioned above, I attend the fortnightly Portfolio Holder Briefing meetings with the Interim Director for Adult Social Care and senior departmental officers. I accompany the Portfolio Holder to meetings with outside stakeholders e.g. Daycare providers within the LB Bromley. I also attend the Adult Care and Health PDS as an observer and Audit Committee meetings as an observer on behalf of the Portfolio Holder when relevant reports are on the agenda.

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**(5) Cllr Will Rowlands,
Executive Assistant to the Environment & Community Services Portfolio Holder**

It has been a pleasure to have succeeded Cllr Gabbert and become Executive Assistant to the Environment and Community Services Portfolio Holder.

The Environment and Community Services Portfolio is arguably the biggest portfolio within the Council. My job for this year has mainly been to assist Cllr Huntington-Thresher in ensuring that the portfolio is run as effectively as it can be. This has also included working with Nigel Davis and his successor Colin Brand, the Director of Environment and Public Protection, as well as others within the portfolio.

We identified three areas for me to focus on this year; Fix my Street, a campaign to deter fly tipping, as well as the Council's arboriculture contract. I'll go through each of these below.

Fix my street

This is in my opinion, as well as residents throughout the borough I have spoken to, is one of our key weapons in keeping the standards of this Council's environment department high. By monitoring this, I have been able to identify any patterns which are emerging (e.g. we have a contractor underperforming or fly tippers are targeting two or three certain areas at a time). It has also helped us maintain safety and efficiency on our public roads and footpaths, as well as helping housing associations for example spot issues they face on their property.

Fly tipping

Nobody likes a fly tipper; they destroy our countryside, leave the taxpayer with high clean up bills and are a general nuisance to communities across our borough. A lot of them come from outside of the borough too. We highlighted the main areas which fall victim to this criminality and unleashed a poster campaign to deter people from fly tipping. I have seen first-hand in my own ward that it has had a positive impact with fly tipping reports falling.

Arboriculture

Due to a change in contractor, we have had a backlog of tree work which needed attention. It was decided, that given my background in my other job, I would shadow the arboriculture side of things and see what could be done to catch up on the backlog faced. Despite initially facing challenges in recruitment, as well as other challenges which we are normally faced with when changing contractor, we are catching up.

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**(6) Cllr Kieran Terry,
Executive Assistant to the Children, Education & Families Portfolio Holder**

I took up the role as Executive Assistant to the Portfolio Holder for Children, Education and Families in December 2019. Since taking up the role I have taken a number of steps to familiarise myself with this complex portfolio, including attending the recent PDS committee and a number of meetings with senior officers relating to budgets, school places and challenges facing the portfolio more widely. I have also met with some of the key community groups serving children in the borough including Bromley Y. I have really enjoyed meeting these people who share such passion for improving the lives of the young people of our borough.

Moving forwards my role will be to develop stronger relationships with similar groups and to also play a key role in the financial aspects of the portfolio, identifying necessary efficiencies in the existing service and keeping a close eye on budgets whilst maintaining the best quality of service. I am really excited about my involvement in this new role and the opportunities it presents for me to make a positive difference to the lives of young people in Bromley.

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Report No.
CSD20007

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 11 February 2020

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

Title: PROGRAMME OF MEETINGS 2020/21

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: All

1. Reason for report

1.1 This report presents the draft programme of meetings for the next Council Year (2020/21) for Members' consideration. The proposed timetable, which has been the subject of extensive consultation, is based on the current timetable, with only minor alterations. Should Members subsequently agree any changes to the current committee titles at the annual Council meeting, or any other meeting, these changes will be accommodated within the approved timetable.

2. **RECOMMENDATIONS**

- (1) **That, subject to any changes of meeting arrangements subsequently approved by Members, the programme of meetings for 2020/21 be approved.**
- (2) **That the Director of Corporate Services be authorised to adjust the programme in accordance with any changes made to committees by Members, and to make minor corrections to the programme as necessary.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

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

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £358,740 (2019/20)
 5. Source of funding: Revenue Budget
-

Personnel

1. Number of staff (current and additional): 8 posts (6.79fte)
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

1. Legal Requirement: None: Although the Council is required to hold an annual meeting and to appoint an Executive and a scrutiny committee the Council can set its own meeting dates.
 2. Call-in: Not Applicable: This report does not involve an executive decision
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Any comments from individual Members will be reported at the meeting.

3. COMMENTARY

- 3.1 The Council's programme of meetings is agreed each year by this Committee, and the proposed programme for 2020/21 is attached at **Appendix 1**.
- 3.2 Since 2012, the overall number of programmed meetings has been reduced, allowing savings to be made in staff costs and other ancillary cost savings – heating, lighting, and preparation and distribution of reports. The proposed Programme for 2020/21 has been prepared closely resembling the programme for 2019/20.
- 3.3 As in previous years, every effort has been made to avoid more than one meeting being held on the same evening. The proposed programme has been prepared on the basis that the current Executive and Committee decision-making structures will continue in the same form next year. If Members do make any alterations to these then the programme can be adapted accordingly. Dates can still be changed or removed by individual Chairmen and Committees, and special meetings can still be arranged when necessary. In response to Member comments, the draft programme includes various daytime meetings where these dates are available.
- 3.4 The programme has to fit in with key timelines relating to financial management and reporting, including the setting of the Council Tax and annual budget, the reporting of statutory accounts and budget monitoring cycles. In 2018, the statutory deadlines for publishing the Council's accounts were brought forward, and the unaudited accounts for 2019/20 need to be published by the end of May and the audited financial statements by the end of July. This has necessitated some changes to the programme to enable the Council to meet these tighter deadlines, including a special meeting of the Council before the end of May 2020.
- 3.5 A meeting of the Executive, Resources and Contracts PDS Committee is always scheduled for the week before each Executive meeting to facilitate pre-decision scrutiny. Other PDS meetings are also now aligned more closely with the Executive wherever possible, enabling reports to be scrutinised, where necessary, at service PDS Committees before final approval at the Executive. Meetings of the Development Control Committee are also more evenly spaced, about eight weeks apart.
- 3.6 The draft programme has been circulated to all Members and to senior officers, and a number of detailed changes have been made in response to the comments received. Any further comments will be reported at the meeting.

Non-Applicable Sections:	Impact on Vulnerable Adults and Children/Policy/Finance/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	Previous report to this Committee on the Programme of meetings

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LONDON BOROUGH OF BROMLEY PROGRAMME OF MEETINGS 2020/21 (Page 1)

(DRAFT - updated 3/2/20)

	A P R I L 2020			M A Y 2020				J U N E 2020				J U L Y 2020				
MONDAY	13 Easter Monday	20	27 COUNCIL	4	11	18 ERC PDS GP&L	25 Bank Holiday Half Term	1	8	15	22	29	6 Health Scrutiny	13	20 COUNCIL	27
TUESDAY	14	21	28	5	12 Pensions	19 EXECUTIVE	26	2	9 BEP	16	23 ECS PDS	30 ACH PDS	7 PP&E PDS	14 DC	21	28 Pensions
WEDNESDAY	15	22 LJCC	29	6	13 Annual COUNCIL	20 Special COUNCIL		3	10 Audit	17	24 RRH PDS	1 ERC PDS	8 EXECUTIVE SACRE	15	22	29
THURSDAY	16 Plans 1	23 Health Scrutiny	30 Plans 2 HWB	7 GLA Election	14 Plans 3	21 DC	28 Plans 4	4 Standards SBP	11 Plans 1 Schools Forum	18 CEF PDS	25 Plans 2	2 LJCC HWB	9 Plans 3	16	23 Plans 4	30 GP&L
FRIDAY	17	24	1	8 VE Day	15	22	29	5	12	19	26	3	10	17	24	31

	A U G U S T 2020				S E P T E M B E R 2020				O C T O B E R 2020				N O V E M B E R 2020			
MONDAY	3	10	17	24	31 Bank Holiday	7	14	21	28	5	12 COUNCIL	19	26 Half Term	2	9	16
TUESDAY	4	11	18	25	1 PPE PDS	8 CEF PDS	15 Pensions	22	29 ACH PDS	6	13 LJCC BEP	20	27	3 Audit	10 CEF PDS	17 ECS PDS
WEDNESDAY	5	12	19	26	2 RRH PDS	9 ECS PDS	16 EXECUTIVE	23	30 GPL	7	14 EXECUTIVE	21 Health Scrutiny	28	4 RRH PDS	11 SACRE	18 ERC PDS
THURSDAY	6 Plans 1	13	20 Plans 2	27	3 Plans 3	10 ERC PDS SBP	17 Plans 4 Schools Forum	24 DC HWB	1 Plans 1	8 ERC PDS	15 Plans 2	22 Standards	29 Plans 3 Schools Forum	5 Plans 4	12 Plans 4	19 DC
FRIDAY	6	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20

Key/Numbers of meetings

(Evening meetings normally start at 7pm and are held at the Civic Centre - please check the Council website for latest details.)

Council	7	Executive	8	Executive, Resources & Contracts PDS (ER&C PDS)	8	Other/Daytime meetings*	
General Purposes & Licensing Cttee (GP&L)	6	Standards	3	Adult Care & Health PDS (ACH PDS)	5	Health Scrutiny Sub-Committee (4pm)	4
Adult Sub-Cttee	3	SACRE	3	Children, Education & Families PDS (CEF PDS)	5	Health & Wellbeing Board (HWB) (1.30pm)	5
Legal Joint Consultative Cttee (LJCC)	4			Environment & Community PDS (ECS PDS)	5	Safer Bromley Partnership (SBP) (10am)	4
Pensions Investment Sub-Cttee	5			Public Protection & Enforcement PDS (PPE PDS)	5	Bromley Economic Partnership (BEP) (4pm)	4
Development Control Cttee	6			Renewal, Recreation & Housing PDS (RR&H PDS)	5	Schools Forum (4.30pm)	4
Plans Sub-Cttees 1-4	25					Licensing Sub-Committee (Lic) (10am/2pm)	4

(Dark shaded days are public holidays; light shaded days are school holidays.)

LONDON BOROUGH OF BROMLEY PROGRAMME OF MEETINGS 2020/21 (Page 2)

(DRAFT - updated 3/2/20)

	NOV 2020		DECEMBER 2020				JANUARY 2021				FEBRUARY 2021				
MONDAY	23	30	7 COUNCIL	14	21	28 Boxing Day Bank Holiday	4	11	18	25	1	8	15 Half Term	22	1 COUNCIL
TUESDAY	24 ACH PDS	1 Pensions	8 PPE PDS	15	22	29	5	12 BEP	19 PPE PDS CEF Sub	26 CEF PDS	2 RRH PDS	9 GPL	16	23	2 Standards
WEDNESDAY	25 EXECUTIVE	2 GPL	9 LJCC	16	23	30	6 ERC PDS	13 EXECUTIVE	20 ACH PDS	27 Pensions	3 ERC PDS	10 EXECUTIVE	17	24 LJCC	3 SACRE
THURSDAY	26 Plans 1	3 HWB	10 Plans 2 SBP	17	24	31	7 Plans 3	14 ECS PDS Health scrutiny	21 Plans 4 Schools Forum	28 DC	4 Plans 1	11 HWB	18 Plans 2	25	4 Plans 3
FRIDAY	27	4	11	18	25 Christmas Day	1 New Year's Day	8	15	22	29	5	12	19	26	5

	MARCH 2021			APRIL 2021				MAY 2021				JUNE 2021			
MONDAY	8 Fallback Council	15	22	29	5 Easter Monday	12	19 COUNCIL	26	3 Bank Holiday	10	17	24	31 Bank Holiday	7	14
TUESDAY	9 Audit	16 PPE PDS	23 GPL Health Scrutiny	30 RRH PDS	6	13	20 BEP	27	4	11	18	25	1	8	15
WEDNESDAY	10 CEF PDS	17 ACS PDS	24 ERC PDS	31 EXECUTIVE	7	14	21	28	5	12 Annual COUNCIL	19	26	2	9	16
THURSDAY	11 ECS PDS	18 Plans 4	25 DC SBP	1	8 Plans 1	15	22 Plans 2	29 Pensions HWB	6 Plans 3	13	20 Plans 4	27 DC	3 Plans 1	10	17 Plans 2
FRIDAY	12	19	26	2 Good Friday	9	16	23	30	7	14	21	28	4	11	18

Key/Numbers of meetings

(Evening meetings normally start at 7pm and are held at the Civic Centre - please check the Council website for latest details.)

Council	7
General Purposes & Licensing Cttee (GP&L)	6
Audit Sub-Cttee	3
Local Joint Consultative Cttee (LJCC)	4
Pensions Investment Sub-Cttee	5
Development Control Cttee	6
Plans Sub-Cttees 1-4	25

Executive	8
Standards	3
SACRE	3
Executive, Resources & Contracts PDS Cttee (ER&C)	8
Adult Care & Health PDS Cttee (ACH PDS)	5
Children, Education & Families PDS Cttee (CEF)	5
Environment & Community PDS Cttee (ECS PDS)	5
Pub Protection & Enforcement PDS Cttee (PP&E P)	5
Renewal, Rec & Housing PDS Cttee (RR&H PDS)	5
Children, Education & Families Sub-Cttee	1

Other/Daytime Meetings *

Health Scrutiny Sub-Committee (4pm)	4
Health & Wellbeing Board (HWB) (1.30pm)	5
Safer Bromley Partnership (SBP) (10am)	4
Bromley Economic Partnership (BEP) (4pm)	4
Schools Forum (4.30pm)	4
Licensing Sub-Committee (Lic) (10am/2pm)	

(Dark shaded days are public holidays; light shaded days are school holidays.)

Report No.
FSD20013

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LOCAL PENSION BOARD
PENSIONS INVESTMENT SUB COMMITTEE
GENERAL PURPOSES & LICENSING COMMITTEE
COUNCIL

Date: 22nd January 2020
30th January 2020
11th February 2020
24th February 2020

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

Title: LOCAL PENSION BOARD - ANNUAL REPORT

Contact Officer: Thi Bang Hoang, Pensions Manager
Tel: 0208 313 4822 E-mail: ThiBang.Hoang@bromley.gov.uk

Chief Officer: Director of Finance

Ward: Borough Wide

1. Reason for report

1.1 The Local Pension Board Terms of Reference require that an Annual Report is produced and provided to the Pensions Manager each year. In a report to the Pensions Investment Sub Committee, General Purposes and Licensing Committee and Council in February 2015, it was also confirmed that the Local Pension Board's Annual Report, would be provided to Council via the Pensions Investment Sub-Committee and the General Purposes and Licensing Committee.

2. **RECOMMENDATIONS**

2.1 **Members of the Local Pension Board are asked to approve the draft LPB Annual Report at Appendix 1.**

2.2 **Members of the Pensions Investment Sub Committee, General Purposes and Licensing Committee and Council are asked to note the contents of the report.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: N/A
-

Corporate Policy

1. Policy Status: Existing Policy. The Council's pension fund is a defined benefit scheme operated under the provisions of the Local Government Pension Scheme (LGPS) Regulations for the purpose of providing pension benefits for its employees.
 2. BBB Priority: Excellent Council
-

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Any costs associated with the reimbursement to Board Members of directly incurred expenses are chargeable to the Pension Fund.
 4. Total current budget for this head: £43.9m expenditure (pensions, lump sums, etc); £56.8m income (contributions, investment income, etc); £1,118m total fund market value at 30th September 2019.
 5. Source of funding: Contributions to Pension Fund
-

Personnel

1. Number of staff (current and additional): The Local Pension Board comprises of 2 Employer Representatives and 2 Member Representatives. The Board is supported by the Pensions Manager.
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement Local Government Pension Scheme Regulations 2013 (as amended).
 2. Call-in: Not Applicable.
-

Procurement

1. Summary of Procurement Implications: N/A
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 6,072 current active members, 5,828 deferred pensioners and 5,502 pensioner members (for all employers in the Fund) as at 30th September 2019.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The London Borough of Bromley Local Pension Board was established by Council on 23rd February 2015. The Board held an introductory meeting on 27th July 2015 and its first formal annual meeting on 26th October 2015.
- 3.2 In accordance with the Terms of Reference the Board are required to produce a single annual report to the Pensions Manager. This report should include:
- A summary of the work of the Local Pension Board and a work plan for the coming year
 - Details of areas of concern reported to or raised by the Board and recommendations made
 - Details of any conflicts of interest that have arisen in respect of individual Local Pension Board members and how these have been managed
 - Any areas of risk or concern the Board wish to raise with the Scheme Manager
 - Details of training received and identified training needs
 - Details of any expenses and costs incurred by the Local Pension Board and any anticipated expenses for the forthcoming year.
- 3.3 Members are asked to note the contents of the Local Pension Board Annual Report.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

N/A

5. POLICY IMPLICATIONS

- 5.1 The Council's Pension Fund is a defined benefit scheme operated under the provisions of the Local Government Pension Scheme (LGPS) Regulations for the purpose of providing pension benefits for its employees.

6. FINANCIAL IMPLICATIONS

- 6.1 Although permitted under Regulations, Local Pension Board members are not paid an allowance. As set out in the terms of reference, remuneration for Board members is limited to a refund of actual expenses incurred in attending meetings and training.
- 6.2 As the administering authority the Council is required to facilitate the operation of the Local Pension Board including providing suitable accommodation for Board meetings as well as administrative support, advice and guidance. This is currently done within existing in-house resources.
- 6.3 Any costs arising from the establishment and operation of the Local Pension Board are treated as appropriate administration costs of the scheme and, as such, are chargeable to the Pension Fund.
- 6.4 There were reimbursement claims for cost of travel totalling £19.00 within the relevant period.

7. PERSONNEL IMPLICATIONS

N/A

8. LEGAL IMPLICATIONS

- 8.1 The Public Service Pensions Act 2013 provides primary legislation for all public service schemes including the LGPS 2014. A requirement is the establishment of Local Pension Boards.

9. PROCUREMENT IMPLICATIONS

N/A

Non-Applicable Sections:	Procurement Implications; Personnel Implications; Impact on Vulnerable Adults and Children
Background Documents: (Access via Contact Officer)	Public Service Pensions Act 2013; Local Government Pension Scheme (Amendment) (Governance) Regulations 2015; Local Government Pension Scheme Regulations 2013; Local Pension Board Report, Supplementary Report and Appendices to Pensions Investment Sub-Committee, General Purposes & Licensing Committee and Council 3rd, 10th and 23rd February 2015.



LONDON BOROUGH OF BROMLEY

LOCAL PENSION BOARD

ANNUAL REPORT DECEMBER 2019

**LONDON BOROUGH OF BROMLEY - LOCAL PENSION BOARD
ANNUAL REPORT
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1. Foreword

- 1.1 The purpose of this London Borough of Bromley Local Pension Board Annual report is to provide information regarding the activities and role of the Board for Scheme Members, Scheme Employers and the Scheme Manager (Administering Authority).
- 1.2 The Local Pension Board was established by the London Borough of Bromley Pension Fund in response to new regulatory requirements introduced into the Local Government Pension Scheme Regulations 2013
- 1.3 The role of the Local Pension Board is to provide assistance to the London Borough of Bromley in its role as an Administering Authority within the Local Government Pension Scheme in ensuring it remains compliant with the relevant legislation and requirements of the Pensions Regulator.

2. Background

- 2.1 The Local Government Pension Scheme Regulations 2013 (as amended) required that the Local Pension Board be established by 1st April 2015 to assist the Administering Authority (London Borough of Bromley) to:
- Secure compliance with the Local Government Pension Scheme (LGPS) regulations and the requirements imposed by the Pensions Regulator.
 - Ensure effective and efficient governance and administration of the LGPS
- 2.2 The Local Pension Board is not a decision making body but is expected to support the Council's current committee structure.
- 2.3 The London Borough of Bromley Local Pension Board was approved at Full Council on 23rd February 2015.

3. Board Membership

- 3.1 The London Borough of Bromley Local Pension Board requires a total of four members. The membership is constituted as follows:
- 2 members representing the interests of the Fund's employers – Employer Representatives.
 - 2 members representing the interests of the Fund's members – Member Representatives.
- 3.2 At the last meeting of Local Pension Board held on 12th June 2019, the board members were:

Employer Representatives:

- Pinny Borg
- Emma Downie

Member Representatives:

- Lesley Rickards
- Vacant (new appointment from 1st July 2019)

- 3.3 On 24th January 2019, one of the member representatives, Geoffrey Wright resigned from the Board. The term of office for the remaining three members expired on 30th June 2019.
- 3.4 Applications were invited from all staff, trade union representatives, departmental representatives, other employers in the Bromley Fund, and from Councillors.
- 3.5 Only four expressions of interest were received by the deadline of 28th April 2019. On 16th May 2019, the General Purposes and Licensing Committee appointed Lesley Rickards and Vinit Shukle to act in the capacity of member

representatives and recommended that Council formally appoint Pinny Borg and Emma Downie to act in the capacity of employer representatives for a term of 4 years from 1 July 2019. This was approved by Council on 22nd May 2019.

4. Board Meetings

4.1 Following an introductory meeting of the Local Pension Board Members which took place on Monday 27th July 2015, formal meetings of the Board took place on Monday 26th October 2015, Thursday 10th November 2016, Tuesday 10th April 2018, Tuesday 6th November 2018, and Wednesday 12 June 2019. The table below shows the attendance of those meetings:

	Employer Representatives					Member Representatives				
	Mr B Toms	Ms J Harding	Ms J Reynolds	Ms P Borg	Ms E Downie	Mr G Kelly	Mr T Conboy	Mrs L Rickards	Mr G Wright	Mr V Shukle
Introductory Meeting 27-07-15	✓	✓	N/A	N/A	N/A	✓	N/A	✓	N/A	N/A
Formal Meeting 26-10-15	✓	✓	N/A	N/A	N/A	X	N/A	✓	N/A	N/A
Formal Meeting 10-11-16	✓	✓	N/A	N/A	N/A	N/A	X	✓	N/A	N/A
Formal Meeting 10-04-18	N/A	N/A	✓	✓	N/A	N/A	N/A	✓	✓	N/A
Formal Meeting 06-11-18	N/A	N/A	N/A	✓	✓	N/A	N/A	✓	X	N/A
Formal Meeting 12-06-19	N/A	N/A	N/A	✓	✓	N/A	N/A	✓	N/A	✓*

* The member had not been formally appointed and was acting as an observer at the meeting

4.2 At the Local Pension Board meeting held on 10th November 2016, Mrs Lesley Rickards was elected by the members of the Board to act as its Chair for a period of 12 months, succeeding Mr Brian Toms, in line with the requirements of the Terms of Reference.

4.3 A meeting of the Local Pension Board was held on 10th April 2018 at which Pinny Borg was elected the Chair of the Pension Board. At the meeting on 6 November 2018, it was agreed that Pinny Borg would continue as Chair of the Pension Board until the term of office for all Board Members expires on 30th June 2019.

4.4 At the meeting on 12th June 2019, Emma Downie was elected the new Chair of the Pension Board, effective from 1 July 2019.

5. Board Activity

- 5.1 Members of the Board are also invited to attend meetings of the Pensions Investment Sub-Committee and where appropriate meetings of the General Purposes and Licensing Committee.
- 5.2 In accordance with the work plan agreed by the Local Pension Board members, members have been provided throughout the year with monthly Pensions Administration Reports for review. These reports are produced by Liberata UK Ltd, and include a monthly summary of activity, and details of key Performance Indicators (KPI's). To date no issues have been raised by Board members in connection with such reports.
- 5.3 The Pension Act 2004 and the Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014 require the Administering Authority to hold accurate data on scheme members. It is also essential to hold accurate data for efficient administration.

6. Training

- 6.1 It is a requirement of the Public Service Pensions Act that Board members have the capacity to become conversant with the rules governing the Local Government Pension Scheme and the policy documents of the Administering Authority.
- 6.2 The following training has been made available to the Local Pension Board members:
- The Pensions Regulator e-learning package, covering conflicts of interest, managing risk and internal controls, maintaining accurate member data, maintaining member contributions, providing information to members and others, resolving internal disputes and reporting breaches of the law.
 - A presentation on the Introduction to the LGPS was presented to the Local Pension Board Meeting on Tuesday 6th November 2018 by the Pensions Manager.
 - A training update on "Pensions Made Simple" will be carried out verbally by the Pensions Manager at the next Local Pension Board Meeting on Wednesday 22nd January 2020.
 - Board members are invited to attend the Members Pension Seminar led by the Director of Finance.
- 6.3 Members have also been provided with the following documentation;
- The Local Government Pension Scheme Regulations
 - Administration, HR, Payroll and Member Guides to the Local Government Pension Scheme
 - Guidance on the creation and operation of Local Pension Boards
 - Mercer Newsletters 'Local Government Pension Scheme – Current Issues'
 - Agendas and reports for the Pensions Investment Sub-Committee meetings

7. Board Observations and Comments

- 7.1 The Local Pension Board terms of reference set out that the Board should raise any areas of risk or concern with the Scheme Manager in the first instance. No such matters have been raised during the reporting period.

8. Conflicts of Interest

- 8.1 It is explained to each Board member that they are required to observe both the Code of Conduct for Councillors/Co-opted Members and Data Protection policies of the London Borough of Bromley. Members are also required to complete 'The Notification of Disclosable Pecuniary Interests Form', 'The Notification of Non-Pecuniary Interests Form' and a 'Declaration of Acceptance of Office Form'
- 8.2 No declarations of interests were made at the formal meeting of the Board on 6th November 2018 or 12th June 2019.

9. Expenses and Costs

- 9.1 All costs regarding the administration of the Local Pension Board have been contained within existing resources. There were reimbursement claims for cost of travel totalling £19.00 within the relevant period

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Report No.
CSD20008

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 11th February 2020

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

Title: WORK PROGRAMME 2019/20 AND MATTERS OUTSTANDING

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

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

1.1 This report summarises the Committee's role and sets out the Committee's proposed dates and work programme for the 2019/20 Council year. In accordance with the decision of Council on 8th April 2019, this report also covers matters outstanding from previous meetings, but on this occasion there is nothing to report.

2. **RECOMMENDATION**

Members are requested to consider their work programme for 2019/20.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

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

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £358,740
 5. Source of funding: 2019/20 revenue budget
-

Personnel

1. Number of staff (current and additional): 8 (6.79fte)
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

1. Legal Requirement: Statutory Requirement: The Committee is responsible for non-executive functions as required by the Local Government Act 2000.
 2. Call-in: Not Applicable: This report does not involve an executive decision.
-

Procurement

1. Summary of Procurement Implications: Not applicable
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not applicable

3. COMMENTARY

- 3.1 Bromley Council operates under a “Leader and Executive” constitutional model, with most decision making functions resting with the Executive. However, there are a number of functions which the Executive is prohibited from dealing with, for which Committees need to be appointed. In Bromley, the majority of these “non-executive” functions are the responsibility of Development Control Committee for town planning and related functions, and this Committee for most other non-executive functions, including licensing.
- 3.2 General Purposes and Licensing Committee fulfils the role of Licensing Committee under the 2003 Licensing Act, but also deals with a range of other non-executive functions that cannot be dealt with by the Executive or do not fall within the terms of reference of Development Control Committee. It therefore has a range of varied and sometimes unrelated responsibilities, including finance matters relating to audit and pensions, human resources, complaints, elections and Member appointments.
- 3.3 Unlike a PDS Committee, the General Purposes and Licensing Committee has decision-making powers, many of which are delegated to a number of sub-committees -
- Appeals Sub-Committee
 - Audit Sub-Committee
 - Industrial Relations Sub-Committee
 - Licensing Sub-Committee
 - Local Joint Consultative Committee
 - Pensions Investment Sub-Committee
 - Rights of Way Sub-Committee

These sub-committees also have decision-making powers within their own terms of reference, and in most cases their minutes are received by this Committee for information.

- 3.4 The Committee has six scheduled meetings in the year, plus a meeting after the Council’s annual meeting to appoint its Sub-Committees. The meetings for the 2019/20 Council year are set out in Appendix A, with the reports anticipated for each meeting. An additional meeting was held on 28th November 2019 in order to deal with issues arising from the Audit of Financial Statements 2018/19. Appendix B shows the projected meetings for 2020/21 (subject to agreement of the Programme of Meetings report on this agenda.)
- 3.5 At present, there are no matters outstanding to report.

Non-Applicable Sections:	Impact on vulnerable adults and children/Policy/Financial/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	None

General Purposes and Licensing Committee
Work Programme 2019/20

16th May 2019

Appointments to Outside Bodies
Appointments to the Local Pension Board
Electoral Review
Work Programme & Matters Outstanding

(25th July 2019 - Meeting cancelled)

19th September 2019

Additional Employee Benefits
LJCC - Constitution
Review of the Scheme of Delegation to Officers
Work Programme & Matters Outstanding

6th November 2019

Feedback on the 2019 European Election
Review of Polling Districts and Polling Places 2019
Annual Complaints Report and Annual Ombudsman's Letter 2018/19
Teachers Pay Policy - Centrally Based Staff
Work Programme & Matters Outstanding
(+ *Licensing Briefing*)

28th November 2019 (*special meeting*)

Audit of Financial Statements 2018/19

11th February 2020

Feedback on the 2019 General Election
Pay Award 2020
Pay Policy Statement 2020/21
Members Allowances 2020/21
Executive Assistants Reports 2019/20
Programme of Meetings 2020/21
Local Pension Board - Annual Report
Work Programme & Matters Outstanding

7th April 2020

White Hart Licensing Decision
Annual Review of Licensing Activity
Annual Review of the Scheme of Delegation to Officers
Work Programme & Matters Outstanding

(Minutes from Sub-Committee meetings are received for information at each meeting.)

General Purposes and Licensing Committee
Draft Work Programme 2020/21

18th May 2020

Appointments to Outside Bodies
Appointments to the Local Pension Board
Work Programme & Matters Outstanding

30th July 2020

Audit of Financial Statements 2019/20
Work Programme & Matters Outstanding

30th September 2020

Work Programme & Matters Outstanding

2nd December 2020

Feedback on the 2020 GLA Election
Annual Complaints Report and Annual Ombudsman's Letter 2019/20
Teachers Pay Policy - Centrally Based Staff
Work Programme & Matters Outstanding

9th February 2021

Pay Award 2021
Pay Policy Statement 2021/22
Members Allowances 2021/22
Executive Assistants Reports 2020/21
Programme of Meetings 2021/22
Local Pension Board - Annual Report
Work Programme & Matters Outstanding

23rd March 2021

Annual Review of Licensing Activity
Annual Review of the Scheme of Delegation to Officers
Work Programme & Matters Outstanding

(Minutes from Sub-Committee meetings are received for information at each meeting.)

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AUDIT SUB-COMMITTEE

Minutes of the meeting held at 7.00 pm on 17 October 2019

Present:

Councillor Neil Reddin FCCA (Chairman)
Councillor Robert Evans (Vice-Chairman)
Councillors Gareth Allatt, Ian Dunn, Keith Onslow,
Tony Owen and Stephen Wells

Also Present:

Councillor Angela Page and Councillor Pauline Tunnicliffe

15 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies received from Barrie Cull and from Catriona Ellis.

16 DECLARATIONS OF INTEREST

No declarations of interest were stated.

17 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 4th JUNE 2019, EXCLUDING THOSE CONTAINING EXEMPT INFORMATION

The public minutes of the meeting that was held on 4th June 2019 were agreed and signed as correct record.

18 QUESTIONS TO THE AUDIT SUB COMMITTEE

No questions had been received.

19 MATTERS OUTSTANDING

CSD 19142

The Committee noted the matters that had arisen from previous meetings.

The Committee was pleased to note that all of the matters with one exception had now been resolved.

Members were disappointed to note that the matter of the objection to the accounts had still not been closed. An update regarding this had been included in the Internal Audit Progress report.

RESOLVED that the Matters Outstanding report is noted.

20 QUESTIONS ON THE INTERNAL AUDIT REPORTS PUBLISHED ON THE BROMLEY COUNCIL WEBSITE

No questions had been received regarding the Internal Audit reports that had been published on the Bromley Council website.

21 INTERNAL AUDIT PROGRESS REPORT

***Note:** In the minutes, reference is made to P1, P2 and P3 recommendations. This refers to Priority One, Priority Two and Priority Three recommendations made by the Internal Audit Team—with Priority One being the most urgent.*

The Internal Audit Progress report updated Members concerning the work undertaken by the Internal Audit Team since the previous meeting held on 4th June 2019. Members were briefed concerning the progress made in implementing the previous P1 recommendations and were alerted to new P1 recommendations that had since appeared.

The Assistant Director for Highways attended the meeting to update the Committee concerning the recommendations that had been made following the audit of the **Highways Maintenance Contract**.

Members were concerned because the audit of the Highways Maintenance Contract had resulted in 3 new P1 recommendations as well as 2 P2 recommendations. Because of this, the overall audit opinion was '**Limited**'.

Management attention was required in various areas, including:

- The selection process of highways for the major works programme
- Management and delivery of the agreed highways schemes
- Controls relating to Crossovers

Members were concerned to note that with respect to 4/4 of the sampled carriageways incorporated in the Highways Investment Schemes, the total cost of highways maintenance was £305,921, but there was no documented evidence for the rationale regarding the expenditure. Back up information was not retained and there were no written procedure notes that could be referred to. Further deficiencies had been identified in respect of the management of the delivery of the agreed Highways Investment Scheme, as noted in the report.

It had also been identified in the audit that there was no documented procedure to manage requests for the reconstruction and widening of crossovers. Greater formality was needed. The Assistant Director acknowledged that better processes for dealing with documentation and record keeping were required. He felt that the Sharepoint system should be

used going forward to store data such as survey records. The data would then be easier to access and manage as it would be stored in a central location.

The Chairman mentioned issues that had arisen previously with respect to fraud relating to crossovers. The Assistant Director assured that all of the payments relating to the crossovers in the report could be evidenced. Five members of the public received a quote, three had the work done, but two did not take up the quote. Members of the public sometimes asked for a quote on the day. The engineer would then provide a written quotation, and if the customer wanted the work to go ahead, they would contact Liberata and make a card payment. The Assistant Director agreed that a record of this quotation should be kept, even if it was a photo taken on a mobile phone.

A Member commented that it would have been useful to have some sort of record of the state of the roads when the surveys were undertaken included in the PDS Committee papers, as otherwise it made it difficult to compare schemes and whether or not LBB were working to priorities.

The Assistant Director referred to six phases or priorities with respect to highways maintenance. Phase 1 consisted of the highest priority roads identified in the survey undertaken by external consultants.

A Member referred to the lack of records kept by Highway Inspectors. He expressed perturbation regarding this, saying that such records would be useful in dealing with insurance claims. He felt that this was a matter that should be tightened up on.

A Member enquired if Thames Water were repairing roads properly after undertaking maintenance work on their infrastructure. The Assistant Director answered that Thames Water would be responsible for re-surfacing roads to the relevant standards of compliance. Utility companies paid LBB to inspect their work, and LBB was the best performing London borough for inspecting defects.

A Member stated there were certain details that had been identified in the audit report on highways maintenance that had not appeared on the associated reports that had been presented to the Environment PDS Committee. He asked what lessons had been learnt to improve the information and data that was presented to the ECS PDS Committee (Environment and Community Services) and the Environment Portfolio Holder.

The Assistant Director responded that he was happy to supply more detail/data in reports if Members required it. The Member said that he would discuss the matter with the Environment Portfolio Holder.

In response to a question, the Assistant Director advised that he was hoping going forward, to undertake highway surveys every two years. The most economical way of doing this was to undertake a driven survey which cost

£60,000. A walking survey was more expensive. A survey was planned for early in 2020.

A discussion took place concerning the condition of Thames Water's infrastructure, cross over policy and how far from the centre of the road did LBB's responsibility extend to.

The Chairman thanked the Assistant Director for Highways for attending the meeting and answering the Committee's questions.

With respect to **Adult Health and Social Care Integration**, Members noted the update in the report, and that the overall audit opinion was '**Reasonable**'.

A Member commented that when looking at the updates on the Internal Audit Progress Report, it would be useful to have detail included such as the date when the P1 started, who was dealing with the matter, and the date when the matter had been closed. He also said that when a matter had been referred from Audit to PDS Committees, it would be useful to have an update in the report stating what the outcome was after being looked at by the PDS Committee. Another Member agreed that a follow up update was required, perhaps a note from the relevant PDS Chairman, or a copy of the relevant minute forwarded to the Committee.

The Head of Audit and Assurance referred the Member to Appendix A, which was the 'Priority 1 List' and said that much of the information that the Member was seeking was located there. He said that it may be useful going forward to note the relevant Head of Service on the Appendix.

A Member commented that he would like to see more individuals attending the Committee to provide information. The Head of Audit and Assurance said that it should be borne in mind that people should not be called lightly to appear before the Audit Sub-Committee. Internal Audit worked well with departments to support them to make progress. Attendance should be balanced and where it was clear that departments were not making satisfactory progress, it may be helpful for the officer to attend and explain why. The audit process should be seen as constructive and not something to be feared, although there would be occasions where officers needed to be held to account. He said that during draft agenda meetings and Chairman's Call Over, a decision would be made as to whether or not a person should be summoned to appear before the Committee. He agreed that there were occasions when calling a person to appear before the Committee was beneficial in terms of providing information and greater understanding of situations and circumstances. He said that he had worked with several council audit committees, and found that in his experience, Bromley Council's Audit Sub-Committee was very effective and struck the right balance between challenging and supporting officers and the audit process.

The Member responded that in his view, if officers were sloppy in dealing with P1 recommendations, then they should be asked to appear before the Committee.

A Member stated that there were occasions when the overlap between the Audit Sub-Committee and PDS Committees was confusing. He expressed the view that the Audit Sub-Committee should have a constructive role, rather than be a 'committee of Rottweilers'.

The Chairman said that each case was assessed on its merits, and people were called to appear when it was felt it was appropriate.

Internal Audit had undertaken an audit concerning the contract management of the **Council's IT Contractor** for the period 2018 to 2019. It was noted that three P3 recommendations had been made and that the overall audit opinion was '**Substantial**'.

The objective of the **Fostering** audit was to review controls in place for the assessment, placement review and payment procedures for in house and independent fostering. A Member commented that it was imperative that with respect of foster children, the correct data and information should be recorded. Concern and distress could be caused if information was not recorded correctly. He added that the Fostering and Adoption Panel went to great lengths to ensure that paperwork was correct. The overall audit opinion for the Fostering Service was '**Substantial**'.

Members noted that one of the objectives of the **Licensing** audit was to assess the controls around compliance with legal/regulatory requirements for Licensing. It was noted that the HMO (Houses of Multiple Occupation) Team were failing to notify the Council Tax section regarding HMO properties within the borough. A Member enquired if any feedback was provided from the Planning Department in cases where for example a property was being converted into a six bedroom HMO. The Head of Audit and Assurance stated that he would look into this and report back.

A Member referred to section 3.2.31 relating to Licensing, and the text that said that Licensing Officers sometimes had issues determining whether or not individual license fees had been received. He said that it was important that licensing payments were correctly recorded and that data was accurate. He asked the Head of Audit and Assurance if he was now confident that the matter had been resolved, as he was worried that payments may be going astray. The Head of Audit and Assurance responded that Internal Audit had provided the Licensing Team with a solution to deal with the matter. It was noted that the overall audit opinion for Licensing was '**Reasonable**'.

The Head of Audit and Assurance briefed the Committee regarding the audit of the **NRPF** (No Recourse to Public Funds) section, which was part of the Referral and Assessment Team. Members were concerned to note that the audit had resulted in a new P1 recommendation, along with five P2 recommendations.

It was explained that the objective of the audit was to review controls for the assessment and monitoring of NRPF cases, including payment procedures.

Consideration was also to be applied to the effectiveness of counter fraud initiatives (specifically referral to Greenwich Fraud Team) and data sharing with other boroughs. The review was limited to the NRPF service within the Children's Social Care Division.

The Head of Audit & Assurance provided a brief overview of how the NRPF service operated. There was a P1 recommendation relating to the procurement, contractual arrangements and cost of accommodation. The procurement of accommodation did not comply with Financial Regulations or Contract Procedure Rules. One provider had been used as the primary source of accommodation, but no consideration had been applied to the cumulative spend that was being accrued by using just this one provider. Savings could have been made if Housing had made the placements according to pan-London guidelines. This meant that for the period 2018 to 2019, LBB had incurred nearly £25k more in costs.

The Committee was apprised that at the time of the meeting, there were only 6 NRPF cases requiring temporary accommodation. A Member expressed concern that as there had been no contract and no purchase orders in place, the process was wide open to fraud and therefore needed to be tightened. It was suggested that the telephone calls should be recorded.

A Member asked that the context and often stressful circumstances involved in these instances be considered. It was often the case that a caseworker may be making a phone call late on a Friday evening trying urgently to secure accommodation for that night, and this could be very stressful.

It was noted that as part of the Transformation Programme, the Authority would be reviewing Housing Services. There would be scope to refer the accommodation element of the NRPF to Housing. This would be more cost effective and the providers being used by the Housing Department would be working to Service Level Agreements. The overall audit opinion for NRPF was '**Limited**'.

Members turned their attention to the audit review regarding the systems and processes in place for dealing with **Creditors**. They were concerned to note that the audit opinion was '**Limited**' and that there was a P1 recommendation that required immediate action. This was because appropriate bank mandate checks to prevent fraud were not in place and this represented an immediate risk to the Council. Other areas of concern that were identified included:

- Users being set up on the financial system without reference to the financial authority limits, and without the relevant documentation being completed
- Staff that had left the Council had not been removed from the signatory list
- Some purchase orders had been raised after invoices had been received for payment

Management had been instructed to implement the P1 recommendation immediately. A Member asked what was meant by 'immediately' and it was noted that this was as soon as the problem had been identified. The contractor was instructed to carry out additional checks before modifying bank details of creditors, by ringing the creditor directly, using contact details already held or independently obtained and checking if the communication that had been received to change the bank details was in fact correct.

Members were briefed regarding the audit of **Domiciliary Care Contract Management**. The report explained the difference between spot and framework contracts and it was noted that the P1 recommendation related to two contracts where services were being provided even though the contracts had expired. The overall audit opinion for the audit of Domiciliary Care Contract Management was '**Limited**'. A Member was dismayed to note that services could be provided where there was no contract in place. The Audit Team explained that contract extension letters had been sent out, but had not been returned and signed.

The report noted that there was a contract that was due to expire in August 2019, but there was no provision for an extension. A Member asked if this had now been resolved. The Head of Audit and Assurance said that he would investigate this and report back. He said that matters like this would most likely be noticed by the Procurement Team now that the Contracts Database was operational. A Member commented that it was staggering that simple checks were not in place. Another Member stated that the Financial Regulations said that a signed contract had to be in place, so this was a serious matter.

The Committee noted that the audit of **Direct Payments (Children)** was given an overall audit opinion of '**Reasonable**' and five P2 recommendations had been made and accepted by management. A Member asked for more information on what was being done to implement the audit recommendations for the Direct Payments (Children) Team. The Head of Audit and Assurance responded that about six months would be required before it would be reasonable to assess progress.

Members noted that the audit of **Extra Care Housing** had been assessed as '**Reasonable**', with one P2 recommendation and one P3 recommendation.

Members heard that an audit had taken place of **Riverside School** to examine the effectiveness of the control system relating to the school's financial administration. The audit had resulted in 5 P2 recommendations and 1 P3 recommendation, with an overall assurance rating of '**Reasonable**'.

Members were pleased to note that the **Post Implementation Review of the Libraries Contract** had provided assurance that the overall governance and management of the contract was going well and so the overall audit opinion was '**Substantial**'.

The Committee was disappointed to learn that the audit review of **Starters and Leavers** had revealed many areas where management attention was required. Resultantly, 1 P1, 4 P2 and 1 P3 recommendations had been made and all were accepted by management. The overall audit opinion was '**Limited**'.

With respect to the actioning of the various processes and procedures that should be undertaken when a Councillor or Officer left the authority, a discussion took place as to who should lead and take responsibility for this. It had been agreed that at the moment, it would be HR who would be leading. Some Members disagreed with this, and expressed the view that the process should be led by managers as it was the job of the manager to manage.

The Head of Audit and Assurance said that the current system, with HR leading, was meant to be a temporary arrangement until development work on the 'Sharepoint' system was completed. When this was finished, it was envisaged that Sharepoint would be able to send the appropriate notifications and information to all relevant sectors of the Council.

The Committee expressed surprise and concern that this matter had not been resolved because of the associated multiple security risks. They expressed the view that the issues should be dealt with as soon as possible as there could be serious implications for the Council. A Member said that he was shocked by the audit and that all IT access should be shut down immediately a person left the Council. Another Member suggested that the proper processes being implemented for starters and leavers by management should be part of managers' appraisals.

A Member stated that as the consensus of the Committee was that this was an urgent and serious matter, a referral should be made from the Audit Sub-Committee elsewhere for further discussion and action. Members discussed where the matter should be referred to and it was felt that the matter should probably be referred to the Chief Executive.

Members were informed that a **Workforce Planning** audit had been undertaken to assess current and future skills gaps. Some controls were in place and working well, but there were areas where management action was required. It was noted that the Council's HR strategy needed to be amended so that a process could be used to identify and measure success in workforce planning. There were 3 P2 recommendations and the overall audit opinion was '**Limited**'.

Members were briefed that the **Troubled Families** claim for September 2019 had been verified and that the total amount claimed or payment by results between 1st March 2019 and 30th September 2019 was £322,400.

The Head of Audit and Assurance briefed the Committee concerning the follow up audit of **Arboricultural Management**, as at the previous meeting of the Audit Sub-Committee, 4 P1 recommendations had been made, and the matter had been referred to the ECS PDS Committee. Some progress had

been made towards implementation of the recommendations, but several factors had hindered this, including the fact that 2/4 posts were still vacant.

The Head of Audit and Assurance was pleased to report that significant progress had been made regarding the **payment process**, as this had now been moved to the Performance and Business Support Team in line with other contracts. This P1 recommendation was considered as partially implemented.

Members were briefed around the matters relating to open orders and the Confirm system and noted that this recommendation would remain outstanding.

The Head of Audit and Assurance advised the Committee that the recommendation relating to the monitoring of the contract was now considered partially implemented as the Department had addressed the key issues such as the procedure notes and the completion of quality monitoring.

The recommendation relating to defaults remained outstanding as the defaults for the previous contract had not been collected. This was because the final invoice from which the defaults would be deducted had not yet been received.

Members were briefed that a new appointment into the service had been made during the week of the meeting, and that a consultant had been brought in to complete the 19/20 surveys. A Member raised the question as to why the Arboricultural Service had not been transferred over to the Business Management Support Team at the same time as the other Environmental Service contracts. The Head of Audit and Assurance explained that this was simply because the Business Management Support Team had focused initially on dealing with higher priority issues on significant contracts like the Waste Contract and the Street Cleaning Services Contract.

A Member asked the Head of Audit and Assurance if he was obligated to assume that LBB was a commissioning authority when internal audits were undertaken. The Head of Audit and Assurance responded that it was not appropriate for Internal Audit to question policy, however they were concerned with, amongst other things, working out the best ways for services to be delivered and could recommend that managers consider different delivery models if they might provide better value for money.

Members were updated regarding progress made in implementing the 3 P1 recommendations identified in the June report regarding the management of the **Adult Mental Health Contract**. The two recommendations relating to performance monitoring and management reports were now considered to be implemented. It was anticipated that the final sign off of the Deed of Variation of the contract would take place imminently. However, Internal Audit would not close the recommendation until it was evidenced that the document was signed.

Members noted that the implementation of the P1 recommendation for **Health and Safety** was in the process of being implemented. It was noted that the service had limited resources and responsibility for Health and Safety had now been transferred to Human Resources and Customer Services. They were identifying risks and developing the appropriate policies. A Member stated that LBB had to ensure that it was compliant under the Health and Safety Act, and that they were not running the risk of the Health and Safety Executive visiting the authority. The Head of Audit and Assurance said that he would follow up at the next meeting of the Corporate Health and Safety Group and report back to the Committee.

Members were briefed that with respect to the audit of **Leaving Care**, two P1 findings were in the process of being implemented but had not been closed off yet. The P1 update referred to a 'BOXI' report that had been developed to assist the Service. Members asked for more information regarding the nature of the 'BOXI' report, and the Audit Team agreed to investigate and report back.

Members were reminded that at the previous meeting of the Audit Sub-Committee, some progress had been made in dealing with 4 P1 recommendations relating to **Strategic Property**. Subsequently, (as reported in the Internal Audit Progress report), management advised that progress had been made and provided some comments and information.

However, Internal Audit concluded that insufficient evidence currently existed to close off the recommendations. Internal Audit had requested additional information and proposed to undertake further verification checks; they would then report back to the Committee.

Members discussed whether or not it would be appropriate to ask either the Director of Housing or the Head of Asset and Investment Management to attend the Committee. A Member advised that he was a member of a working group that had been looking at these issues for the ER&C (Executive, Resources and Contracts) Committee. He said that at a previous ER&C meeting a line of reporting on this matter had been agreed. He therefore suggested that Members wait and see what was reported to ER&C at its November meeting. The Committee agreed to do this.

A Member referred to section 3.3.46 of the update which referenced the proposed £1m Income Generation Plan. He asked if some firm figures could be provided to the Committee, as the money was incorporated as part of the Council's Financial Strategy. The Head of Audit and Assurance replied that finance was currently reviewing the 'new income' figures identified by the contractor to establish that the income identified as 'new' was classified correctly.

Regarding the payment procedure for the new **Street Cleaning Contract**, this was being reviewed by Internal Audit and the Head of Performance Management and Business Support. Internal Audit would report back once verification checks had been undertaken.

The Committee noted the latest **Departmental and Corporate Risk Registers**. It was further noted that subsequent to the meeting of the Audit Sub Committee on 4th June 2019, a key amendment had been made to the Corporate Risk Register. An additional risk had been added which was the possible failure to deliver the Bromley Transformation Programme.

The Committee discussed the problems associated with the objections that had been received to the Authority's accounts since 2016. The objections had been received from the same objector. A Member raised the possibility that the objections could be classed as vexatious, and asked if the External Auditors may come to a similar conclusion. It was pointed out that the External Auditors would consider the questions raised objectively starting with the earliest years first and decide which ones could be considered as an objection to the accounts, and which ones were questions which would not be relevant to the accounts. The ones which could be considered to be objections would be subject to further investigation.

A Member stated that the matter was damaging to the Council's reputation and steps should now be taken to resolve the matter urgently.

RESOLVED that

- 1) The Internal Audit Progress report is noted.**
- 2) The Internal Audit reports published on the web are noted.**
- 3) The latest position regarding the Council's Departmental and Corporate Risk Registers is noted**
- 4) The list of waivers sought since June 2019 is noted.**
- 5) The Head of Audit and Assurance would investigate if any information was provided to the Licensing Team from the Planning Department in cases where planning permission was requested for a multiple bedroom property**
- 6) The Head of Audit and Assurance would investigate if a contract extension had been agreed for the Domiciliary Care Contract and report back to the Committee**
- 7) The risks identified in the audit of Starters and Leavers is referred for the attention of the Chief Executive.**
- 8) The Head of Audit and Assurance would (at the next meeting of the Corporate Health and Safety Group) check for full compliance with the Health and Safety Act and report back to the Committee**

9) The Audit Team would (with respect of the Leaving Care Audit) provide further information to the Committee regarding the nature of the 'BOXI' report.

10) Members would wait for the update on Strategic Property being provided to the ER&C Committee in November, before deciding whether or not any officers should be asked to attend the Audit Sub-Committee

11) An update is provided to the Committee regarding the £1m Income Generation Plan. This should include some firm figures concerning any income that has been generated.

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

RESOLVED that the press and public be excluded during consideration of the items of business listed below as it was 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.

23 INTERNAL AUDIT FRAUD AND INVESTIGATION REPORT

The Internal Audit Fraud and Investigation report provided an overview of Counter Fraud work in 2019/20. It also informed Members of recent activity on fraud and investigations across the Council and provides updates on matters arising from previous Audit Sub Committee meetings. The report detailed updates on previous reported cases, expanded on new cases of interest and detailed cases on the fraud risk register.

As the report was a Part 2 item, the full minutes for this report are noted in the Part 2 minutes.

24 EXEMPT MINUTES OF THE MEETING HELD ON 4th JUNE 2019

The exempt minutes of the meeting held on 4th June 2019 were agreed and signed as a correct record.

The meeting ended at 9.48 pm

Chairman

PENSIONS INVESTMENT SUB-COMMITTEE

Minutes of the meeting held at 7.00 pm on 3 December 2019

Present:

Councillor Keith Onslow (Chairman)
Councillor Gareth Allatt (Vice-Chairman)
Councillors Simon Fawthrop, Simon Jeal, David Jefferys,
Christopher Marlow and Gary Stevens

Also Present:

John Arthur (MJ Hudson Allenbridge)

CHAIRMAN'S ANNOUNCEMENT

Prior to the formal start of the meeting, the Chairman reported that Mr Keith Pringle the Democratic Services Officer who had supported the Sub-Committee for the last 9 years was retiring at the end of the year. Noting that he had been a great asset to the Sub-Committee, the Chairman and Members of the Sub-Committee thanked Mr Pringle for the invaluable support that he had provided and wished him well for a long and happy retirement.

36 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for lateness were received from Councillor Simon Jeal. Councillor Jefferys apologised as he would need to leave the meeting at 9.40pm.

37 DECLARATIONS OF INTEREST

Councillor Keith Onslow declared that his son was employed by Fidelity but had no involvement with the Bromley Pension Account.

38 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 27TH AUGUST 2019 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION

In response to a question concerning the Manager's return on the Baillie Gifford Fixed Income allocation, Mr Arthur confirmed that the issue had rectified itself in this quarter.

The minutes of the meeting held on 27th August 2019, were agreed and signed as a correct record.

39 QUESTIONS BY MEMBERS OF THE PUBLIC ATTENDING THE MEETING

Two questions for response at the meeting had been submitted by Gill Slater. The questions had been submitted for verbal response however Ms Slater had been unable to attend the meeting and had not provided a named alternate to put the question to the Sub-Committee. Consequently, the Sub-Committee provided a written response to the question and invited Ms Slater to submit any further supplementary questions to the next ordinary meeting of the sub-Committee (scheduled for 13 February 2020).

The questions and answers are attached at **Appendix A**.

40 UPDATES FROM THE CHAIRMAN AND/OR DIRECTOR OF FINANCE

There was no Part 1 update.

**41 PENSION FUND PERFORMANCE Q2 2019/20
Report FSD19105**

Details were provided of the Fund's investment performance for the second quarter of 2019/20. Additional detail was provided in an appended report from the Fund's external advisers, MJ Hudson Allenbridge.

The market value of the Fund ended the September quarter at £1,117.7m (£1,094m at 30th June) and had since reduced to £1,102m as at 31st October 2019).

The Fund's medium and long-term returns remained very strong overall – with 8.0% for 2018/19 and 6.7% for 2017/18.

Information on general financial and membership trends of the Pension Fund was also outlined along with summarised information on early retirements. Final outturn details for the 2018/19 Pension Fund Revenue Account were included as was the second quarter position for 2019/20 and fund membership numbers. A net surplus for the Fund of around £10.1m was expected for the year.

For the Sub-Committee's meeting on 30th January 2020, it was proposed to invite MFS (global equities).

Mr John Arthur (M J Hudson Allenbridge) commented on the Fund's performance for the quarter, noting that the fund had returned 2.4% - slightly below the benchmark for the quarter. Baillie Gifford had underperformed, however MFS had outperformed and it was noted that both fund managers were outperforming over the long-term.

The Sub-Committee noted that bonds had performed well as there had been a fall in global interest rates with the EU introducing an element of quantitative

easing. Equity markets had risen over the quarter. In relation to the fixed income holding, Mr Arthur noted that if there were to be an economic slowdown interest rates would remain low and quantitative easing was unlikely to work. In this event it was highly likely that there would be inflationary pressures as governments would seek to print and spend money. As a result of this it may be advisory to hold gilts in the event of an economic slowdown.

Mr Arthur confirmed that he was satisfied with the performance of all managers over the quarter. At 47% Schroders equity exposure was surprisingly high and for this reason he would arrange a meeting with the Fund Manager in order to understand the rationale. Baillie Gifford's equity performance had been exceptional in the last 3 to 5 years however it was unlikely that performance at this level could be sustained in the next 3 to 5 years.

The Sub-Committee noted that if interest rates were to increase the Fund would suffer a loss on fixed income if the investment did not reach maturity.

In response to a question concerning the negative correlation between MFS and Baillie Gifford, Mr Arthur confirmed that he could not envisage market conditions where the random performance of the two funds would correlate.

RESOLVED: That the report be noted.

42 PENSION FUND - INVESTMENT REPORT

Mr John Carnegie and Mr Paul Roberts, representatives from Baillie Gifford attended the meeting.

Mr Carnegie explained to the Sub-Committee that it had been an exciting year in the stock market and the bond market. 2019 marked the 20th Anniversary of Baillie Gifford's relationship with the London Borough of Bromley and it was a relationship for which Baillie Gifford were hugely grateful. In response, the Chairman recorded the Sub-Committee's thanks to Baillie Gifford for the performance that had been delivered and the work that had been done in respect of the Bromley Pension Fund. The Director of Finance reported that Baillie Gifford's outperformance had delivered over £100m extra into the Pension Fund over the past 20 years, compared with the performance of passive funds.

An overview of the Baillie Gifford portfolio was circulated to the Committee and Mr Carnegie confirmed that the company managed two mandates on behalf of the Pension Fund – global alpha (global equities) and fixed aggregate

Global Alpha

The perspective taken by Baillie Gifford was one of megatrends rather than headlines with a research agenda which promoted long-term thinking. Over

the past 12 months fund investment returns had increased by over 15% against a benchmark of an increase of 11%. Mr Carnegie explained that recent stock purchases had included companies involved medical equipment (such as Abiomed, Illumina, and Novocure), as well as established companies in emerging markets (such as Prudential, Reliance and Alibaba), and those involved in technological innovation (such as Axon and Microsoft). Members noted that whilst the personal IT market had experienced a period of boom in the last 10 years, the industrial market had lagged behind. Consequently, Baillie Gifford predicted a big shift towards industrial applications over the next decade or longer.

In response to a question concerning whether Baillie Gifford would retain its holding in M&G following the requisition of a holding in Prudential, Mr Carnegie explained that in general a view was not taken immediately and that M&G was a smaller part of Prudential. The position was under review and consideration would be given to the best course of action.

Fixed Income

In relation to fixed income Mr Roberts explained that Baillie Gifford aspired to improve performance in this area. Bond yields had fallen as markets had been suppressed, although a limited rise in yields was expected. It was noted that positive news on the position in relation to Brexit would help the Bank of England to raise interest rates. There was investment in selective currency markets (such as Norway).

In response to a question from the Chairman, Mr Roberts explained that the expectation was that yields would be moderately higher with a gradual rise to what was described as “semi-normal levels” over the next 3 to 10 years. In relation to the weighting of fixed income investment, Mr Roberts explained that three to four years ago the weightings had been reviewed in order to increase the yield of the portfolio.

A Member queried whether overseas government bonds were hedged back to sterling, noting that if unhedged the Council’s Pension Fund may be exposed. In response Mr Roberts confirmed that the Thai bonds were hedged however as the Norwegian bonds were linked to the EU market they were not hedged.

A Member noted that it would be helpful for the Sub-Committee to be provided with a more detailed breakdown of the elements of fixed income investments to enable members to further drill down, especially in relation to investment grade. Mr Roberts noted that under separate cover Members had been provided with the performance of indices. Broadly speaking, value had been added in corporate bonds however rates and currencies had fallen behind. Noting that no volatility data had been provided, another Member suggested that this would be useful information for Members of the Sub-Committee.

In response to a series of questions concerning the predicted global growth of the middle class, Mr Carnegie confirmed that Baillie Gifford did not make economic forecasts, instead the approach was to reduce exposure to stocks

that had been high in price for a prolonged period or had disproportionately increased in price. In the event of an economic downturn Baillie Gifford would also seek to place more money in funds that were predicted to more readily recover. In relation to a question about the effects of climate change on the portfolio, Mr Carnegie highlighted that insurance companies within the life and health market were less likely to be affected by the impact of changing weather patterns. When considering suitable investments for the portfolio there was a question concerning sustainability and the threat of climate change was taken very seriously by Baillie Gifford. The Chairman also confirmed that the Sub-Committee had sought assurance about the work that had been undertaken in respect of climate change.

In relation to the performance of fixed income investments, Mr Roberts confirmed that since inception performance had been positive. Baillie Gifford had concentrated its efforts on the government side of the portfolio. Lessons had been learnt and improvements had been made.

The Sub-Committee noted that there were significant opportunities in the China market making it one of the most exciting places to invest. Accordingly, Baillie Gifford had recently opened a research office in China.

The Sub-Committee also noted that the fixed income element of the Baillie Gifford portfolio was there for diversification. There was a clear role for this fixed income element if equities were to struggle.

The Chairman thanked Mr Carnegie and Mr Roberts for attending the meeting, noting the Sub-Committee's anticipation of the continuing strong performance of the investment.

43 PENSION FUND ANNUAL REPORT 2018/19 Report FSD19106

Under the Local Government Pension Scheme Regulations 2013, the Council was required to publish the annual report and accounts of the Bromley Pension fund for the year ended 31st March 2019. In accordance with the regulations, the annual report included a number of standalone documents requiring the approval of the Sub-Committee. The pension fund accounts had been audited by the Fund's external auditor – Ernst & Young LLP - and their report was included within the appendix. The Director of Finance reported that, as discussed at the previous meeting, there had been a delay in the audit of the pension fund accounts. Consequently authority had been delegated to the Director of Finance to publish the annual report, which incorporates the accounts, by the statutory deadline of 1st December 2019.

The Director of Finance raised that there is an unqualified opinion on the accounts which provides positive assurance to Members. Control issues had been raised about the use of separate and discreet company codes and separate bank accounts for reporting purposes and, in response to questions concerning addressing this, the Director of Finance advised that, in order to avoid costly manual overrides, this can only realistically be addressed by the

future replacement of the Council's Oracle financial system. The intention is to implement the required separation with the financial system replacement. There is a planned bid in the capital programme which will be reported to Executive in February 2020 requesting resources for the replacement of the financial system, which in its current form would no longer be supported by Oracle in two years' time. The Director of Finance advised that it was anticipated that the new financial system would be implemented in two years. Options for joint procurement with Bexley were being considered to help partly mitigate the significant costs of a replacement. There was discussion that the pension fund should make a proportionate contribution to the cost.

Members agreed that it was sensible to introduce the separation of accounting with the implementation of the replacement financial system. As such, Councillor Fawthrop proposed the following motion:

That the Committee is satisfied that processes are in place to implement a new financial system to address the known issues. The Pensions Investment Sub-Committee will be provided with regular updates and an update will be included in the next Pension Fund Annual Report. The motion was seconded by Councillor Allatt.

Councillor Jeal expressed concern about delaying any solution to the known problem in light of the fact that that implementation of replacement IT systems were often delayed/re-phased.

A vote was taken on the motion:

6 in favour
0 against
1 abstention

The motion was CARRIED.

RESOLVED:

- 1. That the Pension Fund Annual Report 2018/19 be noted;**
- 2. That it be noted that no changes have been made to the Governance Policy Statement, Funding Strategy Statement, Investment Strategy Statement and Communications Policy Statement as approved by this Sub-Committee on 24th July 2019;**
- 3. That it be noted that arrangements were made to ensure publication by the statutory deadline of 1st December 2019;**
- 4. That the external auditor's report on the Council's pension fund accounts be noted;**
- 5. That the letter of representation for the 2018/19 pension fund audit be noted; and**

6. That the Committee is satisfied that processes are in place to implement a new financial system to address the known issues. The Pensions Investment Sub-Committee will be provided with regular updates and an update will be included in the next Pension Fund Annual Report.

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

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

**The following summaries
refer to matters
involving exempt information**

45 CONFIRMATION OF EXEMPT MINUTES HELD ON 27TH AUGUST 2019

That the exempt minutes of the meeting held on 27 August 2019, were agreed and signed as a correct record.

46 ASSET ALLOCATION REVIEW FROM M J HUDSON ALLENBRIDGE - PRESENTATION

Mr John Arthur (MJ Hudson Allenbridge) presented the outcome of the asset only Strategic Asset Allocation modelling exercise, to generate a portfolio that maximised the expected returns for the Pension Fund, for a given level of risk, within the constraints of the Portfolio.

47 UPDATES FROM THE CHAIRMAN AND/OR DIRECTOR OF FINANCE ON ANY EXEMPT MATTERS

Councillor Jefferys left the meeting at the start of this item. As the time was approaching 10pm the Sub-Committee resolved to extend the meeting beyond the guillotine as required by the Constitution.

The Meeting ended at 10.17 pm

Chairman

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PENSIONS INVESTMENT SUB-COMMITTEE

Minutes of the meeting held at 7.00 pm on 17 December 2019

Present:

Councillor Keith Onslow (Chairman)
Councillor Gareth Allatt (Vice-Chairman)
Councillors Simon Fawthrop, Simon Jeal, Christopher Marlow
and Gary Stevens

Also Present:

John Arthur, MJ Hudson Allenbridge

48 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor David Jefferys.
Councillor Marlow submitted apologies for lateness.

49 DECLARATIONS OF INTEREST

Councillor Keith Onslow declared that his son was employed by Fidelity but
had no involvement with the Bromley Pension Account.

50 QUESTIONS BY MEMBERS OF THE PUBLIC ATTENDING THE MEETING

The Chairman reported that two questions had been received from a Member
of the Bromley Pension Fund. As this was a special meeting, questions had
to relate to a specific item on the agenda. The questions received concerned
the Investment strategy and consequently answers would be provided at the
next special meeting due to be held on 30 January 2020, along with any other
questions that may be submitted.

51 ASSET ALLOCATION Report FSD20004

At the meeting on 3rd December 2019, the Sub-Committee considered the
asset allocation strategy review carried out by the Fund's Investment Adviser,
MJ Hudson Allenbridge, and the proposed changes to the strategic allocation.
Members requested further information on the options being presented,
specifically relating to Private Equity and US Real Estates compared with
Global Property Funds. The report before the Sub-Committee provided
details on a number of options available in respect of asset allocation and
made a number of recommendations arising from the work undertaken by MJ
Hudson Allenbridge around strategic allocation. The Sub-Committee noted

that at this special meeting there was a requirement for Members to identify a suitable direction of travel in relation to strategic asset allocation.

The Sub-Committee discussed in detail the various options available and the recommendations that had been made noting that a long-term view was required. It was highlighted that, as the Pension Fund was currently fully funded, it did not make sense to increase risk substantially. Members commented that over the years one of the key strengths of Bromley's Pension Fund was the simplicity of the Portfolio, although it was recognised that there was a need for some further diversification which could be achieved through investing a small amount in real estate. It was also stressed that there should not be an over dependence on any one asset class.

The Council's investment advisor referred to any reduction in fixed income should be matched by a reduction in equities also to avoid creating a higher risk portfolio. A new asset class relating to property (TBC) should improve the return on the portfolio as well as providing greater diversity in the portfolio to assist in managing risk.

Councillor Fawthrop proposed the following option for strategic asset allocation, (for fixed income and UK property it represented the existing proportion of investments in the fund) . The proposal was seconded by Councillor Onslow. (Councillor Marlow then suggested an alternative proposal which was not put to a vote).

Equities	58%
Multi Asset Income	20%
Fixed Income	13%
UK Real Estate	4%
International Property or US Property - TBC	5%

The substantive motion, having been duly proposed and seconded, was put to a vote.

3 in favour
3 against

The motion was therefore CARRIED on the Chairman's casting vote.

The Sub-Committee noted that at the next special meeting, scheduled for 30 January 2020, Members would give detailed consideration to options in relation to the choice between investing in International Property Funds and investing in US Property Funds for the as yet unallocated 5% remaining..

RESOLVED: that

- 1. The report be noted;**
- 2. The following changes to the asset allocation strategy be agreed –**

Equities	58%
Multi Asset Income	20%
Fixed Income	13%
UK Real Estate	4%
International Property or US Property - TBC	5%

- 3. A further report be presented to the special meeting of the Pensions Investment Sub-Committee on 30 January 2020 detailing the options for investing in International Property Funds compared to US Property Funds for the unallocated 5%, as well as arrangements for implementing the strategy and any procurement timescales.**

52 UPDATES FROM THE CHAIRMAN AND/OR DIRECTOR OF FINANCE ON ANY EXEMPT MATTERS

There were no updates provided on exempt matters however the Director of Finance provided the following Part 1 update –

The Triennial valuation would be presented to the Sub-Committee on 30 January 2020. It was expected that the valuation would confirm that the Bromley Pension Fund was fully funded and that the Council's ongoing contributions would not change. The Director of Finance confirmed that the Actuary would be in attendance at the meeting on 30 January.

The Sub-Committee also noted that there was a requirement to update the Investment Strategy Statement, following the outcome of the Triennial Valuation and informed by the Asset Allocation Review. The aim was to also do this at the end of January 2020.

The Meeting ended at 8.40 pm

Chairman

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APPEALS SUB-COMMITTEE

Minutes of the meeting held at 10.00 am on 19 November 2019

Present:

Councillor Tony Owen (Chairman)
Councillors Robert Evans and Michael Turner

11 APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Owen be appointed Chairman.

12 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies for absence.

13 DECLARATIONS OF INTEREST

There were no declarations of interest.

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

RESOLVED: That the Press and public be excluded during consideration of the item 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.

15 APPEAL - ILL HEALTH DISMISSAL - MR D.M

In accordance with the Council's established procedure for Managing Ill Health, the Sub-Committee determined an appeal from a former member of staff against dismissal from Council employment for capability due to ill-health.

The Meeting ended at 11.35 am

Chairman

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APPEALS SUB-COMMITTEE

Minutes of the meeting held at 10.00 am on 10 January 2020

Present:

Councillor Melanie Stevens (Chairman)
Councillors Vanessa Allen and Robert Evans

16 APPOINTMENT OF CHAIRMAN

Councillor Melanie Stevens was appointed Chairman for the duration of the 3rd Stage Grievance Hearing.

17 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies for absence.

18 DECLARATIONS OF INTEREST

There were no declarations of interest.

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

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

**The following summaries
refer to matters involving exempt information**

20 GRIEVANCE APPEAL MS A.S

In accordance with the Council's established Grievance Procedures, the Sub-Committee considered an appeal in relation to a formal grievance submitted by an employee.

The Meeting ended at 2.20 pm

Chairman

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