



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 18 March 2022

To: Members of the  
**EXECUTIVE**

Councillor Colin Smith (Chairman)  
Councillor Kate Lymer (Vice-Chairman)  
Councillors William Huntington-Thresher, Peter Morgan, Angela Page,  
Michael Rutherford and Diane Smith

A meeting of the Executive will be held at Bromley Civic Centre on **WEDNESDAY 30 MARCH 2022 AT 7.00 PM**

**PLEASE NOTE:** This meeting will be held in the Council Chamber at the Civic Centre, Stockwell Close, Bromley, BR1 3UH. Members of the public can attend the meeting: you can ask questions submitted in advance (see item 3 on the agenda) or just observe the meeting. There will be limited space for members of the public to attend the meeting – if you wish to attend please contact us, before the day of the meeting if possible, using our web-form:

<https://www.bromley.gov.uk/CouncilMeetingNoticeOfAttendanceForm>

Please be prepared to follow the identified social distancing guidance at the meeting, including wearing a face covering.

TASNIM SHAWKAT  
Director of Corporate Services & Governance

***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**
- 2 **DECLARATIONS OF INTEREST**
- 3 **QUESTIONS**

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 - by 5pm on 16 March 2022.

Questions specifically relating to 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 Thursday 24<sup>th</sup> March 2022.

- 4 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 27 JANUARY AND 9 FEBRUARY 2022**  
(Pages 5 - 28)
- 5 BUDGET MONITORING 2021/22**  
(Pages 29 - 88)
- 6 BASIC NEED PROGRAMME UPDATE**  
(Pages 89 - 112)
- 7 PROVISION OF HOLIDAY AND SATURDAY GROUP BASED SHORT BREAKS SERVICES - AUTHORISATION TO TENDER FOR A NEW CONTRACT**  
(Pages 113 - 128)
- 8 AGREEMENT FOR THE USE OF VARIOUS TENANCY AGREEMENTS FOR BROMLEY OWNED HOUSING ASSOCIATIONS**  
(Pages 129 - 136)
- 9 GATEWAY FOR PROCEEDING TO PROCUREMENT FOR ACCOMMODATION, SUPPORT AND TENANCY SUSTAINMENT SERVICES**  
(Pages 137 - 148)
- 10 CROYDON ROAD RECREATION GROUND - BANDSTAND RESTORATION**  
(Pages 149 - 168)  
Kelsey and Eden Park ward
- 11 AWARD OF CONTRACT: PRIMARY AND SECONDARY INTERVENTION SERVICE (PART 1)**  
(Pages 169 - 194)
- 12 CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE, RESOURCES AND CONTRACTS POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**
- 13 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000**

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

**Items of Business**

**Schedule 12A Description**

- |           |  |   |
|-----------|--|---|
| <b>14</b> | <b>EXEMPT MINUTES OF THE MEETINGS HELD ON 27 JANUARY AND 9 FEBRUARY 2022</b><br>(Pages 195 - 198)  | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| <b>15</b> | <b>AWARD OF CONTRACT: PRIMARY AND SECONDARY INTERVENTION SERVICE (PART 2)</b><br>(Pages 199 - 208) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| <b>16</b> | <b>BUDGET MONITORING 2021/22 - PART 2 APPENDIX</b><br>(Pages 209 - 210)                            | Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.                     |

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## EXECUTIVE

Minutes of the special meeting held on 27 January 2022 starting at 9.00 am

### Present:

Councillor Colin Smith (Chairman)  
Councillor Kate Lymer (Vice-Chairman)  
Councillors Peter Morgan, Michael Rutherford and  
Diane Smith

### Also Present:

Councillor Charles Joel

### 355 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors William Huntington-Thresher and Angela Page – both joined the meeting online.

### 356 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 357 AFFORDABLE HOUSING DEVELOPMENT PROJECT YORK RISE AT YORK RISE, ORPINGTON Report HPR 2022/003

The report provided an update on scheme funding in relation to York Rise, including increased funding from the Greater London Authority (GLA). This would enable MAR Ltd, the appointed design and build contractor, to proceed with the construction of 35 affordable homes at York Rise, Orpington, BR6 8PR. The scheme was granted planning permission at the December 2021 Development Control Committee. The Chairman of Executive, Resources and Contracts PDS Committee had given consent for this report to be taken under Budget and Policy Framework Procedure Rules - Rule 4 of the Urgency Procedure, given the significance in additional funding plus the importance of affordable housing at this critical time.

The report was scrutinised by Renewal, Recreation and Housing PS Committee at its meeting on 26<sup>th</sup> January 2022, and the Committee supported the proposals.

Councillor Charles Joel attended the meeting as ward member for Farnborough and Crofton. He welcomed the provision of additional housing units for local people, but summarised a number of concerns relating to the site and its history. He considered that some of the problems with the site - the challenging ground levels, the abandoned air raid shelters and the

retaining wall, could have been investigated and addressed at an earlier stage.

A statement was read out from Cllr Christopher Marlow, Chairman of Executive, Resources and Contracts PDS Committee and ward member for Farnborough and Crofton. The statement is attached to these minutes as Appendix A.

Members were concerned at the increase in the cost of the scheme, but considered, on balance, that it was still viable and would provide very useful new housing for local families. Members were assured that senior officers would keep a close eye on the project and its costs – an Employer’s Agent would be appointed, and the Renewal, Recreation and Housing Portfolio Holder would be kept closely informed of progress.

**RESOLVED that**

- (1) The progress of the project be noted as set out within the report.**
- (2) A supplementary capital estimate of £3,174k be approved as set out in the accompanying Part 2 Report, under the Budget and Policy Framework Procedure Rule 4 of the Urgency procedure.**
- (3) The revised financing of the scheme be approved as set out in paragraph 8.5 of the report, noting that there is no change to the internal loan of £6,064k from the General Fund to the Housing Revenue Account.**
- (4) It is noted that the land appropriation value has been set by independent valuation at £390k.**
- (5) The utilisation of a further £314,080.89 Section 106 contributions be approved.**
- (6) The varied Contract Award to Module-AR (as originally set out in report No HPR2021/032 B, 30<sup>th</sup> June 2021) be approved as detailed in the accompanying Part 2 report, for the Design and Build contract using the LHC NH2 Framework.**
- (7) Delegated authority be granted to the Director of Renewal, Recreation and Housing to proceed to procure and/or contract award for additional consultancy services as required to bring about completion of this scheme, provided they are allowed for within the financial budget and subject to Agreement as required through the Council’s Contract Procedure Rules with the Portfolio Holder for Recreation, Renewal & Housing, the Assistant Director, Governance & Contracts, the Director of Corporate Services and Governance and the Director of Finance.**
- (8) Authority be delegated to the Director of Corporate Services and Governance to authorise any legal measures needed to develop the scheme.**

**(9) The revised financing of the scheme be approved as set out in paragraph 8.5 of the report, noting that there is no change to the internal loan of £6,064k from the General Fund to the Housing Revenue Account.**

**358 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 summary  
refers to matters involving exempt information**

**359 AFFORDABLE HOUSING DEVELOPMENT PROJECT YORK RISE AT YORK RISE, ORPINGTON (PART 2)**

The Executive considered part 2 aspects of the report.

The Meeting ended at 9.23 am

Chairman

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## **EXECUTIVE**

Minutes of the meeting held on 9 February 2022 starting at 7.00 pm

### **Present:**

Councillor Colin Smith (Chairman)  
Councillors Kate Lymer (Vice-Chairman), Peter Morgan,  
Angela Page, Michael Rutherford and Diane Smith

### **360 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr William Huntington-Thresher, who joined the meeting online. Councillors Christopher Marlow, Tony Owen and Angela Wilkins also joined the meeting online.

### **361 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **362 QUESTIONS**

Nine questions had been received for written reply – the questions and replies are attached as Appendix A to these minutes.

### **363 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 12 JANUARY AND 27 JANUARY 2022**

**RESOLVED** that the minutes of the meeting held on 12<sup>th</sup> January 2022 be confirmed.

### **364 2022/23 COUNCIL TAX Report FSD22019**

A key part of the Council's financial strategy was to highlight the budget issues that need to be addressed by the Council over the coming financial years, by forecasting the level of available resources from all sources and budget pressures relating to revenue spending. Details of the capital programme were reported elsewhere on the agenda.

The Provisional Local Government Finance Settlement 2022/23, which covered 2022/23 only, provided the third year (following ten years of austerity) of real increases in funding and this included availability of the Adult Social Care (ASC) precept to support cost pressures in social care. It also provided funding towards the cost of the Adult Social Care Reforms over the next three years. There was no specific Covid funding provided.

Although the settlement was to be welcomed there remained uncertainty around the level of Government funding for 2023/24 and beyond, particularly as the Government would need to address the significant increase in public debt due to the pandemic. The longer-term Spending Review together with the awaited Fair Funding Review and Devolution of Business Rates (or any revised funding proposals) had been deferred until at least 2023/24.

The report identified the final issues affecting the 2022/23 revenue budget and sought recommendations to the Council on the level of the Bromley element of the 2022/23 Council Tax and Adult Social Care precept. Confirmation of the final GLA precept would be reported to the Council meeting on 28th February 2022. The report also sought final approval of the 'schools budget'. The approach reflected in the report was for the Council to not only achieve a legal and financially balanced budget in 2022/23 but to have measures in place to deal with the medium-term financial position (2023/24 to 2025/26).

With the Government reductions in funding since austerity measures began, although there had been some recent improvements in funding, the burden of financing increasing service demands fell primarily on the level of council tax and share of business rate income. The financial forecast assumed that the level of core grant funding would remain unchanged in future years.

The report had been scrutinised by the Executive, Resources and Contracts PDS Committee at its meeting on 7<sup>th</sup> February 2022 and the Committee had supported the proposals.

## **RESOLVED that**

### **2.1 Council is recommended to -**

- (a) Approve the schools budget of £92.411m which matches the estimated level of Dedicated Schools Grant (DSG) after academy recoupment;**
- (b) Approve the draft revenue budgets (as in Appendix 2 to the report) for 2022/23;**
- (c) Agree that Chief Officers identify alternative savings/mitigation within their departmental budgets where it is not possible to realise any savings/mitigation reported to the previous meeting of the Executive held on 12<sup>th</sup> January 2022;**
- (d) Approve a revised Central Contingency sum of £18,231k (see Section 6, Recommendation 7 and Recommendation 2.1e of the report);**
- (e) Approve the following provisions for levies for inclusion in the budget for 2022/23:**

	£'000
<b>London Pensions Fund Authority</b>	<b>448</b>
<b>London Boroughs Grant Committee</b>	<b>247</b>
<b>Environment Agency (flood defence etc.)</b>	<b>235</b>
<b>Lee Valley Regional Park</b>	<b>321</b>
<b>Total</b>	<b>1,251</b>

The reduction of £65k in the 2022/23 levy amounts is offset by a £65k increase in the 2022/23 Central Contingency as a provision towards meeting inflation cost pressures.

- (f) Note the latest position on the GLA precept, as above, which will be finalised in the overall Council Tax figure to be reported to full Council (see section 12);
- (g) Set a 1% increase in Adult Social Care Precept with a nil increase in Bromley's General Council Tax, compared with 2021/22 (1.99% general increase plus 3% Adult Social Care Precept) and note that, based upon their consultation exercise, the GLA are currently assuming a 8.8% increase in the GLA precept;
- (h) Approve the revised draft 2022/23 revenue budgets to reflect the changes detailed above;
- (i) Approve the approach to reserves outlined by the Director of Finance (see Appendix 4 to the report);
- (j) Executive agrees that the Director of Finance be authorised to report any further changes directly to Council on 28<sup>th</sup> February 2022.

## 2.2 Council Tax 2022/23 – Statutory Calculations and Resolutions (as amended by the Localism Act 2011).

Subject to (1) (a) to (j) above, if the formal Council Tax Resolution as detailed below is approved, the total Band D Council Tax will be as follows:

	2021/22 £	2022/23 £	Increase £	Increase % (note #)
<b>Bromley (general)</b>	<b>1,178.15</b>	<b>1,178.15</b>	<b>-</b>	<b>-</b>
<b>Bromley (ASC precept)</b>	<b>149.71</b>	<b>162.98</b>	<b>13.27</b>	<b>1.00</b>
<b>Bromley (total)</b>	<b>1,327.86</b>	<b>1,341.13</b>	<b>13.27</b>	<b>1.00</b>
<b>GLA *</b>	<b>363.66</b>	<b>395.59</b>	<b>31.93</b>	<b>8.8</b>
<b>Total</b>	<b>1,691.52</b>	<b>1,736.72</b>	<b>45.20</b>	<b>2.67</b>

\* The GLA Precept may need to be amended once the actual GLA budget is set.

- (#) in line with the 2022/23 Council Tax Referendum Principles, the % increase applied is based on an authority's "relevant basic amount of Council Tax" (£1,341.13 for Bromley) – see paragraph 6 below. Any further changes arising from these Principles will be reported directly to Council on 28<sup>th</sup> February 2022.

**2.3 Council be recommended to formally resolve as follows:**

(i) It be noted that the Council Tax Base for 2022/23 is 133,347 'Band D' equivalent properties.

(ii) Calculate that the Council Tax requirement for the Council's own purposes for 2022/2023 is £178,835k.

(iii) That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended (the Act):

(a) £573,590k being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.

(b) £394,755k being the aggregate of the amounts which the Council estimates or the items set out in Section 31A(3) of the Act.

(c) £178,835k being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.

(d) £1,341.13 being the amount at 3(c) above, divided by (1) above, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

2.4 To note that the Greater London Authority (GLA) has issued a precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below (NB. the GLA precept figure may need to be amended once the actual GLA budget is set).

2.5 That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings.

Valuation Bands	London Borough of Bromley £	Greater London Authority £	Aggregate of Council Tax Requirements £
A	894.09	263.73	1,157.82
B	1,043.10	307.68	1,350.78



<b>C</b>	<b>1,192.12</b>	<b>351.64</b>	<b>1,543.76</b>
<b>D</b>	<b>1,341.13</b>	<b>395.59</b>	<b>1,736.72</b>
<b>E</b>	<b>1,639.16</b>	<b>483.50</b>	<b>2,122.66</b>
<b>F</b>	<b>1,937.19</b>	<b>571.41</b>	<b>2,508.59</b>
<b>G</b>	<b>2,235.22</b>	<b>659.32</b>	<b>2,894.54</b>
<b>H</b>	<b>2,682.26</b>	<b>791.18</b>	<b>3,473.44</b>

**2.6 That the Council hereby determines that its relevant basic amount of council tax for the financial year 2022/23, which reflects a 1% increase (Adult Social Care Precept increase of 1%), is not excessive. The Referendums Relating to Council Tax Increases (Principles) (England) Report 2022/23 sets out the principles which the Secretary of State has determined will apply to local authorities in England from 2022/23. Any further changes arising from these Principles will be reported directly to Council on 28<sup>th</sup> February 2022. The Council is required to determine whether its relevant basic amount of Council Tax is excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.**

**2.7 The Government have provided additional core funding as part of its Local Government Finance Settlement 22/23 of £771k which reflects additional inflation compensation to Councils for core funding through business rates income. Given the continuing inflation pressures, highlighted in the report, it is proposed that these monies be set aside within the 2022/23 Central Contingency as a provision towards meeting further inflation cost pressures across services. This will increase the Draft 2022/23 Central Contingency Sum by £771k.**

**365 CAPITAL PROGRAMME MONITORING Q3 2021/2021 AND CAPITAL STRATEGY 2022 TO 26**  
Report FSD22015

The report updated the Executive on the Council's Capital Strategy. It also summarised the current position on capital expenditure and receipts following the third quarter of 2021/22 and presented for approval the new capital schemes in the annual capital review process. The Executive was asked to consider the updated Capital Strategy and approve a revised Capital Programme.

A supplementary note was circulated providing an update on the proposed changes to the Health and Wellbeing Centre capital scheme, including revised versions of paragraphs 3.3 and 3.22 and appendices A and C to the report.

The report had been scrutinised by the Executive, Resources and Contracts PDS Committee at its meeting on 7<sup>th</sup> February 2022 and the Committee had supported the proposals.

**RESOLVED that**

**(1) The report be noted, including a total re-phasing of £849k from 2021/22 into future years, and the revised capital programme be agreed.**

**(2) Council be recommended to agree the inclusion of the new scheme proposals in the Capital Programme (paragraphs 3.15 to 3.22 in the report.)**

**366 OPERATIONAL BUILDING MAINTENANCE BUDGETS AND  
PLANNED PROGRAMME 2022/23**  
Report HPR2022/007

The Executive considered the initial Draft 2022/23 Budget at the meeting on 12<sup>th</sup> January 2022 and elsewhere on this agenda were asked to approve the final draft budget and capital programme proposals to recommend to Council. This report set out indicative budget allocations reflected in the Draft 2022/23 Budget report for operational building maintenance against the three sources of funding: the repairs and maintenance budget, the Building Investment Fund and the earmarked reserve for Infrastructure Investment.

This report all provided a brief update on the Operational Property Review and sought approval to draw down from the Growth Fund for a Programme Manager to support feasibility work.

The report had been scrutinised by the Executive, Resources and Contracts PDS Committee at its meeting on 7<sup>th</sup> February 2022 and the Committee had supported the proposals.

**RESOLVED that**

**(1) Noting the proposals set out in the Draft 2022/23 Budget report and subject to Council agreeing the budget, the following expenditure for operational building maintenance for 2022/23 is approved:**

- **Repairs and maintenance - £2.314m**
- **Earmarked reserve for Infrastructure Investment for essential and statutory works - £1m**

**(2) Provision of £2m in 2022/23 and £2m in 2023/24 to a Building Investment Fund be noted, as included in the Draft 2022/23 Budget report**

**(3) As included in the Capital Strategy 2022 to 2026 report, the new Capital Programme for Operational Estate Maintenance totalling £20.257m, phased over the next three financial years, be noted as set out in paragraph 3.7 of the report.**

**(4) Authority be delegated to the Director of Housing, Planning, Property and Regeneration to vary the programmes and budget allocations where such action is considered necessary to either protect the Council's assets or make the most effective use of resources.**

**(5) The request for £65k to be drawn down from the Growth Fund earmarked reserve for the appointment of a Programme Manager to support the delivery of the next phase of the Operational Property Review be approved.**

**367 HOUSE BUILDING PROGRAMME**  
Report HPR2022/005

The report summarised progress made to date in relation to the house building programme and set out potential scope of future delivery and estimated cost.

The report had been scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022 and the Committee had supported the proposals.

**RESOLVED that the contents of the report be noted, namely the progress made to date and the challenges in relation to future delivery.**

**368 AFFORDABLE HOUSING PROGRAMME (AHP) 21-26 GRANT AGREEMENTS**  
Report HPR2022/006

The Council had been allocated £37,959k grant funding as part of the Greater London authority (GLA) Affordable Homes Programme 2021-2026. The report sought approval to enter into the Affordable Homes Programme 2021-2026 Grant Agreement with the GLA.

The report had been scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022 and the Committee had supported the proposals.

**RESOLVED that**

**(1) The application and award for GLA grant funding under the Affordable Homes Programme 2021-2026 for sites to be developed as identified in the report be noted.**

**(2) The grant offer and to enter into the Affordable Housing Programme 2021-2026 Grant Agreement with the GLA for those sites be agreed.**

**(3) Authority be delegated to the Director of Housing, Planning and Regeneration in consultation with the Director of Finance to agree any changes to the Approved Grant as considered necessary in the interests of the Council.**

**(4) Where the Council applies for further GLA grant in relation to funding for a future indicative scheme(s) under the Affordable Housing Programme 2021-2026 Grant Agreement, authority be delegated to the Director of Housing, Planning and Regeneration in consultation with the**

**Director of Finance to add that indicative scheme(s) as an Additional Project(s) as may be provided for within the terms of the Grant Agreement.**

**369 MEADOWSHIP HOMES - UPDATE AND CHANGE TO THE ACQUISITION CRITERIA**  
Report FSD22014

The report provided an update on the Meadowship Homes joint venture with Orchard and Shipman for the acquisition of residential properties for affordable housing, and requested a change to the acquisition criteria.

The report had been scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022 and the Committee had supported the proposals.

**RESOLVED that**

**(1) The progress of the scheme to date be noted.**

**(2) The recommendation of the Meadowship Homes LLP Board to vary the portfolio split within the Acquisition Criteria as set out in paragraph 4.6 of the report be agreed.**

**(3) Authority be delegated to the Director of Housing, Planning and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing to vary the portfolio split set out in the Acquisition Criteria by up to 10% if required to address further changes in market conditions.**

**370 ORPINGTON TOWN CENTRE SUPPLEMENTARY PLANNING DOCUMENT (SPD) - CONSULTATION DRAFT**  
Report HPR2021/067

The report recommended that the revised Orpington Town Centre Supplementary Planning Document (SPD) was published for public consultation. The SPD provided guidance to assist with the determination of planning applications in the Orpington Town Centre area, including guidance on design requirements.

Councillor Tony Owen, ward member for Petts Wood and Knoll, informed the Executive that he was concerned about paragraph 5.22 and the map at page 28 of the document, which seemed to imply that houses would be knocked down to provide new alleyways.

The report had been considered by Development Control Committee at its meeting on 11<sup>th</sup> January 2022 and scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022. Both Committees had supported the proposals, but recommended that the consultation period be extended from six to twelve weeks. Officers reported

that the consultation would formally begin towards the end of the month, or in early March.

**RESOLVED that**

**(1) The draft Orpington Town Centre Supplementary Planning Document (Appendix 1 to the report) be approved for twelve weeks public consultation.**

**(2) That authority be delegated to the Director of Housing, Planning, Property and Regeneration, in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to approve any further minor changes to the draft Orpington Town Centre Supplementary Planning Document (shown at Appendix 1) ahead of public consultation.**

**371 UPDATE OF THE PLANNING OBLIGATIONS  
SUPPLEMENTARY PLANNING DOCUMENT - CONSULTATION  
DRAFT**  
Report HPR2021/066

The report recommended that the revised Planning Obligations Supplementary Planning Document (SPD) be published for six weeks public consultation. The SPD was an update of the current SPD which was adopted in 2010. The update was necessary to reflect changes following the adoption of the Bromley Community Infrastructure Levy (CIL) and changes to national, regional and local planning policy since 2010.

The report had been considered by Development Control Committee at its meeting on 11<sup>th</sup> January 2022 and scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022. Both Committees had supported the proposals,

**RESOLVED that**

**(1) The draft Planning Obligations Supplementary Planning Document (Appendix 1 to the report ) be approved for six weeks public consultation.**

**(2) That authority be delegated to the Director of Housing, Planning, Property and Regeneration, in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to approve any further minor changes to the draft Planning Obligations Supplementary Planning Document (Appendix 1 to the report) ahead of public consultation.**

**372 PROCEEDING TO PROCUREMENT - ACCOMMODATION AND  
TENANCY SUSTAINMENT SERVICE FOR YOUNG PEOPLE**  
Report HPR2022/004

The Council has held a contract since 2016 with DePaul UK Ltd to provide an Accommodation and Tenancy Sustainment Service for young people who

were homeless or threatened with homelessness, including Care Leavers engaged with the authority. This contract was originally due to expire in September 2021, however due to the Pandemic a further one year extension was granted and therefore the contract would now expire in September 2022.

The report set out a summary of performance and outcomes delivered by DePaul UK Ltd over the contract period and the procurement strategy for the future Accommodation and Tenancy Sustainment Service for Young People.

The report had been scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022 and the Committee had supported the proposals.

**RESOLVED that**

**(1) Proceeding to a competitive tender be approved, via a two-stage restricted tender process, for the provision of an Accommodation, Tenancy Sustainment and Support Service for young people for a contract period of five years with an option to extend for 2 periods of 2 years.**

**(2) It is noted that the proposed contract is estimated at an annual value of £428,400; the initial five-year contract start date will be 8<sup>th</sup> September 2022 with an end date of 7<sup>th</sup> September 2027 at a cost of £2,142,000; the cost of two periods of two years is £1,713,600, with an estimated whole life value of £3,855,600.**

**373            PROCEED TO PROCUREMENT REPORT - THE ADVOCACY SERVICES CONTRACT**  
Report ACH22-001

The Advocacy Service contract expired on 31 March 2023 and there was no further option to extend this contract, which was in its final extension period. The contract had been awarded to Advocacy for All following a competitive tender and commenced on 1 April 2018 for a period of three years with the option to extend up to a further two years on a one year plus one year basis.

This report sought approval to commence the procurement of a new Advocacy Service to ensure the Council met its statutory duty in providing an Advocacy Services under the Care Act 2014 and Care and Support Advocacy Service Regulations 2014.

The report had been scrutinised by the Adult Care and Health PDS Committee at its meeting on 27<sup>th</sup> January 2022. The Committee had proposed that the recommendations be amended to require a further report to be submitted outlining the engagement undertaken with the market, details of the specification, and the KPI service user consultation for the contract.

**RESOLVED that**

**(1) The commencement of a procurement process for a new Advocacy Service be approved; the new contract will commence on 1 April 2023 for a period of 5 years (31 March 2028) with the option to extend for up to a further two years (31 March 2030) at an estimated annual value of £321,900 and whole life value of £2,253,300.**

**(2) As recommended by Adult Care and Health PDS Committee, a further report be presented outlining the engagement undertaken with the market, details of the specification, and the KPI service user consultation for the contract.**

**374 CRYSTAL PALACE SUBWAY AWARD OF WORKS CONTRACT**  
Report HPR2022/015

The report set out proposals for the award of the main construction contract for the Crystal Palace subway restoration works. The outcome of the compliant two stage Restricted Tender and Negotiated Procurement process was outlined in a part 2 report.

Councillor Angela Wilkins, ward member for Crystal Palace, confirmed that she was fully in support of the proposals.

The report had been scrutinised by the Renewal, Recreation and Housing PDS Committee at its meeting on 26<sup>th</sup> January 2022 and the Committee had supported the proposals.

**RESOLVED that**

**(1) Authority be delegated to the Director of Housing, Planning and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation & Housing and the Director of Finance, to approve the acceptance of any additional grants required to deliver this scheme to completion, namely any further grants that come forward from the National Lottery Heritage fund and/or Historic England.**

**(2) Authority be delegated to the Director of Housing, Planning and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation & Housing and the Director of Finance, to approve increasing the Capital Programme for the Subway Restoration Project up to a maximum of £3.597m, to enable the completion of the full restoration scheme, subject to securing additional grant funding, noting that if additional grant funding is not secured, the addition to the Capital Programme will not be required.**

**(3) Authority be delegated to the Director of Housing, Planning and Regeneration and the Director of Corporate Services and Governance to agree the commercial heads of terms for a legal agreement proposed to be entered into between the Council and the London Borough of Southwark, outlining the Council's future maintenance and management responsibilities for the Subway upon practical completion of the works.**

**(4) Authority be delegated to the Director of Corporate Services and Governance to execute all and any ancillary legal documentation relating to the proposed legal agreement referred in (3) above.**

**(5) Authority be delegated to the Director of Housing, Planning and Regeneration and the Director of Corporate Services and Governance, to agree the commercial heads of terms for a works licence with the London Borough of Southwark, and the construction contractor, to enable the undertaking of the restoration works.**

**(6) Authority be delegated to the Director of Corporate Services and Governance to execute all and any ancillary legal documentation relating to the proposed works licence referred to in (5) above.**

**(7) Further resolutions in relation the award of the works contract are set out in the part 2 minutes.**

**375 ACCELERATED DEVELOPMENT OF A NEW HEALTH AND WELLBEING CENTRE AT THE CIVIC CENTRE AS PART OF A WIDER MIXED-USE DEVELOPMENT**

In October 2021 the Executive had considered a proposal to develop a new Health and Wellbeing Centre with the Clinical Commissioning Group (CCG) on the site of the former Adventure Kingdom building and the Great Hall at the Civic Centre. A key requirement for the CCG was that the new facility was ready for use by Spring 2024 due to funding pressures from the Department of Health and HM Treasury.

Subsequent to this, additional work had been undertaken and it had been identified that in order to achieve the CCG's requirements an accelerated programme was required which would incur additional cost an earlier stage to that originally envisaged. These costs were set out in paragraph 3.13 of the report.

This expenditure enabled the detailed feasibility, design, planning and construction delivery planning to be progressed at pace and without delay. As a result of which there was a need to formally request the cost of the scheme including costs recoverable from the CCG be formally included within the Capital Programme so that identified sums within the report could be drawn down to facilitate the appointment of the various consultants and work required.

Furthermore, this would demonstrate the Council's commitment to HM Treasury and NHS England that it intended to proceed and could deliver the proposed development in a timely manner. The recommendations contained within the report sought to provide this comfort.

The report had been scrutinised by the Executive, Resources and Contracts PDS Committee at its meeting on 7<sup>th</sup> February 2022 and the Committee had



supported the proposals, subject to requesting regular reports to the PDS Committee on progress. The Leader added that regular reports would be needed for the Executive.

**RESOLVED that**

**(1) The proposals be agreed and incorporated into the forthcoming Capital Programme at an estimated additional total cost of £25m including the CCG's estimated 25% share, together with non-recoverable VAT.**

**(2) Following approval on 20<sup>th</sup> October 2021 to proceed to procurement, drawdown be authorised of up to £2m from the Capital Programme to fund the various professional services required to progress the scheme through the initial stages (set out in paragraph 3.1 of the report); it is noted that this is in addition to £0.5m previously agreed in October 2021 and also it is also noted that the CCG will initially underwrite 50% of this total cost.**

**(3) The drawdown of up an additional £1.5m including non-recoverable VAT be authorised from the Capital Programme to fund surveys and other project costs including LBB internal costs (£3.5m running total – see (2)); estimated inclusive cost as in (1); the CCG will initially underwrite 50% of this cost.**

**(4) Proceeding to procurement be authorised via a compliant route for a works contract to demolish the Great Hall and Adventure Kingdom and prepare the site with enabling works subject to receipt of detailed planning consent at an estimated contract value of £650,000 (£4.15m running total – see (2)) from the Capital Programme; the CCG will be responsible for 25% of this cost.**

**(5) Proceeding to procurement be authorised via a compliant route for a construction contract for the building works at an estimated contract value of £21.4M; it is noted that commencement of the Build element will be subject to both Member approval for the detailed design and costs of the scheme (as per (8)) and subject to receipt of detailed planning consent; the CCG will be responsible for 25% of this cost. It is noted that it is to be determined whether the optimum route is to procure a Build contract directly or whether to utilise a two stage (via a Pre-Contract Service Agreement [PCSA] with suitable break clause) Design & Build approach; in the event of a Design & Build approach, the first stage of Technical Design is included within the costs for professional services outlined above.**

**(6) Authority be delegated to the Director of Housing, Planning, Property and Regeneration or Director of Finance with oversight from the Resources, Commissioning and Contract Management Portfolio Holder, to agree and settle all the commercial terms arising and to deal with**

publicising, if appropriate, any Open Space Notices and considering representations received and reporting to Members as necessary.

(7) Authority be delegated to the Assistant Director of Legal Services to enter into all relevant legal agreements and any other ancillary legal documentation relating thereto.

(8) It is noted that an Executive report will be forthcoming with a full business case for consideration including details of the worked-up scheme, procurement of the construction element of the scheme, including additional professional fees and project costs prior to any Planning Application being made.

**376            CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM  
THE EXECUTIVE, RESOURCES AND CONTRACTS POLICY  
DEVELOPMENT AND SCRUTINY COMMITTEE**

There were no additional items referred from Executive, Resources and Contracts PDS Committee.

**377            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 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**

**378            CRYSTAL PALACE SUBWAY AWARD OF WORKS CONTRACT**

The Executive considered details of the tender process.

**379            CAPITAL PROGRAMME MONITORING Q3 2021/221 AND  
CAPITAL STRATEGY 2022 TO 26 - APPENDIX E**

The Executive noted the Appendix.

The Meeting ended at 8.19 pm

Chairman

**EXECUTIVE**

**9<sup>th</sup> February 2022**

**QUESTIONS - FOR WRITTEN REPLY**

**1. From Christopher Bentley to the Portfolio Holder for Environment and Community Services**

What are the Council's plans for the public toilets in Norman Park? Are there any plans to reopen them, or demolish them? The current buildings are in considerable disrepair.

**Reply:**

The Council will review its plans for the public toilets in Norman Park as part of the action points contained within the recently endorsed Open Space Strategy by the Environment and Community Services PDS Committee which include:

1. A review of the use of all Open Space Building stock for which proposals will be developed to ensure that we have a fully occupied stock reflecting current and future objectives.
2. A review of the public convenience offer within the Portfolio with recommendations. Within the feedback to the Open Space Strategy, we are aware that respondents did frequently note that they felt Norman Park would be improved by public conveniences and this would be taken into consideration when considering any future use.
3. An audit of the Open Space Portfolio, to address any under provision in facilities within different geographic locations.

The three workstreams now form part of the Action Plans for the implementation of the strategy and will work concurrently to develop proposals for vacant buildings within the Open Space Portfolio including the Norman Park toilet block, and also be reflected in the individual management plans for the site.

**2. From Peter Noorlander to the Portfolio Holder for Environment and Community Services**

In what ways has the Council helped owner-occupied homes to be more energy efficient, for example by supporting energy companies to provide fuel-poor or vulnerable households with insulation. How many of these homes have been upgraded as a result of such initiatives in the last 3 years?

**Reply:**

The Council recognises that some residents will struggle to afford adequate heating to stay warm during extreme cold spells, recently compounded by the current volatile energy market.

Hence, the Council has mobilised several programmes to help fuel poverty households including:

- A recent successful application for £920,000 under the Local Authority Delivery scheme (LAD2). The programme will enable the retrofit of an estimated 130 domestic properties. The funding criteria will ensure works tackle poorly insulated homes – ensuring residents save money on their energy bills whilst also mitigating the most amount of carbon emissions.
- Working in partnership with the South East London Community Energy group to reach out to fuel poverty households and identify energy saving initiatives and available grant funding.

**3. From Peter Noorlander to the Portfolio Holder for Environment and Community Services**

What is the Council's view on developing a borough-wide heating and energy efficiency strategy with the aim of systematically improving the energy efficiency of buildings, both public and private, and decarbonising heat?

**Reply:**

Residents are invited to read the Council's Carbon Neutral 2029 plan regarding how it intends to manage its own public building stock and we continue to make good progress in this area, such as the Orpington Library air source heat pump installation.

The Carbon Management Team will also be presenting a report at the Environment and Community Services PDS meeting in June 2022, specifically about signposting residents, businesses and community groups to various grants, services and other initiatives aimed at energy savings and reducing CO<sub>2</sub> emissions.

**4. From Sheena Roberts to the Portfolio Holder for Environment and Community Services**

Given the potential link between dementia and air pollution, and Bromley's 'significantly higher rates of young-onset dementia compared to London and England', what is being done about air pollution in Bromley?

**Reply:**

Chronic exposure to poor air quality is known to have a number of negative health effects. The Borough's recently reviewed Air Quality Action Plan 2020 – 2025, which contains many targeted actions to improve air quality in Bromley, is available on the

Council's website here:

[https://www.bromley.gov.uk/downloads/file/6391/air\\_quality\\_action\\_plan\\_aqap\\_2020-25](https://www.bromley.gov.uk/downloads/file/6391/air_quality_action_plan_aqap_2020-25)

**5. From Sheena Roberts to the Portfolio Holder for Renewal, Recreation and Housing**

What policies are there in the Local Plan requiring new housing development to be zero carbon by 2025 - for instance, including the incorporation of renewable energy in new developments, using low carbon building materials, and building to the extremely high energy efficiency standards (eg Passivhaus or similar) which will be necessary to limit carbon emissions enough to meet our COP26 commitments?

**Reply:**

Planning applications are assessed in accordance with the Development Plan unless material considerations indicate otherwise. Policies in the London Plan and Local Plan will be the key policies used in the determination of planning applications; in particular, policy 124 of the Local Plan and policies SI2, SI3 and SI4 of the London Plan focus on achieving carbon reductions and promote energy efficiency measures and renewable energy.

Government planning policy is set out in the National Planning Policy Framework; as and when this is updated to take account of new environmental aims, for example to incorporate any COP26 commitments, it will be capable of being a material consideration in the determination of planning applications. Any review of the Local Plan or London Plan would also need to address the relevant requirements of national policy at the time.

**6. From Rachel King to the Portfolio Holder for Environment and Community Services**

To encourage uptake of public transportation in Bromley, would the Council consider free travel for all residents travelling on the most congested and polluted routes in the borough?

**Reply:**

The Council and the GLA (i.e. the tax payer) already provide a large number of residents with transport passes, the cost of those journeys comes from Council Tax. For example the Freedom Pass and the Zip pass. We do encourage residents to consider active travel options which has benefits without an ongoing cost to the tax payer. Public transport is generally well used in peak hours when congestion is highest.

## **7. From Rachel King to the Portfolio Holder for Environment and Community Services**

To encourage active modes of travel in Bromley, would the committee support regular closures of a select number of roads to motorised transport every month? This could be supported by events, such as cycle races and free electric cycle sessions for residents.

### **Reply:**

Bromley Council supports the one-off closure of streets for residents to engage in community-building street parties. The Council's Road Safety team also support and promote cycling through events such as Dr Bike in parks, cycling events in schools and have bikes of various types available to let residents try. The Council is also trialing School Streets whereby streets are closed to motorised traffic at the start and end of each school day.

Bromley has improved cycleways and cycle lanes across the borough over many years. The Council also offers cycle training and route planning to help those residents who are looking to change their transport choice. The Council considers that it is better to help those residents who wish to cycle more, to cycle safely, to substitute journeys, rather than close roads just for recreational cycling.

## **8. From Brayley Small to the Portfolio Holder for Environment and Community Services**

How much support does the Council give to provisions detailed in the "Blueprint for accelerating climate action and a green recovery at the local level" produced by a group of local government, environmental and research organisations, including the LGA, London Councils, Friends of the Earth and the Grantham Institute?

<https://www.adeptnet.org.uk/documents/blueprint-accelerating-climate-action-and-green-recovery-local-level>

### **Reply:**

The Council agrees in principle to all the themes highlighted in the report although it should be noted that these reports require context at the local level. The Council has established its Green Recovery Working Group, which directly addresses the themes highlighted in the report and more.

The Carbon Management Team are members of several London Councils steering/working groups that are working hard to develop a pan-London approach to delivering their seven climate priorities. The resulting action plans will help inform the best approach for accelerating climate action across the capital.

## **9. From Brayley Small to the Portfolio Holder for Environment and Community Services**

At the Borough Climate Conference in October 2021 Harrow Council put forward a proposal, the One World Living Programme, to reduce consumption emissions across London, focusing on the categories of food, textiles, plastics & electricals. It set a provisional target of a 2/3 reduction in emissions across these categories by 2030. What is the Council's view of this proposal?

### **Reply:**

We are limited in our assessment without seeing the methodology. This is an ambitious target that will require accurate emissions baselining, recording, apportioning to the relevant sector and subsequent monitoring.

The Carbon Management Team are members of several London Councils steering/working groups that are working hard to develop a pan-London approach to delivering their seven climate priorities, which includes consideration of consumption emissions.

The Carbon Management Team will also be presenting a report at the ECS PDS meeting in June 2022, specifically about signposting residents, businesses and community groups to various grants, services and other initiatives aimed at reducing CO<sub>2</sub> emissions.

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Report No.  
FSD22032

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**Date:** Wednesday 30 March 2022

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

**Title:** BUDGET MONITORING 2021/22

**Contact Officer:** David Bradshaw, Head of Finance  
Tel: 020 8313 4807 E-mail: david.bradshaw@bromley.gov.uk

**Chief Officer:** Director of Finance

**Ward:** Borough Wide

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1. Reason for report

1.1 This report provides the second budget monitoring position for 2021/22 based on expenditure and activity levels up to the end of December 2021. The report also highlights any significant variations which will impact on future years as well as any early warnings that could impact on the final year end position. This report also provides an update on the COVID grant position.

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2. **RECOMMENDATION(S)**

2.1 **Executive are requested to:**

- (a) consider the latest financial position;
- (b) note that a projected net overspend on services of £1,208k is forecast based on information as at December 2021.
- (c) consider the comments from Chief Officers detailed in Appendix 2;
- (d) note a projected reduction to the General Fund balance of £24k as detailed in section 3.4;
- (e) note the full year cost pressures of £11.884m as detailed in section 3.5;
- (f) agree to set aside a provision of £350k to deal with a legal matter (see Part II of the agenda) to be met from the 2021/22 Central Contingency sum as detailed in para. 3.2.2;

- (g) note the sum agreed at Council of £1m set aside in a Platinum Jubilee Parks earmarked reserve, funded from the 2021/22 Central Contingency as detailed in para. 3.2.3;**
- (h) recommend to Council that a sum of £4.605m is set aside in a Contribution to Collection Fund Surplus Earmarked Reserve as detailed in para. 3.2.4;**
- (i) recommend to Council that a sum of £2.900m is set aside in a Capital Fund earmarked reserve, funded from the 2021/22 Central Contingency as detailed in para. 3.2.5;**
- (j) recommend to Council that a sum of £1.242m is set aside in the Housing Investment Fund earmarked reserve, funded from the 2021/22 Central Contingency as detailed in para. 3.2.6;**
- (k) agree to the release of funds from the central contingency as detailed in paragraphs 3.2.7 to 3.2.16;**
- (l) agree to the carry forward requests as detailed in para. 3.3;**
- (m) Agree the funding requirement of the Property team as detailed in paragraph 3.10;**
- (n) note the COVID allocation and expenditure in Appendix 7;**
- (o) identify any issues that should be referred to individual Portfolio Holders for further action.**

**2.2 Council are requested to:**

- (p) agree a sum of £4.605m is set aside in a Contribution to Collection Fund Surplus Earmarked Reserve as detailed in para. 3.2.4;**
- (q) agree a sum of £2.900m is set aside in a Capital Fund earmarked reserve, funded from the 2021/22 Central Contingency as detailed in para. 3.2.5;**
- (r) agree a sum of £1.242m is set aside in the Housing Investment Fund earmarked reserve, funded from the 2021/22 Central Contingency as detailed in para. 3.2.6.**

### Impact on Vulnerable Adults and Children

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

### Corporate Policy

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

### Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Recurring Cost
  3. Budget head/performance centre: Council wide
  4. Total current budget for this head: £222.4m
  5. Source of funding: See Appendix 1 for overall funding of Council's budget
- 

### Personnel

1. Number of staff (current and additional): 2,096 fte posts (per 2021/22 Budget) which includes 471 for budgets delegated to schools
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972, the Local Government Finance Act 1998, the Local Government Act 2000, the Local Government Act 2002 and the Accounts and Audit Regulations 2015.
  2. Call-in: Applicable
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### Procurement

1. Summary of Procurement Implications: None arising directly from this report
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The 2021/22 budget reflects the financial impact of the Council's strategies and service plans which impact on all of the Council's customers (including council tax payers) and users of our services.
- 

### Ward Councillor Views

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

### 3. COMMENTARY

#### 3.1 Summary of Projected Variations

3.1.1 The Resources Portfolio Plan included a target that each service department will spend within its own budget. Current projections show an overall net overspend of £1,208k within portfolio budgets and a £2,000k underspend on investment income, central items and prior year adjustments.

3.1.2 A summary of the 2021/22 budget and the projected outturn is shown in the table below:

	2021/22 Original Budget £'000	2021/22 Latest Budget £'000	2021/22 Projected Outturn £'000	2021/22 Variation £'000
<b>Portfolio</b>				
Adult Care & Health	74,214	74,364	74,251 Cr	113
Children, Education & Families (inc. Schools Budget)	46,045	46,307	48,294	1,987
Environment & Community	31,761	32,525	32,519 Cr	6
Public Protection & Enforcement	2,536	2,536	2,536	0
Renewal, Recreation & Housing	15,105	15,302	15,404	102
Resources, Commissioning & Contracts Management	45,649	46,708	45,946 Cr	762
<b>Total Controllable Budgets</b>	<b>215,310</b>	<b>217,742</b>	<b>218,950</b>	<b>1,208</b>
Capital Charges and Insurance	11,444	11,444	11,444	0
Non General Fund Recharges	Cr 902	Cr 902	Cr 902	0
<b>Total Portfolio Budgets</b>	<b>225,852</b>	<b>228,284</b>	<b>229,492</b>	<b>1,208</b>
Income from Investment Properties	Cr 9,169	Cr 9,169	Cr 9,169	0
Interest on General Fund Balances	Cr 3,591	Cr 3,591	Cr 3,591	0
<b>Total Investment Income</b>	<b>Cr 12,760</b>	<b>Cr 12,760</b>	<b>Cr 12,760</b>	<b>0</b>
Contingency Provision	14,391	6,935	1,059 Cr	5,876
Other Central Items	Cr 5,985	Cr 843	3,762	4,605
General Government Grants & Retained Business Rates	Cr 41,581	Cr 41,654	Cr 41,654	0
Collection Fund Surplus	Cr 4,605	Cr 4,605	Cr 4,605	0
<b>Total Central Items</b>	<b>Cr 37,780</b>	<b>Cr 40,167</b>	<b>Cr 41,438 Cr</b>	<b>1,271</b>
<b>Total Variation on Services and Central Items</b>	<b>175,312</b>	<b>175,357</b>	<b>175,294 Cr</b>	<b>63</b>
Prior Year Adjustments	0	0 Cr	729 Cr	729
<b>Total Variation</b>	<b>175,312</b>	<b>175,357</b>	<b>174,565 Cr</b>	<b>792</b>

3.1.3 A detailed breakdown of the latest approved budgets and projected outturn for each Portfolio, together with an analysis of variations, is shown in Appendix 3.

3.1.4 Chief Officer comments are included in Appendix 2.

#### 3.2 Central Contingency Sum

3.2.1 Details of the allocations from and variations in the 2021/22 Central Contingency are included in Appendix 4.

3.2.2 Legal Matter - £350k

Members are requested to agree a provision of £350k is set aside to deal with a legal matter (see Part II of the agenda) to be met from the 2021/22 Central Contingency Sum.

### 3.2.3 Platinum Jubilee Parks Fund - £1,000k

At Council on the 28<sup>th</sup> of February 2022 it was agreed to set aside £1m from the central contingency to fund a Platinum Jubilee Parks Fund

### 3.2.4 Collection Fund - £4,605k

It is a statutory requirement to maintain a Collection Fund at arm's length from the remainder of the Council's accounts.

For the purpose of Collection Fund accounting, the treatment of council tax and business rate surpluses and deficits is determined in the same way. Before the beginning of each financial year, billing authorities calculate their council tax requirement (including precepts) and their business rate income, and such payments are fixed and paid over the year towards the revenue budget. Any surplus or deficit on the collection fund as a result of income from council tax/ratepayers being more or less than originally estimated, are shared between the Council and the GLA (and in the case of business rates with central government). Any surplus/deficit generated is paid over the course of the second year (e.g., surplus for 2020/21 paid over 2022/23).

2021/22 budget assumed the utilisation of a collection fund surplus and provision for loss of collection of Council Tax Income due to COVID totalling £4,605k to support the revenue budget. Given the uncertainty over the future of local government funding and the need to set aside resources to provide flexibility in identifying options to bridge the medium-term budget gap as the gap could increase further, the collection fund surplus in previous years has, in some cases, been set aside within earmarked reserves. Given the scale of financial challenges continuing to face the Council in the medium term the financial forecast assumes part utilisation of the collection fund surplus set aside in earmarked reserves to support the revenue budget and reduce the estimated budget gap.

Given the underspend in the central contingency sum it is proposed that this surplus is not utilised in the current year but is set aside in order to support the Council in future year budgets. This approach to using the Collection Fund Surplus was reported to the Executive in January 2022. It is therefore proposed that an equivalent sum of £4,605k is set aside in the collection fund surplus reserve to support future years budget challenges.

### 3.2.5 Capital Financing Fund - £2,900k

Bromley's Capital programme is mainly funded by external government grants, contributions from TfL and from general capital receipts. Various schemes are funded through short and medium-term internal borrowing where the scheme will generate new capital receipts to repay the loan or for housing schemes that will move to the HRA at a future date with repayment arrangements in place.

The latest capital programme creates a new financial challenge with a potential shortfall in funding of £20.9m in 2023/24, £10.1m in 2024/25 and £8.4m in 2025/26 (cumulative total of £39.4m).

It is proposed to set aside £2.9m into a capital reserve from central contingency to reduce potential pressures in this area.

### 3.2.6 Housing Investment Fund - £1,242k

A significant growth/cost pressure facing the Council relates to the cost of homelessness and there will be investment choices identified through the Council's Transformation programme to

reduce homelessness costs. It is proposed that the remaining uncommitted resources within the 2021/22 Central Contingency Sum is set aside as a contribution to the Housing Investment Fund earmarked reserve. A sum of £1.242m is proposed to be set aside within the Housing Investment Fund earmarked reserve. The utilisation of these monies in the future will generate revenues savings from reduced homelessness costs and in some cases provide income from financing housing schemes. Some of the savings are already assumed in the 2022/23 Budget. The utilisation of this funding would be reported to a future meeting of the Executive.

### 3.2.7 Universal Credit roll out - £750k

Provision of £750k is included in the 2021/22 Central Contingency for the impact of Universal Credit roll out. The impact of this is that the amount of recovery of overpayments, through claimant error, due to the restrictions in recovery through universal credit has reduced significantly. There is therefore a shortfall in recovery to reflect the changes. It is requested that the £750k is drawn down into the Housing Benefits budget to reflect this change.

### 3.2.8 Return of growth for waste services - £587k Cr

In setting the revenue budget for 2021/22, provision was made in Central Contingency to reflect the risk of continuing growth in waste service pressures, and a sum of £587k was drawn down to the Environment & Community Services budget at Q2. However, the cost pressure this year can be funded from an allocation of unringfenced Covid-19 grant and therefore this sum has been returned to Contingency.

### 3.2.9 Homeless Prevention Initiatives - £424k

The Central Contingency includes a sum of £424k for Homeless Prevention Initiatives which was merged with the Flexible Homelessness Support Grant and Homelessness Reduction Grant to form the Homelessness Prevention Grant and it is requested that the grant is drawn down into Housing budgets.

### 3.2.10 Support Vulnerable Renters - £771k

In October 2021 the Department for Levelling Up, Housing and Communities announced an additional £65m to support low-income households with COVID-19 related rent arrears to avoid eviction, find a new home or to prevent homelessness. The purpose of this grant funding was subsequently extended to allow Local Authorities to support all statutory duties in relation to homelessness. The Council was awarded £771k.

It is requested that this amount is drawn down into Housing budgets and allocated against homelessness pressures. This releases some of the general COVID grant that had previously been allocated to these pressures and it is now recommended that this is used to cover white goods and furniture costs that would have been funded from the Welfare Fund earmarked reserve and provides essential items to assist in accommodating the homeless. It is proposed that the balance of £600k is added as a top up to the reserve for this key service which would otherwise be exhausted in the next few years.

### 3.2.11 Better Care Fund - £540k

The final allocation for the Better Care Fund for 2021/22 was announced on 30th September 2021 with Bromley's allocation £540k above the amount assumed in the 2021/22 budget. It is requested that this increase is drawn down to match the allocation and the Better Care Fund 2021-22 Plan submitted to NHS England following agreement by the Health and Wellbeing Board on 25th November 2021.

### 3.2.12 Local Digital Cyber Fund - £100k

The Council have been awarded grant funding of £100k by the Department of Levelling Up, Housing & Communities (DLUHC) to improve cyber resilience. The London Borough of Bromley Council was originally matched with the NCC Group through a piece of work arranged by the Government Security Group within the Cabinet Office. As part of this a Security Improvement Report & Plan were created and shared with the Council to implement. In November 2021, DLUHC started a new programme of engagement with local authorities and Bromley have been awarded this grant to complete necessary work in line with treatment plan. This shows, for each remediation finding, a desired timeline in which it's recommended to remediate and treat each finding. DLUHC will review the Council progress periodically during remediation. It is anticipated that the majority of the spend against this grant will be incurred in the next financial year and will therefore need to be carried forward.

### 3.2.13 Impact of Storm Eunice - £185k

Additional costs have been incurred for the period of employing additional subcontractors until mid-March, with the contractor continuing until the end of March.

As Tree Officers are currently reviewing the emergency callouts task, they are raising separate jobs for works not reported as emergency callouts such as snapped up/fallen branches which is not reflected in the above estimate. The clear up of the storm will be an on-going process, the storm hit trees in their dormant state, without the full weight of a canopy of leaves, some works may be required to mitigate structural defects arising from storm damage which will be assessed once the trees are in leaf.

Initial estimates suggest the cost to be in the region of £185k. It is requested that the Executive agree that this figure be drawn down from the central contingency. The final costs will be reflected in the 2021/22 Provisional Outturn Report to the Executive in June 2022

### 3.2.14 Income losses funded by COVID - £695k

For the period April to June 2021, the Council have claimed for further Covid-19 grant of £695k funding under the Government's Sales, Fees and Charges income compensation scheme, which has been allocated to impacted service budgets.

### 3.2.15 COVID General Grant - £5,024k

As part of the budget setting process for 2021/22 £7,795k of unringfenced COVID grant was set aside to meet further costs of COVID in year. It is recommended that £5,024k of this be drawn down from the contingency. The remaining £2,771k will be utilised in 2022/23

### 3.2.16 Contain Outbreak Management Fund - £2,012k

Details of the use of the Contain Outbreak Management Fund were included in the Budget Monitoring report to Executive on 24th November 2021. It is requested that the remaining funding is drawn down to cover budget pressures across the Council arising as a result of the pandemic.

## 3.3 Carry forward of grant/expenditure

### 3.3.1 S31 Action Plan Manager – Dr £20k

A joint review of the Mental Health partnership arrangements (Section 31 Agreement) between the Council and Oxleas NHS Trust whereby LBB social care staff are seconded to Oxleas as part integrated teams was conducted in 2021. The Council and Oxleas are to employ an

interim project manager to support both agencies in developing the implementation plan coming out of this review. The funding of this temporary role is to be paid from carrying forward underspent funds from the joint budget held between the Council and Trust as part of the partnership arrangements.

### 3.3.2 Shared Lives posts – Dr £100k

This request is for Shared Live Project money to be carried over. There have been significant financial savings included in the Shared Lives budget and due to operational issues the Scheme has failed to deliver any efficiencies in 2021/22.

Officers have now recruited a Team Manager who has been tasked with developing the service, and achieving the identified efficiencies. To support and enable the Shared Lives Manager to develop the service and to make efficiencies the money earmarked for 21/22 (should this request be agreed) would support the Team Manager to grow the service, this would be a combination of increasing the number of carers and develop the range of people who would be able to use the service.

The net result would be greater service capacity and a wider the range and diversity of people who could be supported through the Shared Lives scheme.

### 3.3.3 Winter Resilience Funding from SEL CCG – Dr £400k & Cr £400k

£510k of the winter resilience funds from SELCCG referred to in paragraph 3.4.6 above has been allocated to manage the additional pressures of winter and Covid demands. £400k is requested to be carried forward to 2022/23 as part of post-pandemic recovery arrangements to support the gradual stepping down of the additional care and health schemes and resources in the absence of government covid grants.

## 3.4 General Fund Balances

3.4.1 The level of general reserves is currently projected to reduce by £24k to £19,976k at 31<sup>st</sup> March 2022 as detailed below:

	2021/22 Projected Outturn £'000
<b>General Fund Balance as at 1st April 2021</b>	<b>Cr 20,000</b>
Net Variations on Services & Central Items (para 3.1)	Cr 792
	Cr 20,792
Adjustment to Balances:	
Carry Forwards (funded from underspends in 2020/21)	816
<b>General Fund Balance as at 31st March 2022</b>	<b>Cr 19,976</b>

## 3.5 Impact on Future Years

3.5.1 The report identifies expenditure pressures which could have an impact on future years. The main areas to be considered at this stage are summarised in the following table:



	2021/22	2022/23
	Budget	Impact
	£'000	£'000
<b>Adult Care &amp; Health Portfolio</b>		
Assessment & Care Management - Care Placements	23,783	3,374
Learning Disabilities - Care Placements & Care Management	38,612	2,682
Mental Health - Care Placements	7,978	371
		<u>6,427</u>
<b>Environment &amp; Community</b>		
Waste Services	19,364	800
		<u>800</u>
<b>Renewal, Recreation &amp; Housing</b>		
Housing Needs - Temporary accommodation	6,758	Cr 509
		<u>Cr 509</u>
<b>Children, Education &amp; Families Portfolio</b>		
SEN Transport	5,623	2,637
Children's Social Care	38,567	3,209
		<u>5,846</u>
<b>Resources, Commissioning and Contracts</b>		
Central items	1,888	Cr 680
		<u>Cr 680</u>
<b>TOTAL</b>		<u><u>11,884</u></u>

3.5.2 The 2022/23 Budget approved by Executive in February 2022 includes a significant element of the net full year impact identified above. Given the significant financial savings that the Council will need to make over the next four years, it is important that all future cost pressures are contained and that savings are identified early to mitigate these pressures.

3.5.3 Further details are included in Appendix 5.

## Investment Income

### 3.6 Income from Investment Properties

3.6.1 A balanced budget is projected for net investment income which takes into consideration the following:

- (i) The investment income budget was reduced by £650k for 2021/22 to reflect the prevailing market conditions and the continuing impact of Covid on economic activity, and monitoring during the year does not currently anticipate a variation to this revised budget based on the value of invoices raised. However, the ongoing market pressures and the impact of Covid on high streets means there is some uncertainty over the current outstanding debts of tenants within these properties, including any that have since entered into administration. Whilst other tenants have received assistance in the form of rental deferrals, ultimately it is likely that some will be unable to pay, and the Council has set aside additional provision for bad debts in anticipation of an increase in non-payment. However, the actual financial impact will not become clear for some time.

### 3.7 Interest on Balances

3.7.1 The persistent low interest rate environment in the UK has led to new core treasury investments being taken out at an average rate of less than 0.5%. Whilst the Bank of England base rate is expected to continue to rise (having risen from 0.25% to 0.5% in February 2022),

the Council anticipates a significant lag before this translates into investment opportunities that provide a return in excess of what is currently being achieved by the Council.

- 3.7.2 The treasury management strategy has previously been revised to enable alternative investments of £100m which will generate additional income of around £2m compared with lending to banks. and officers continue to look for alternative investment opportunities, both within the current strategy and outside, for consideration as part of the ongoing review of the strategy.
- 3.7.3 For 2021/22, overall budgeted income has been maintained at £3,591k and current projections indicate that outturn will be in line with budget.

### **3.8 The Schools Budget**

- 3.8.1 Expenditure on schools is funded through the Dedicated Schools Grant (DSG) provided for by the Department for Education (DfE). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools Budget. Any overspend or underspend must be carried forward to the following year's Schools Budget.
- 3.8.2 There is a current projected overspend in DSG of £5,183k. This will be added to the £1,139k deficit that was carried forward from 2020/21. Included in this figure is an increase in the High Needs Block DSG of £1,333k and also a decrease in the Early Years Block DSG allocation of £2,410k. The prior year adjustment to the Early Years Block has now been announced, which decreases the allocation in the early years block by a further £576k. There are some underspends in the Early Years Block that offset these reductions. This would give a total DSG deficit of £6,322k. It should be noted that the DSG can fluctuate due to pupils requiring additional services or being placed in expensive placements.

### **3.9 Investment Fund and Growth Fund**

- 3.9.1 Full details of the current position on the Investment Fund and the Growth Fund are included in the Capital Programme Monitoring Q3 2021/22 which was reported to Executive in February 2022. The uncommitted balances stand at £12.5m for the Investment Fund and £12m for the Growth Fund.

### **3.10 Property Team resourcing needs**

- 3.10.1 The two key challenges the Estate Management team face at present are as follows:
- Challenge One - The under resourcing of the team by Cushman & Wakefield has left a large backlog of casework which the existing team cannot address as they are already operating at full capacity processing current casework.
  - Challenge Two - The now in-house Estate Management team comprises 3 less team members than it did directly prior to the outsourcing. Whilst functions delivered by the team have changed slightly over time, the overall volume of work that the team must process is comparable and the reduced head count means that there is simply not enough capacity to effectively deliver the service function.
- 3.10.2 To address challenge one above, it is recommended that two interim members of staff are recruited to clear the backlog of tasks that has built up over the course of the function being with Cushman & Wakefield. It is anticipated that the backlog could be cleared within 12-18 months with this additional resource in place. If these staff could be recruited and in post as early as May 2022, this would cost £169k in 2022/23 and a further £108k the following year.

3.10.3 To address challenge two above, it is also recommended that two permanent members of staff are recruited at a junior level (graduate surveyor / technical assistant) to focus on delivering the low value / low impact and routine tasks. This will free up some of the more senior and experienced team members to focus on complex, high value and high impact tasks which will drive efficiency and increase the quality-of-service provision. These staff could be recruited and in post by October 2022, following role creation and evaluation, and would cost £55k in 2023/24 and £110k a year thereafter.

3.10.4 The total cost of resources being requested are therefore:

	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>Full Year £'000</b>
2 x interim surveyors (May '22 – Oct '23)	169	108	-
2 x graduate surveyors/tech assistants (from Oct '22)	55	110	110
<b>Total Cost</b>	<b>224</b>	<b>218</b>	<b>110</b>

3.10.5 Whilst the key driver behind these recommendations is one business need, having reviewed the list of outstanding projects that the team are currently unable to resource, Property Services officers estimate that bringing these matters to a conclusion would benefit the Council by securing additional income to the portfolio's annual rent roll of circa £0.5m compared to the current level of rental income. This has been tested through the temporary recruitment of an interim surveyor which has allowed the team to recently secure in the region of £100k of income for the Council primarily through the completion of several outstanding rent reviews which the team previously did not have resources to complete.

3.10.6 This additional income will only partly fund the projected costs of £224k in 2022/23 and therefore it is requested to drawdown the balance of required funding from the Invest to Save earmarked reserve of £124k. From April 2023, once further additional income has crystallised, this will be used to repay the Invest to Save funding and then sustain the additional staffing cost through a permanent increase in the Council's Property Income Budget, which will need to be reflected in the next update of the financial forecast.

### **3.11 Discharge and Winter Pressures**

3.11.1 During the pandemic, the cost of hospital discharge care packages has been funded by NHS England via a recharge to South East London CCG. Initially this funding was for as long as the package continued, which later reduced to the first 6 weeks only, and subsequently to 4 weeks. Funding from NHS England ceases at the end of March 2022; however South East London CCG have allocated further funding for 2022/23 only to mitigate the impact of these costs. Bromley's allocation is £3.9m plus £0.6m winter pressures funding. Further details, including the allocation of this funding, will be reported as part of the 2022/23 financial monitoring report to the Executive later this year.

### **3.12 Financial Context**

3.12.1 The 2022/23 Council Tax report identified the latest financial projections and a future year budget gap due to the impact of inflation, service and cost pressures and ongoing significant reductions in government funding. Details were reported in the 2022/23 Council Tax report to Executive in February 2022.

- 3.12.2 As reported, as part of the Council's financial strategy, a prudent approach has been adopted in considering the central contingency sum to reflect any inherent risks, the potential impact of new burdens, population increases or actions taken by other public bodies which could affect the Council. The approach has also been one of 'front loading' savings to ensure difficult decisions are taken early in the budgetary cycle. This has enabled a longer term approach to generate further income from the additional resources available as well as to mitigate against significant risks and provide a more sustainable financial position in the longer term.
- 3.12.3 The 2022/23 Council Tax report identified a budget gap of £19.5m per annum by 2025/26. The financial forecast and budget will be affected by inflation, changes in government funding and new burdens and realistically any future year overspends will need to be funded from alternative savings. It is therefore important to ensure that action is taken, where possible, to contain costs within budget which reduces the risk of the Council's budget gap increasing further thereby increasing the savings required in future years. It is important to note that the budget gap identified above excludes a potential significant shortfall of funding relating to the future responsibility covering Fair Cost of Care (early indications of additional costs of between £10m to £15m per annum) as reported to Executive in January 2022.
- 3.12.4 The Council has received significant financial support from Government during the Covid pandemic with funding provided in 2020/21 and 2021/22.
- 3.12.5 It is clear that there are potential additional cost pressures facing the Council due to the impact of the pandemic which includes for example:
- Medium term impact of increase in referrals for children social care;
  - 'Long Covid' effect on adult social care activity and costs;
  - Potential increase in homelessness costs;
  - Reduced income remaining from car parking and other income sources;
  - Ongoing challenges relating to debt recovery (partly due to required delay enforcement action for income recovery);
- 3.12.6 The Government did not provide any specific funding, within the 202/23 Local government Finance Settlement, for the impact of the 'new normal' for 2022/23. To address the need to meet ongoing COVID related costs Members previously approved a Covid recovery fund reserve of £10.273m in recognition of the medium-term impact of the pandemic and the need to meet the future year costs, from Government funding provided. Combined with unringfenced Government funding during 2021/22 (part utilisation of £2.771m), it is proposed that these resources are utilised to support the impact of Covid on the Council's revenue budget between 2022/23 and 2024/25 providing total funding of £13.044m (£5.848m in 2022/23, £4.648m in 2023/24 and £2.548m in 2024/25).
- 3.12.7 This report proposes that any used contingency sum is set aside towards Housing Investment Fund Members (£1.242m) and the Capital Financing Fund (£2.9m). Further details are provided in 3.2.5 and 3.2.6 of the report.
- 3.12.8 Details relating to the covid funding available in 2020/21 and 2021/22 are provided in Appendix 7 of this report. Members should also refer to the report titled 'COVID-19 Grants' submitted to Executive, Resources and Contracts PDS Committee on 13<sup>th</sup> October 2021.

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

4.1 The 2021/22 budget reflects the financial impact of the Council’s strategies and service plans which impact on all of the Council’s customers and users of our services.

## 5. POLICY IMPLICATIONS

5.1 The “Building a Better Bromley” objective of being an Excellent Council refers to the Council’s intention to ensure good strategic financial management and robust discipline to deliver within our budgets.

5.2 The “2021/22 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2021/22 to minimise the risk of compounding financial pressures in future years.

## 6. FINANCIAL IMPLICATIONS

6.1 These are contained within the body of the report with additional information provided in the appendices.

<b>Non-Applicable Sections:</b>	Personnel, Legal, Procurement
Background Documents: (Access via Contact Officer)	Provisional Final Accounts 2020/21 – Executive 30 <sup>th</sup> June 2021; 2021/22 Council Tax – Executive 10 <sup>th</sup> February 2021; Draft 2021/22 Budget and Update on Council’s Financial Strategy 2022/23 to 2024/25 – Executive 13 <sup>th</sup> January 2021; Treasury Management Annual Investment Strategy 2021/22 and Quarter 3 performance– Council 1 <sup>st</sup> March 2021; Financial Management Budget Monitoring files across all portfolios.

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## GENERAL FUND - PROVISIONAL OUTTURN FOR 2021/22

Portfolio	2021/22	Budget	2021/22	2021/22	Variation	Variation
	Original	Variations	Latest	Projected		
	Budget	allocated in	Approved	Outturn		previously
	£'000	year #	Budget	£'000	£'000	Exec
Adult Care & Health	74,214	150	74,364	74,251	Cr 113	215
Children, Education & Families (incl. Schools' Budget)	46,045	262	46,307	48,294	1,987	1,806
Environment & Community	31,761	764	32,525	32,519	Cr 6	206
Public Protection & Enforcement	2,536	0	2,536	2,536	0	0
Renewal, Recreation & Housing	15,105	968	16,073	16,175	102	614
Resources, Commissioning & Contracts Management	45,649	1,059	46,708	45,946	Cr 762	Cr 383
<b>Total Controllable Budgets</b>	<b>215,310</b>	<b>3,203</b>	<b>218,513</b>	<b>219,721</b>	<b>1,208</b>	<b>2,458</b>
Capital, Insurance & Pensions Costs (see note 2)	11,444	0	11,444	11,444	0	0
Non General Fund Recharges	Cr 902	0	Cr 902	Cr 902	0	0
<b>Total Portfolios (see note 1)</b>	<b>225,852</b>	<b>3,203</b>	<b>229,055</b>	<b>230,263</b>	<b>1,208</b>	<b>2,458</b>
<b>Central Items:</b>						
Income from Investment Properties	Cr 9,169	0	Cr 9,169	Cr 9,169	0	0
Interest on General Fund Balances	Cr 3,591	0	Cr 3,591	Cr 3,591	0	0
<b>Total Investment Income</b>	<b>Cr 12,760</b>	<b>0</b>	<b>Cr 12,760</b>	<b>Cr 12,760</b>	<b>0</b>	<b>0</b>
<b>Contingency Provision (see Appendix 4)</b>	14,391	Cr 7,456	6,935	1,059	Cr 5,876	Cr 2,200
<b>Other central items</b>						
Reversal of net Capital Charges (see note 2)	Cr 9,878	0	Cr 9,878	Cr 9,878	0	0
Utilisation/Set Aside of Prior Year Collection Fund Surplus	1,911	0	1,911	1,911	0	0
New Homes Bonus Support for Revenue	707	0	707	707	0	0
Local Council Tax Support Grant	0	0	0	Cr 2,283	Cr 2,283	Cr 2,283
Collection Fund deferred cost reserve	0	0	0	2,283	2,283	2,283
Platinum Jubilee Parks Fund	0	1,000	1,000	1,000	0	0
Contribution to Collection Fund Surplus set aside reserve	0	0	0	4,605	4,605	0
Housing Investment Fund	0	1,242	1,242	1,242	0	0
Capital Fund	0	2,900	2,900	2,900	0	0
Levies	1,275	0	1,275	1,275	0	0
<b>Total other central items</b>	<b>Cr 5,985</b>	<b>5,142</b>	<b>Cr 843</b>	<b>3,762</b>	<b>4,605</b>	<b>0</b>
<b>Prior Year Adjustments</b>						
Release of excess provision for COVID related parks event income loss	0	0	0	Cr 125	Cr 125	Cr 125
Sales, Fees and Charges Grant Payments allocation	0	0	0	93	93	93
Social care placements	0	0	0	Cr 801	Cr 801	Cr 801
Back Dated Temporary Accommodation Rent	0	0	0	104	104	104
<b>Total Prior Year Adjustments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Cr 729</b>	<b>Cr 729</b>	<b>Cr 729</b>
<b>Total all central items</b>	<b>Cr 4,354</b>	<b>Cr 2,314</b>	<b>Cr 6,668</b>	<b>Cr 8,668</b>	<b>Cr 2,000</b>	<b>Cr 2,929</b>
<b>Bromley's Requirement before balances</b>	<b>221,498</b>	<b>889</b>	<b>222,387</b>	<b>221,595</b>	<b>Cr 792</b>	<b>Cr 471</b>
Carry Forwards from 2020/21 (see note 3)	0	Cr 816	Cr 816	0	816	816
<b>Adjustment to Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Cr 24</b>	<b>Cr 24</b>	<b>Cr 345</b>
	221,498	73	221,571	221,571	0	0
Business Rates Retention Scheme (Retained Income, Top-up and S31 Grants)	Cr 40,874	0	Cr 40,874	Cr 40,874	0	0
Collection Fund losses	548	0	548	548	0	0
New Homes Bonus	Cr 707	0	Cr 707	Cr 707	0	0
New Homes Bonus Topslice	0	Cr 73	Cr 73	Cr 73	0	0
Collection Fund Surplus	Cr 5,153	0	Cr 5,153	Cr 5,153	0	0
<b>Bromley's Requirement</b>	<b>175,312</b>	<b>0</b>	<b>175,312</b>	<b>175,312</b>	<b>0</b>	<b>0</b>
GLA Precept	48,013	0	48,013	48,013	0	0
<b>Council Tax Requirement</b>	<b>223,325</b>	<b>0</b>	<b>223,325</b>	<b>223,325</b>	<b>0</b>	<b>0</b>

# Budget Variations allocated to portfolios in year consists of:

1) Carry forwards from 2020/21	£'000	
2) Allocations from the central contingency provision	816	(see note 3)
	<u>2,387</u>	(see Appendix 4)
	<u>3,203</u>	

1) **NOTES**

Portfolio Final Approved Budgets analysed over Departments as follows:

	2021/22	Budget	2021/22	2021/22	Variation	Variation
	Original	allocated in	Latest	Projected		previously
	Budget	year #	Approved	Outturn	Variation	reported
	£'000	£'000	Budget	£'000	£'000	Exec
People Department	136,565	308	136,873	138,783	1,910	1,647
Place Department	66,315	2,045	68,360	68,401	41	380
Chief Executive's Department	22,972	850	23,822	23,079	Cr 743	0
	<u>225,852</u>	<u>3,203</u>	<u>229,055</u>	<u>230,263</u>	<u>1,208</u>	<u>2,027</u>

2) **Reversal of net Capital Charges**

This is to reflect the technical accounting requirements contained in CIPFA's Code of Practice for Local Authority Accounting and has no impact on the Council's General Fund.

3) **Carry Forwards from 2020/21**

Carry forwards from 2020/21 into 2021/22 totalling £816k were approved by Council and the Executive. Full details were reported to the June meeting of the Executive in the "Provisional Final Accounts 2020/21" report.

## **Comments from the Executive Director of Environment and Community Services**

### **(Environment & Community Portfolio)**

Like the rest of the Council, the Covid-19 pandemic and resultant restrictions had a significant impact on many of the Environment and Community Services Portfolio's services in 2020/21 and continue to do so for several frontline services into this financial year with an overall overspend of £1.804m projected, before application of Covid grant funding. The main service areas affected are:

- Parking services were most severely affected during the initial lockdown restrictions in 2020, with a 95% reduction in parking use at one stage and a corresponding decrease in the level of enforcement. The income budget for 2021/22 was consequently reduced by £1.2m and while there has been a good level of recovery in recent months, use of surface and multi-storey car parks in particular remain somewhat lower than budgeted. Although enforcement activity has largely returned to pre-Covid levels and income from PCN's is now projected to overachieve, the income target from the introduction this year of Moving Traffic Contraventions will not be achieved.

- Waste services were impacted as a result of people remaining at home during periods of lockdown, subsequent continued restrictions and more people working from home generating significantly increased volumes of residual waste to be disposed. Although the budget was consequently increased by £0.5m for 2021/22 to take this into account, that trend has continued with consequential pressure on budgets. In addition, trade waste income has also been severely affected with businesses not operating as normal for much of the last 18 months and some no longer trading; consequently income levels are projected to be under budget this year.

- Income from other fees and charges is also affected across all services to some degree with marked reductions in income from street traders licences.

### **(Public Protection and Enforcement Portfolio)**

The Public Protection and Enforcement Portfolio has had to meet the unbudgeted costs of the Council's contribution to London-wide emergency mortuary provision, although the contribution this year will now be lower than expected. During 2020/21 there was also an impact on the Council's own services due to the impact of an increased number of Covid-19 deaths on the costs of the Coroners and mortuary services, together with an expected reduction in income from public protection services. These pressures are now manifesting in 2021/22 with additional costs projected for the year. This situation would be exacerbated if there were further increases in infections especially during the winter period.

## **Analysis of Risks**

### **– Environment & Community Portfolio**

Although there are no legal Covid-19 restrictions now in place, future increases in infections and reintroduction of some restrictions would add to uncertainty of how long these measures could be in force for. Nor it is yet clear what the longer term wider economic impacts will be and how this will affect services later in the year and beyond.

In respect of waste, the new contracts have been in place since April 2019. Contract costs are subject to volatility as any growth in the number of properties and tonnages collected will incur additional expenditure, due to the extra collections that would be required and the additional waste that is generated. Any fluctuations on the market prices will affect the income from sales of recyclates income. Another potential risk area is recycling paper income. Wet weather affects the quality of the paper collected and therefore may lead to issues arising with the processing of it as 'paper' and a loss of income. Furthermore, latest monitoring has demonstrated the effect of changing economic and working patterns and it is not possible to predict the extent to which some of these trends will become embedded.



Over and above the current impact of Covid-19, Parking will continue to experience fluctuations in both income from On and Off Street Parking as usage varies, as well as changes in enforcement income. Income levels are difficult to predict as accurately as levels of parking are dependent on a wide variety of factors of which some are beyond the Council's control. In addition, enforcement of Moving Traffic Contraventions recently commenced in accordance with the previous decision taken by the Executive. Income projections were based on previously anticipated volumes of traffic, which have been significantly lower mainly as a result of the impact of Covid.

Many of the Portfolio's services can be affected by severe weather events which cannot be predicted. In particular, the highways winter service, grounds maintenance and trees.

There is ongoing uncertainty with regard to TFL funding.

#### **– Public Protection & Enforcement Portfolio**

Any high profile inquests or significant increase in volume of cases could increase the cost of the Coroner's service. There is also still some uncertainty with regard to the Coroners core costs for 2021/22.

The provision of a sustainable mortuary service at an affordable cost in the long term is problematic due to variables in demand and a very limited market with little competition.

#### **Comments from the Director of Adult Social Care**

We had a particularly busy period of activity over Christmas as is usual, but with the added pressure of the acute service continuing to seek to reduce the waiting lists for treatment. As such demand for assessments resulting in support have continued at a high level. The SPA has however kept pace with the increase in demand to discharge patients from acute settings. Continued funding from health to support discharge has been confirmed to the financial year end; this is currently expected to cover the cost of these packages. SEL CCG has also just confirmed additional funding into the new financial year to assist with ongoing pressures and in recognition of the increase in demand.

Relationships with partners have continued to be strong and we have jointly used the learning from the pandemic and embedded this in our practice and forward planning. Further funding was released by the government very recently to respond to the Omicron variant, plans are in place to use this to support the wider system.

We continue to focus efforts in the process of hospital discharge to avoid placements through support plans that focus on support at home and promoting independence. The new contractual relationships with home care providers are enabling us to keep pace with demand.

Since the last meeting the government has removed the requirement for staff working in care homes to be vaccinated, although this is still required. We continue to support care providers who experience outbreaks in infections to ensure the system is sustainable.

Work continues to deliver savings identified through the Transformation programme and progress is monitored on a monthly basis. New targets are being developed to help offset the overall pressures on the Council's budget as we move into the next financial year.

#### **Comments from the Director of Housing, Planning and Regeneration**

£1,403k of growth was included in the housing budget for 2021/22 to reflect the continuing pressures in relation to homelessness and the provision of temporary accommodation. A total of £886k savings have also been included to mitigate these pressures.

Whilst approaches remain high, the ongoing supply of acquired properties and prevention work has continued to slow the rate of growth in nightly paid accommodation placements. However there is likely to be increased pressures now that the moratorium on evictions during the pandemic has been lifted as these cases make their way through the courts and the model has above has been adjusted to reflect the increasing placements averaging 15 per month. This position does rely on the supply of acquired properties continuing to come through. This results in a projected £816k overspend on temporary accommodation (net of projected savings), with a £470k overspend on housing overall. As has been reported work is ongoing to increase the supply of affordable housing to continue to mitigate and reduce the current pressures relating to temporary accommodation particularly in relation to the increased ability to secure leased accommodation within temporary accommodation subsidy rates.

A substantial part of Planning Services' work attracts a fee income for the Council, for example the planning application fees. The fee income and volume of work reflects the wider economic circumstances affecting development pressures in the Borough. There is a risk of income variation beyond the Council's immediate control; however, trends are regularly monitored in order that appropriate action can be taken. Action has successfully been taken to negate the risk of Government Designation for Special Measures due to Planning performance for the current year. However, this is based on the actions identified being implemented to reduce the risk of Government Designation in future years.

There is a risk of substantial planning appeal costs being awarded against the Council by the Planning Inspectorate if the Council is found to have acted unreasonably. For major appeals, which can arise unpredictably, there is often a need for specialist external consultant's advice which creates additional costs.

The key risks in the Renewal, Recreation and Housing Portfolio continue to be:

- i) Increased homelessness and the associated costs particularly relating to the increased demand for placements across London.
- ii) Increased rent arrears arising from roll out of Welfare reform and impact of COVID
- iii) Reduced vacant housing association properties coming forward for letting
- iv) Increased maintenance and repairs costs in relation to the travellers site required to maintain health and safety standards
- v) Increase in planning applications and need to ensure application processing is sufficiently resourced
- vi) Increases being seen in construction and maintenance costs

Finally, the immediate and ongoing impacts of the Covid-19 pandemic on budgets are only now becoming apparent. Significant losses in income, in particular from commercial rents, are expected as town centres have been severely affected during lockdown restrictions. There is also likely to be an increase in homeless presentations and families requiring temporary accommodation as the current moratorium on evictions is eased later in the year. The full impact in 2021/22 and future years is difficult to assess at this stage and will be largely dependent on the easing of restrictions and recovery of the wider economy.

### **Comments from the Director of Childrens Services**

The Children, Education and Families Portfolio has an overspend of £1,987,000 for the year.

The Education Division has an underspend of £649k. This figure has partially been offset by using one off COVID funding to reduce the in year overspend by £1m. The overspend is mainly to do with SEN transport.

Initial analysis indicates that there are two main causal factors resulting in the forecast overspend position on transport:

Increase in number and complexity of Special Educational Needs and Disabilities - The national increase in EHCPs is widely acknowledged as unsustainable and the rate of increase is accelerating across the country. In Bromley, despite gatekeeping measures, the increase in EHCPs has now reached 17%, higher than the projected increase of 14% used to produce Growth funding assumptions. Additionally, the complexity of children and young people's needs is increasing, particularly Covid-related acute social, emotional and mental health needs, which require specialist provision which is typically costly independent provision outside of Bromley. Transport is often required and although officers seek to minimise costs, transport is often required to meet children's needs.

Transport provider pressures arising from the Covid-19 pandemic - The number of children requiring transport has increased by circa 17%, but this only accounts for part of the increase in costs. The outgoing Transport Manager reports that the unavailability of drivers has resulted in more expensive providers having to be used from the call off framework. Anecdotally, there are reports from across the UK and in Bromley that a large number of former minicab drivers have moved to delivering parcels and takeaway deliveries which were a significant growth area in the pandemic, resulting in drivers and smaller vehicles not being available. In addition, during the pandemic single transport was required for those vulnerable children attending schools and shared cross-Borough arrangements ceased and this further impacted on the cost. Whilst children are now expected to be in school settings post the lockdown the number of drivers available to pick this up has reduced and forced costs up.

Immediate management action was taken on the notification of the forecast budget overspend position. A specialist external transport adviser has undertaken a review of SEN transport arrangements, including benchmarking analysis and a full review of processes and eligibility criteria to identify potential savings. This has enabled significant mitigation proposals to be identified as part of the MTFS process, which would offset the forecast pressures on SEN Transport. In addition work has been undertaken by our AD Strategic Performance resulting in predictive work for the next few years. This work will feature in the regular budget challenge with the Chief Executive and the Director of Finance. We have also recently purchased new software that will assist us to review transport routes and seek to reduce and optimise existing routes so that taxi costs can be reduced .

This is an area of complexity involving children transitioning from pre-school to primary schools and from primary to secondary schools and onward to colleges. Route planning can only take place in September once school places have been confirmed hence the reporting timetable of November

There is a current projected overspend in DSG of £5,183k. This will be added to the £1,139k carried forward from 2020/21. This gives us an estimated DSG deficit balance of £6,322k into the new financial year. Adjustments relating to the Early Years DSG funding for 2021/22 and a backdated DSG adjustment for 2020/21 have had an impact. Although there are some underspends to offset these in early years they do not cover the whole reduction in grant. There has also been increases in SEN placements and top up funding that have had an impact.

The impact of additional legal duties from the SEND Reforms, has led to unsustainable financial pressures on High Needs costs within the DSG. An increase in Government funding (>£5m in 2021/22) is not sufficient to meet the increased costs. We understand that Bromley is one of the last London Boroughs to incur a deficit in the DSG, with some local authorities having deficits in excess of £20m. The legal framework is heavily weighted in favour of parental preference, which is often for independent day and residential provision. Outcomes from Tribunals on the basis of cost are often unsuccessful, incurring further legal additional costs to the Local Authority A further review will be undertaken over the next few months to look at the panel decisions and a greater onus on parents to make use of mediation before moving to tribunal's. The review will also consider the quality of assessments and consideration of what successful challenges the Local Authority may make to the tribunals.

The number of children and young people requiring an Education, Health and Care Plan and the increase in the complexity of needs is the key driver for increased cost pressures in the SEN placement budget. At 17%, the current growth in EHCPs exceeds the forecast used to project growth funding. In the 2020 calendar year, 453 new EHCPs were issued, up from 274 in 2018 and 352 in 2019. We have sought to commission additional local specialist provision, including a new special free school due to open in 2023, but the needs and tribunal challenges are such that we have no choice but to continue placing children in more costly provision to ensure we are not in default of our legal statutory duties.

The unsustainability of the SEN system is a national issue and there are high expectations being set for the DfE's SEND Review which has continually been delayed and has again now been pushed back further into 2022. Nevertheless, officers are seeking to further reduce costs, within the tight constraints of the legal framework. Officers are working on a deficit recovery plan ahead of this being required by the DfE.

A review of High Needs Funding Bands has commenced, with oversight from the SEND Governance Board and CEF PDS. This will consider how the funding bands can be simplified and to identify where any savings can be made. We continue to work on increases to local specialist provision, including the special free school and increases in Additionally Resourced Provisions, which are specialist classes within mainstream schools.

In Children's Social Care the overspend is £1,338k. This figure has partially been offset by using one off COVID funding to reduce the in year overspend by £2.5m.

The ongoing impact of C19 on Children Services continues especially in respect of contacts into our MASH – these continue to remain consistently around 1,000 contacts per month with little sign of a reduction. This compares to around 600 in April 2020 and it is the complexity of need from the families and children that have an added dimension. The courts are still working to fully recover from the backlog and final hearings are now being scheduled for later in 2022 resulting in children remaining in the care system until that decision is made. The courts are only now returning to face to face tribunals since the pandemic but with little court space and Judges there is still pressure to reduce the backlog. The courts continue to be risk averse in making supervision orders even for those Special Guardianship orders, in usual circumstances no order would be expected to be made if an assessment was completed. Such moves result in social work time and increased caseloads restricting the flow as we have done pre pandemic.

There are currently 92 children waiting court outcomes which is slight reduction from 102 previously. Many of these children's final care plans for permanency are either SGO or Adoption resulting in around 28 children who should come out of the system and would be closed to the LA. The fallout from this pandemic will continue for some considerable time to come particularly in relation to the increasing referral rate and complexity of the children coming into care and we have seen an increase in care for children with disabilities resulting in double the number to 29 which is included in the total number of CLA. The increase in mental health and wellbeing amongst young people has resulted nationally in an increase in suicide and suicidal ideation and with the lack of CAMHS and adult mental health services the risk and support is falling to the Local Authority. To ameliorate this because the Local Authority has no option, we have used the Covid funding to recruit two mental health practitioners to support our children.

We continue to see the significant impact on the most vulnerable families and our efforts to safeguard them but the cost of supporting them through the last year and what will inevitably be the ripple effect in 2021/22. We continue to concentrate on ensuring that children are safeguarded throughout the current crisis and as we move forward over the next year to 12 - 18 months. Of course, if children come into the system and are unable to be reunified within 6 months the likelihood is that these young people will remain long term and move through to increase the numbers and cost as care leavers up until the age of 25 years.

We have returned to face to face visits for some while now. Our Early intervention service for the first time ever has seen waiting lists of 60 plus and as such have pivoted to develop a light touch assessment for some families to ensure that they are supported, preventing crisis and routes into the statutory services.

We are still experiencing families being referred who have not previously been known to the Local Authority. This is an indication of the impact of Covid where prior they would be reliant on families, friends, networks and community – such referrals are not light touch and have resulted in immediate escalation through to the courts particularly where immobile babies and young children are being harmed. CLA numbers remain high and are at higher levels than were budgeted

There continues to be increased requests for support particularly in CWD which has meant a rise in demand for our short break provision. In response we have sought to increase the number of nights available for the number of families requiring this. Whilst These continued pressures have meant an increase in our looked after population in CWD despite the innovative and expensive care packages put in to support with health provision short breaks. The resilience for some families is now being significantly tested following two years of Covid challenges. This is primarily seen in families for children with profound and complex health and challenging sometimes aggressive behaviour. We review annually the contribution from the CCG and completed this this exercise in November to ensure that we obtain the appropriate contribution from partners to meet the costs of these support packages.

During the height of the pandemic we were cautious in relation to closing cases which was acknowledged as good practice by Ofsted, and where children in ordinary circumstances may have been removed from plans multi agency professionals and families have a heightened anxiety requesting the LA to remain involved. We continue to review all CIN cases open over 9 months via our CIN Panel to ensure that we are either able to close or step down. However, as we now move back towards a position where “living with Covid” will be the expectation, we will be reviewing how best to respond to continuing needs and demands and to explore how we might support families in a wider range of ways that will also involve partners and early help services.

Throughout the Autumn we experienced a higher number of positive cases within the younger generation and whilst the increasing numbers of infection do not necessarily warrant hospitalisation it continues to place strain on families. With the roll out of the vaccine to children 12 years and above it is hoped this will stem some of the issues.

The risks in the Children, Education & Families Portfolio are:-

- i) Recruitment and retention of permanent staff/ ability to recruit skilled staff for the posts vacant and competitive salaries being paid at this time
- ii) Limited supply and increasing costs of residential placements – including the specialist placements for very complex young people. For example Bromley has had in the last 2 years reduced its use of residential mother and baby placements but we have seen an increase in this area with the courts directing such placements which impacts on the cost of our placements budget. The cost of such placements is high and then with the delay to final hearing families are being retained in these placements beyond the assessment.
- iii) Increase in the Looked After Population due to C19 and families being unable to cope.
- iv) Increased complexity of children (SEND).
- v) Impact of Social Work Act 2017 implementation.
- vi) Whilst we have seen partner agencies returning to their usual practice there is still high anxiety amongst them in relation to referrals and hesitancy in ownership around cases being closed to the statutory services and the universal services being responsible.
- vii) Long term closure of short breaks throughout 2020/21 resulting in demand and cost pressures.
- viii) Shortage of local school places.

- ix) Increasing High Needs Block expenditure not matched by a commensurate increase in Government Grant
- x) Continuing impact of 2014 Children and Families Act extending the age range to 25 for Education, Health
- xi) Responsibility of Virtual School (VS) in relation to supporting any child adopted living within Bromley entitled to support – this support can be requested from families and schools and with the Covid this has increased significantly stretching the VS team. We will not know the impact of this change for up to 12 months.

## Adult Care and Health Portfolio Budget Monitoring Summary

2020/21 Actuals	Division Service Areas	2021/22 Original Budget £'000	2021/22 Latest Approved £'000	2021/22 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>PEOPLE DEPARTMENT</b>							
	<b>Adult Social Care</b>							
20,905	Assessment and Care Management	23,789	23,783	25,132	1,349	1	1,112	3,374
83	Direct Services	94	90	90	0	2	0	0
1,505	Quality Assurance & Safeguarding	1,606	1,664	1,830	166	3	Cr 28	0
37,198	Learning Disabilities	38,666	38,612	39,142	530	4	285	2,682
7,734	Mental Health	8,019	8,328	8,435	107	5	Cr 69	371
775	Placements and Brokerage	828	878	878	0		0	0
Cr 180	Better Care Funding - Protection of Social Care	0	0	Cr 266	Cr 266		Cr 85	0
Cr 535	CCG Support for Social Care	0	0	Cr 920	Cr 920	6	0	0
0	COVID grant to support impact of COVID on services	0	Cr 150	Cr 1,150	Cr 1,000	7	Cr 1,000	0
<b>67,485</b>		<b>73,002</b>	<b>73,205</b>	<b>73,171</b>	<b>Cr 34</b>		<b>215</b>	<b>6,427</b>
	<b>Integrated Commissioning Service</b>							
1,244	Integrated Commissioning Service	1,379	1,320	1,241	Cr 79	8	0	0
1,096	- Net Expenditure	1,160	1,160	1,109	Cr 51	9	0	0
Cr 1,096	- Recharge to Better Care Fund (Prot of Soc Care)	Cr 1,160	Cr 1,160	Cr 1,109	51		0	0
	Better Care Fund							
22,835	- Expenditure	23,605	24,258	24,258	0	10	0	0
Cr 22,859	- Income	Cr 23,631	Cr 24,284	Cr 24,284	0		0	0
	Improved Better Care Fund							
10,269	- Expenditure	7,503	10,050	10,050	0	11	0	0
Cr 10,269	- Income	Cr 7,503	Cr 10,050	Cr 10,050	0		0	0
<b>1,220</b>		<b>1,353</b>	<b>1,294</b>	<b>1,215</b>	<b>Cr 79</b>		<b>0</b>	<b>0</b>
	<b>Public Health</b>							
14,835	Public Health	14,971	15,190	15,190	0		0	0
Cr 14,971	Public Health - Grant Income	Cr 15,112	Cr 15,325	Cr 15,325	0		0	0
Cr 136		Cr 141	Cr 135	Cr 135	0		0	0
<b>68,569</b>	<b>TOTAL CONTROLLABLE ADULT CARE &amp; HEALTH</b>	<b>74,214</b>	<b>74,364</b>	<b>74,251</b>	<b>Cr 113</b>		<b>215</b>	<b>6,427</b>
3,400	<b>TOTAL NON CONTROLLABLE</b>	439	405	425	20		20	0
5,150	<b>TOTAL EXCLUDED RECHARGES</b>	4,991	5,066	5,066	0		0	0
<b>77,119</b>	<b>TOTAL ADULT CARE &amp; HEALTH PORTFOLIO</b>	<b>79,644</b>	<b>79,835</b>	<b>79,742</b>	<b>Cr 93</b>		<b>235</b>	<b>6,427</b>

## Reconciliation of Latest Approved Budget

£'000

## 2021/22 Original Budget

79,644

## Carry forwards requests

Better Care Fund		
- expenditure		113
- income	Cr	113
Improved Better Care Fund		
- expenditure		2,547
- income	Cr	2,547
Public Health Grant		
- expenditure		1,855
- income	Cr	1,855
Test and Trace Service Support Grant		
- expenditure		747
- income	Cr	747
Contain Outbreak Management Fund		
- expenditure		3,968
- income	Cr	3,968
Review of s31 Mental Health arrangements		20
Public Health - MOPAC funding		5

## Grants included within Central Contingency

Universal Drug Treatment Grant (PH)		
- expenditure		207
- income	Cr	207
Public Health Grant Increase		
- expenditure		213
- income	Cr	213
Obesity Grant (PH)		
- expenditure		89
- income	Cr	89
Infection Control Fund		
- expenditure		2,756
- income	Cr	2,756

Rapid Testing Fund		
- expenditure		1,939
- income	Cr	1,939
Vaccine Funding		
- expenditure		143
- income	Cr	143
Workforce Recruitment & Retention Fund		
- expenditure		2,294
- income	Cr	2,294
<b>Other:</b>		
2021/22 Repairs & Maintenance Programme	Cr	34
Transport Team transfer to Education		
- expenditure	Cr	75
- recharge		75
<b>Items Requested this Cycle:</b>		
Increased Better Care Fund allocation		
- expenditure		540
- income	Cr	540
Contain Outbreak Management Fund		
- expenditure		2,012
- income	Cr	2,012
Omicron Support Fund		
- expenditure		148
- income	Cr	298
Additional legal costs		350
<b>Latest Approved Budget for 2021/22</b>		<b><u>79,835</u></b>



## **REASONS FOR VARIATIONS**

### **Note regarding care package projections**

It should be noted that although this budget monitoring position is as at the end of December 2021, there have been some issues with the migration of data from CareFirst to LiquidLogic as well as the creation of Business Object reports that meant the data could not be relied on for budget monitoring purposes. Care package projections are therefore based on data from CareFirst as at 20th October.

### **1. Assessment and Care Management - Dr £1,349k**

The overspend in Assessment and Care Management can be analysed as follows:

	<u>Current</u>
	<u>Variation</u>
	£'000
<u>Physical Support / Sensory Support / Memory &amp; Cognition</u>	
<b>Services for 65 +</b>	
- Placements	2,422
- Domiciliary Care / Direct Payments	88
- Transformation savings	52
- Change in Credit Loss Allowance	154
	<u>2,716</u>
<b>Services for 18-64</b>	
- Placements	65
- Domiciliary Care / Direct Payments	149
	<u>214</u>
<b>Other</b>	
- Staffing	Cr 8
- Extra Care Housing	Cr 101
- Day Care	Cr 143
- Transport	Cr 235
- Community DoLS	Cr 562
- D2A	Cr 532
	<u>Cr 1,581</u>
	<u>1,349</u>

The 2020/21 budget includes funding for the full year effect of the September 2020 overspend as reported to Members as part of the September Budget Monitoring report.

#### **Services for 65+ - Dr £2,716k**

Numbers in residential and nursing care continue to be above the budget provision, currently 32 placements above the budget number of 457, with an overspend being projected of £2,478k for the year. Of this amount £851k relates to costs being incurred for both placements above the Council's guide rates and additional 1-2-1 care required for some service users in some of the residential settings. One of the budget savings from the 2020/21 budget was to minimise placements above the guide rates and officers continue to consider costs when placement's are being agreed, whilst at the same time needing to ensure the service users needs are met. There is a £56k projected underspend in respite care due to services being restricted due to the pandemic.

The overall position on the domiciliary care and direct payments budgets is a projected overspend of £88k. The previous reported figure was a £170k underspend, so this is a swing of Dr £258k. The majority of the change is in Domiciliary care which is projected to underspend by Cr £59k; a drop from the previously reported figure of Cr £312k. Numbers receiving domiciliary care had been dropping during the pandemic to it's lowest point in May 2021, however since then numbers had increased substantially and continue to rise, leading to a reduced projected underspend. In addition to this, there has been an increase in re-assessments of client contributions, including some adjustments going back to prior to the start of the financial year, which as had an impact on the underspend. There is a minor increase in the overspend on direct payments of £5k, from £142k to £147k.

The Credit Loss Allowance provision has been recalculated based on outstanding debts as the end of December 2021. Taking into account the age of debts and the stage of collection (eg write off, court action etc), an increase in the provision of £154k is projected to be required to maintain an appropriate level.

As part of the 2021/22 budget setting, savings of £185k were included in the division. £133k of this amount has been achieved leaving £52k remaining. At this stage it is not expected that this amount will be achieved.

#### **Services for 18-64+ - Dr £214k**

Placements for 18-64 age group are projected to overspend by £85k this year based on current service user numbers, a reduction of £40k since last time. Numbers are currently 1 above budget which is no change from the last reported position. Due to the expensive nature of placements for this age group, this has resulted in an overspend despite the number being under budget. There is a £20k projected underspend in respite care due to services being restricted due to the pandemic.

The overall position on the domiciliary care and direct payments budgets is a projected overspend of £149k, and increase of £32k from last time. Domiciliary care is currently projected to overspend by £267k and direct payments to underspend by £118k.

#### **Staffing - Cr £8k**

Staffing in Assessment & Care Management is currently expected to overspend by £8k. There is a projected overspend of £136k relating to the use of agency staff and where the turnover vacancy factor has not been achieved, offset by £144k projected underspend on the Recruitment & Retention budget.

#### Extra Care Housing - Cr £101k

The hours being delivered in the Extra Care Housing units continue to remain at the minimum level resulting in an expected underspend of £101k. There is an officer led project underway to ensure best use is made of the available Extra Care Housing capacity.

#### Day Care Services - Cr £143k

Day care services at centres have recently started to restart slowly, however for the year to date there has been very little spend on the budget. Closure of day centres have also had an impact on this budget. Conversely there has been an increase in the take up of the Bromley Mind at Home service, which has offset some of the underspend from the day centres, and overall the day care budget is expected to underspend by £143k. This amount includes an assumption of an increased uptake in the service for the remainder of the year reflecting service user choice and wider changes in society/behaviour as a result of the pandemic.

#### Transport - Cr £235k

The reduced use of Day Care services has impacted on the service provided by external transport providers as most trips relate to attendance at day centres, with an underspend for the year projected of £235k. As with day care there is an assumption of a return to near normal levels during the remainder of the year.

#### Community Deprivation of Liberty Service (CDoLS) - Cr £562k

At this stage of the year there has been no spend on this budget, and the expectation is that this will continue for the remainder of the year, therefore an underspend is reported on the full year budget.

#### Discharge to Assess (D2A) - Cr £532k

Due to Covid-19, discharges from hospital continue to follow a revised pathway in unison with health, funded by government grants. Since the last report, funding from the CCG is now continuing until the end of the financial year, therefore there will not be a call on this budget this year, resulting in an underspend on the whole budget.

### **2. Direct Services - Reablement & CARTs (Dr £215k/Cr £215k)**

The Reablement service which aims to the rehabilitate service users to enable them to remain independent is currently undergoing a review since management of the service returned to the Borough from the CCG earlier this year. As a result, a projected underspend, due to support worker vacancies is expected of £215k. As the service is funded from the Better Care Fund Protection of Social Care budget, this underspend is reported elsewhere on the Adult Care and Health Portfolio Budget.

### **3. Quality Assurance & Safeguarding - Dr £166k**

This service is responsible for contracts compliance and monitoring for adult social care contracts, adult safeguarding, as well as overseeing the Bromley Safeguarding Adults Board. It is also responsible for the Deprivation of Liberty Safeguards role. An overspend is now reported in this latter area as assessments are now having to be carried out face to face, whereas during the height of the pandemic they were able to be undertaken virtually at a lower cost. In addition, there have been additional costs to produce additional data for cases migrated into LiquidLogic from CareFirst to enable these assessments to be progressed. Based on costs for the last 2 months of the quarter, a projected overspend of £178k is likely. A minor underspend of £12k is currently projected as a result of staff vacancies in the service.

### **4. Learning Disabilities (LD) - Dr £530k**

The 2021/22 LD budget includes funding for anticipated 2021/22 demand-related pressures and the full year effect (FYE) of the 2020/21 overspend but also reductions relating to planned savings.

An overspend of £530k is currently anticipated and this is mainly due to the net impact of pressures arising from new and increased care packages and non-achievement of savings. Growth funded in the budget for the impact of the 2020/21 overspend slightly exceeded the actual full year effect of the 2020/21 outturn so this is not a factor.

COVID has continued to have an impact on uptake of services in 2021/22 and uncertainty remains going forward. Reduced expenditure was seen in 2020/21 in relation to the temporary cessation of day services, transport, some clients returning home from their placements, a reduction in domiciliary care services, increased levels of surplus direct payment funds returned and a higher than usual number of deaths.

Recent months have seen spend on domiciliary care services increase to pre-COVID levels and uptake of day services also appears to have increased. The exception to this is re-commissioned day services for service users with non-complex needs who formerly attended Astley Day Centre - take up of these new services continues to be phased in. The level of returned surplus direct payment funds remains higher than usual and an estimate of £450k for the year has been included in the December projections.

The projected cost of additional care packages put in place whilst other services were closed due to the COVID pandemic (£286k) is included within the reported position for LD but this is offset by the aforementioned COVID-related reductions in spend. These additional services are currently being reviewed with a view to mainstreaming the care package if there is an ongoing need or tailing off the package if higher levels of support are no longer required.

The 2021/22 LD budget includes a total of £1.2m savings in relation to: increasing the uptake of Shared Lives services; voluntary and community sector support to promote independence; strengths based provision from out of borough providers and action to mitigate growth pressures. In September it was assumed that £1m savings would be achieved in the last 6 months of the year, however this was an ambitious target. This figure has been revised down to £200k for the remainder of the year and it is hoped that this will be delivered through the review of high cost packages and ensuring these are best meeting clients' needs.

Two posts (Care Manager and Project Manager) were agreed for a period of one year to work on transformation of services and delivering the savings associated with increased uptake of the Shared Lives service. There have been extenuating circumstances in the service and these posts have not been filled this year. So that there is capacity to move this transformation project forward and deliver the savings in future years, approval is being sought to carry forward the funding for these posts to 2022/23 (£100k).

The reductions in spend discussed above (COVID-related; phasing in of recommissioned day services; associated impact on transport) have all contributed to reducing the in-year overall pressure on LD budgets from new and increased packages, without which the projected overspend would be higher. Many of the reductions are anticipated to be non-recurrent and this is a contributory factor to the projected overspend in a full year being significantly higher: £2,682k. The other major factor is that demand pressures have only a part year effect in 2021/22.

**5. Mental Health (MH) - Dr £107k**

Similar to Learning Disabilities above, the 2021/22 Mental Health budget includes funding for the full year effect of the 2020/21 overspend. The amount was based on the September 2020 budget monitoring forecast (£832k) but the full year effect of the outturn at the end of the year had reduced to £436k. The effect of this in isolation equates to a starting point for the year of a £396k underspend.

Activity has continued to increase since September and a projected overspend of £107k is now reported, compared to the previous underspend of £69k. Changes in placements for the 65+ age group have increased projected costs by £67k (reducing the underspend from £118k to £51k) whilst changes in Adults aged 18-64 have added £157k, increasing the overspend to £269k. This latter increase is mainly relating to Supported Living increases where numbers have increased by 3.

There has been some success in saving's within the budget, with £75k of the £150k already achieved, with the balance likely to be achieved by the end of the financial year.

The s31 agreement is projected to underspend by £10k and the intention is to seek carry forward approval to use this to part fund work on a s31 action plan in 2022/23. The recruitment and retention budget for staffing is projected to continue to underspend by £20k and other minor underspends totalling Cr £20k are expected.

**6. CCG Support for Social Care - Cr £920k**

In November 2021, South East London CCG confirmed they had allocated one-off financial support to the six local authorities to help maintain a robust social care offer over the remainder of the financial year, with £1,430k allocated to Bromley. £920k of this funding is being used to help offset some of the additional care packages and other pressures during the pandemic which are detailed in the notes above.

**7. COVID Grants - Cr £1,000k**

£1,000k of COVID grant funding from the un-ringfenced Contain Outbreak Management Fund has been legitimately allocated to offset much of the pressures above. Details of the use of COVID grant funding was included in the Council-wide budget monitoring report to Executive in November 2021.

**8. Integrated Commissioning Service - Cr £79k**

Projected underspends totalling £66k are anticipated on staffing - this is partly a result of COVID Grant funding contributing to the cost of existing staff who were diverted to work on the pandemic response in the early part of the year. A further £13k underspend is anticipated on contracts, including an underspend on the variable element of the direct payments contract as a result of lower volumes than budgeted.

**9. Information & Early Intervention - Cr £51k & Dr £51k (net nil)**

The underspend of £51k on the Information and Early Intervention (I&EI) Service arises from a combination of inflationary efficiencies on contracts (Cr £58k) and a projected underspend on the Innovation Fund (Cr £23k - LBB share). These are partly offset by a projected overspend of £30k on advocacy services which arises from volume pressures.

The whole I&EI net budget is funded from the element of the Better Care Fund set aside to protect social care services. This £51k underspend has therefore been used to offset other budget pressures within social care in line with the intentions of the funding.

**10. Better Care Fund (BCF) - Nil variation**

Other than variations on the protection of social care element, any underspends on Better Care Fund budgets will be carried forward for spending in future years under the pooled budget arrangement with South East London Clinical Commissioning Group (CCG).

**11. Improved Better Care Fund (IBCF) - Nil Variation**

The total amount of funding available in 2021/22 is:

	£'000
2021/22 IBCF allocation - recurrent	4,636
2021/22 IBCF allocation - non-recurrent (extended for 5th year)	1,677
2021/22 Winter Pressures Grant	1,190
Carry forward from previous years	2,547
	10,050

The non-recurrent IBCF funding of £1,677k has been extended for a fifth year and, for the second year running, this will fund a contribution to a 'whole system' reserve that can be called upon in relation to any crisis in the joint health and social care systems.

It is anticipated there will be an underspend of £1,400k on IBCF in 2021/22 and it is proposed to carry this funding forward to part mitigate growth pressures in the 2022/23 budget.

#### **Waiver of Financial Regulations**

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub-Committee bi-annually. The Director of Adult Social Care has additional authority in respect of placements.

Since the last report to the Executive, 6 waivers for Adult placements have been agreed for between £50k and £100k and none for more than £100k.

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

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive there have been three virements approved. One for £75k the transfer of transport staff to Education, one for £30k for the extension of two temporary care management posts funded from underspends in LD day services, and one for £10k for a change in an LD post funded from the assistive technology budget.

## Children, Education and Families Portfolio Budget Monitoring Summary

2020/21 Actuals	Service Areas	2021/22 Original Budget £'000	2021/22 Latest Approved £'000	2021/22 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>EDUCATION CARE &amp; HEALTH SERVICES DEPARTMENT</b>							
	<b>Education Division</b>							
Cr 423	Adult Education Centres	Cr 448	Cr 448	Cr 361	87	1	42	0
644	Schools and Early Years Commissioning & QA	735	735	710	Cr 25	2	Cr 118	0
6,827	SEN and Inclusion	7,707	7,859	9,885	2,026	3	1,615	2,637
126	Strategic Place Planning	103	103	103	0		0	0
Cr 30	Workforce Development & Governor Services	Cr 27	Cr 27	Cr 26	1		0	0
202	Access & Inclusion	184	184	281	97	4	39	0
Cr 1,416	Schools Budgets	Cr 1,482	Cr 1,482	Cr 1,482	0	5	0	0
146	Other Strategic Functions	777	816	812	Cr 4		0	0
0	Release of Education Risk Reserve	0	0	Cr 500	Cr 500		Cr 500	0
0	COVID grant to support impact of COVID on services	0	0	Cr 1,033	Cr 1,033		0	0
<b>6,076</b>		<b>7,549</b>	<b>7,740</b>	<b>8,389</b>	<b>649</b>		<b>1,078</b>	<b>2,637</b>
	<b>Children's Social Care</b>							
1,313	Bromley Youth Support Programme	1,657	1,657	1,758	101	6	115	0
856	Early Intervention and Family Support	1,236	1,236	1,030	Cr 206		Cr 98	0
6,379	CLA and Care Leavers	6,839	6,918	7,397	479		563	466
16,919	Fostering, Adoption and Resources	17,778	17,778	19,148	1,370		1,454	2,743
0	Management Action	0	0	0	0		Cr 477	0
3,377	Referral and Assessment Service	3,598	3,598	4,212	614		96	0
2,956	Safeguarding and Care Planning East	2,869	2,869	3,296	427		183	0
5,377	Safeguarding and Care Planning West	5,503	5,495	6,258	763		300	0
Cr 889	Safeguarding and Quality Improvement	Cr 984	Cr 984	Cr 686	298		92	0
0	COVID grant to support impact of COVID on services	0	0	Cr 2,508	Cr 2,508		Cr 1,500	0
<b>36,288</b>		<b>38,496</b>	<b>38,567</b>	<b>39,905</b>	<b>1,338</b>		<b>728</b>	<b>3,209</b>
<b>42,364</b>	<b>TOTAL CONTROLLABLE FOR CHILDREN, EDUCATION &amp; FAMILIES</b>	<b>46,045</b>	<b>46,307</b>	<b>48,294</b>	<b>1,987</b>		<b>1,806</b>	<b>5,846</b>
8,893	<b>Total Non-Controllable</b>	1,582	1,580	1,580	0		0	0
8,531	<b>Total Excluded Recharges</b>	9,000	8,857	8,857	0		0	0
<b>59,788</b>	<b>TOTAL CHILDREN, EDUCATION &amp; FAMILIES PORTFOLIO</b>	<b>56,627</b>	<b>56,744</b>	<b>58,731</b>	<b>1,987</b>		<b>1,806</b>	<b>5,846</b>
	<b>Memorandum Item</b>							
	<b>Sold Services</b>							
Cr 35	Education Psychology Service (RSG Funded)	Cr 113	Cr 113	226	339	7	319	0
Cr 28	Education Welfare Service (RSG Funded)	Cr 22	Cr 22	28	50		56	0
Cr 30	Workforce Development (DSG/RSG Funded)	Cr 30	Cr 30	Cr 29	1		0	0
61	Community Vision Nursery (RSG Funded)	67	67	50	Cr 17		Cr 39	0
92	Blenheim Nursery (RSG Funded)	98	98	109	11		0	0
<b>60</b>	<b>Total Sold Services</b>	<b>0</b>	<b>0</b>	<b>384</b>	<b>384</b>			<b>336</b>

## Reconciliation of Latest Approved Budget

Original Budget 2021/22 **£'000**Contingency: **56,627**

Role of Virtual School Heads to children with a social worker Implementation Grant	100
- expenditure	Cr 100
- income	
Reducing Parental Conflict Workforce Development Grant	
- expenditure	22
- income	Cr 22
Domestic Abuse - Support for Victims	
- expenditure	35
- income	Cr 35
Tackling Troubled Families	
- expenditure	324
- income	Cr 324
COVID Recovery Grant	
- expenditure	69
- income	Cr 69
Holiday Activities and Food Grant	
- expenditure	800
- income	Cr 800
COVID grant to support impact of COVID on services	
- expenditure	2,000
- income	Cr 2,000
COVID Income Compensation	
- expenditure	41
- income	Cr 41

COVID Local Support Fund		
- expenditure		887
- income	Cr	887
<b>Carry forwards:</b>		
Holiday activities and Food Grant		
- expenditure		81
- income	Cr	81
Deed Settlement for Hawes Down Site		
- expenditure		12
- income	Cr	12
NHS England on training for staff		
- expenditure		90
- income	Cr	90
Tackling Troubled Families		
- expenditure		567
- income	Cr	567
Probation Service Grant		
- expenditure		5
- income	Cr	5
Wellbeing for Education		39
North Lodge		80
<b>Items Requested this Cycle:</b>		0
<b>Other:</b>		
Repairs and Maintenance	Cr	2
Transport Team transfer from ASC/Environment		
- expenditure		144
- recharge	Cr	144
<b>Latest Approved Budget for 2021/22</b>		<b><u><u>56,744</u></u></b>

## **REASONS FOR VARIATIONS**

### **1. Adult Education - Dr £87k**

The Adult Education service is currently projecting to overspend by £87k. This is due to £128k under collection of income this year. This is then being offset by a net underspend on staffing and running costs of £41k.

### **2. Schools and Early Years Commissioning & QA - Cr £25k**

The Nurseries are currently forecast to overspend by £27k. This is due to a forecasted underspend in staffing of £131k and running costs of £1k. These underspends are being offset by a loss of income of £159k. These variances are being effected by the on going concerns around children mixing due to COVID.

The remaining area has underspends of £52k that is mostly due to forecasted underspends in staffing.

### **3. SEN and Inclusion - Dr £2,026k**

The staffing in this area is currently forecasting an underspend by £122k.

The Education Psychologists are currently in the process of recruiting to the vacant posts in their team. This is causing the statutory service they are required to provide to be underspent by £251k and the Trading Service they offer to the Schools to be overspent by £354k due to the use of expensive agency staff used to provide the service. This is a net overspend of £103k.

SEN Transport is currently forecast to overspend by £2,045k due to increased volumes of children receiving the service following COVID and other demands on the service. This figure may change during the year as route rationalisation occurs regularly and a complete review takes place as part of the design of the routes for the new academic year.

### **4. Access & Inclusion - Dr £97k**

The Education Welfare Service Trading Account is currently expected to under collect on it's income by £51k due to the loss of a number of school contracts.

There is currently expected to be an overspend of £37k in this area on staffing.

There are small overspends on running costs that net off to £9k.

### **5. Schools Budgets (no impact on General Fund)**

Expenditure on Schools is funded through the Dedicated Schools Grant (DSG) provided by the Department for Education (DfE). DSG is ring fenced and can only be applied to meet expenditure properly included in the Schools Budget. Any overspend or underspend must be carried forward to the following years Schools Budget.

There is a current projected overspend in DSG of £5,183k. This will be added to the £1,139k deficit that was carried forward from 2020/21. Included in this figure is an increase in the High Needs Block DSG of £1,333k and also a decrease in the Early Years Block DSG allocation of £2,410k. The prior year adjustment to the Early Years Block has now been announced, which decreases the allocation in the early years block by a further £576k. There are some underspends in the Early Years Block that offset these reductions. This would give a total DSG deficit of £6,322k. It should be noted that the DSG can fluctuate due to pupils requiring additional services or being placed in expensive placements.

The in-year overspend is broken down as follows:-

There is an overspend of £38k relating to the hire of classrooms while building work is carried out at the school(s) in question.

There is an overall reduction in grant of £1,652k

There is currently expected to be an underspend of £1,653k, mainly in the universal service provided to 3&4 year olds children via the DSG Early Years Block.

There is projected to be an underspend of £23k from the DAF running costs.

There is an underspend of £52k in the Primary Support Team, due to vacant posts and the under use of agency and consultancy costs to provide the service.

The Home and Hospital service has a pressure of £296k due to an overspends on agency and staffing of £218k and running cost of £78k.

The Behaviour Support service is currently expected to underspend by £45k this is due to underspends of £42k on staffing and additional income of £30k. This is offset by overspends on running costs of £27k.

SEN placements service is projected to overspend by a total of £5,175k. These overspends are split as follows:-

Residential Placements - DR £2,570 (Dr £2,054k)

Top-Up Funding - DR £1,720 (Dr £1,492k)

Alternative Provisions and Direct Payments - Dr £961 (Dr £642k)

These overspends are offset by projected underspends in running costs of £12k and grants allocated to support costs of £64k.

The Hearing Unit, Complex Needs Team and Outreach & Inclusion Services are all currently projected to underspend. These are being offset by a small overspend in the Pre-School Services. Most of the underspend relates to lower than expected staffing costs, but there is also a small amount that relates to running costs that are not expected to be incurred during the year. The total of all of these underspends is £217k.

There is also a total small balance of overspends of £12k.

	Variations £'000		High Needs £'000	Schools £'000	Early Years £'000	Central £'000	
Grant (increases)/reductions from DfE	1,652	Cr	1,333	0	2,985		0
Bulge Classes / Classroom Hire	38		0	38	0		0
Free Early Education - 3 & 4 year olds	1,653	Cr	0	0	1,653		0
DAF	23	Cr	0	0	23		0
Primary Support Team	52	Cr	0	0	0	Cr	52
Home & Hospital	296		296	0	0		0
Behaviour Support	45	Cr	45	0	0		0
Other Small Balances	9		0	0	2		7
SEN:							
- Placements	5,175		5,175	0	0		0
- Darrick Wood Hearing Unit	85	Cr	85	0	0		0
- Complex Needs Team	51	Cr	51	0	0		0
- High Needs Pre-school Service	16		16	0	0		0
- Outreach & Inclusion Service	97	Cr	97	0	0		0
- Other Small SEN Balances	3		3	0	0		0
<b>Total</b>	<b>5,183</b>		<b>3,879</b>	<b>38</b>	<b>1,311</b>	<b>Cr</b>	<b>45</b>

### **7. Children's Social Care - Dr £1,338k**

The current budget variation for the Children's Social Care Division is projected to be an overspend of £3,838k. Despite additional funding being secured in the 2021/22 budget, continued increases in the number of children being looked after together with the cost of placements has continued to put considerable strain on the budget. This overspend has been offset by a £2,500k of COVID Grant funding, reducing the overall overspend down to £1,338k.

#### **Bromley Youth Support Programme - Dr £101k**

The overspend in this area is due to £85k staffing related overspends and £103k worth of unachievable income. This is being offset by an underspend on the running costs of £87k.

#### **Early Intervention and Family Support - Cr £206k**

The overspend in this area is due to an underspend of £208k on staffing, with the remaining £2k balance relating to various overspends in running costs.

#### **CLA and Care Leavers - Dr £479k**

The overspend in this area relates to accommodation and support costs in relation to the Children Looked After placements of £530k. There is then a net underspend of £51k relating to staffing and running costs that reduces the overspend.

#### **Fostering, Adoption and Resources - £1,370k**

This area is projected to overspend by £1,370k. £1,396k of this overspend relates to placements and is detailed below, the remaining underspend of £26k relates to overspending of £7k on staffing and an underspend of £33k on running costs.

The budget for children's placements is currently projected to overspend by £1,396k this year (after management actions). This amount is analysed by placement type below.

- Community Home's / Community Home's with Education - Dr £1,163k (Dr £876k)
- Boarding Schools - Cr £30k (Cr £30k)
- Fostering services (IFA's) - Dr £461k (Dr £271k)
- Fostering services (In-house, including SGO's and Kinship) Cr £192k - (Cr £192k)
- Adoption placements - Cr £6k (Cr £6k)

#### **Referral and Assessment Service - Dr £614k**

The projected variance relates to services to people with No Recourse to Public Funds (NRPF), which is currently projecting an overspend of £43k, an overspend on staffing of £452k and an overspend of £119k on running costs mostly related to community and residential parenting assessments.

#### **Safeguarding and Care Planning East - Dr £427k**

The budget currently projected to overspend by £427k. This is due to staffing pressures (£255k) and £99k relating to running costs. Additionally, the community and residential parenting assessments is forecast to overspend by £73k.

#### **Safeguarding and Care Planning West - Dr £763k**

The budget currently projected to overspend by £763k. This is due to a forecasted staffing overspend of £124k that is offsetting the pressures relating to the running costs of £427k and the community and residential parenting assessments is forecast of £212k.

#### **Safeguarding and Quality Improvement - Dr 298k**

The budget is currently projected to overspend by £298k. This is due to a staffing overspend of £132k, with other staff related costs of £166k.

### **8. Sold Services (net budgets)**

Services sold to schools are separately identified in this report to provide clarity in terms of what is being provided. These accounts are shown as memorandum items as the figures are included in the appropriate Service Area in the main report.

### **Waiver of Financial Regulations**



The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub-Committee bi-annually. Since the last report to the Executive, there has been no waivers in the Education area. In Children's Social Care there were 10 waivers agreed for placements of between £50k and £100k, 2 between £100k and £150k, 1 between £150k and £200k and 10 over £200k.

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

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, there have been 0 virements.

## Environment &amp; Community Portfolio Budget Monitoring Summary

2020/21 Actuals £'000	Service Areas	2021/22 Original Budget £'000	2021/22 Latest Approved £'000	2021/22 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>ENVIRONMENT &amp; COMMUNITY PORTFOLIO</b>							
	<b>Street Scene &amp; Green Spaces</b>							
5,876	Parks and Green Spaces	5,726	5,844	6,031	187	1	124	0
Cr 189	Business Support and Markets	Cr 80	Cr 80	11	91	2	140	0
17,936	Waste Services	18,515	18,777	19,364	587	3	770	800
5,665	Street Environment	5,685	5,759	5,666	Cr 93	4	0	0
221	Street Regulation	227	228	210	Cr 18	5	Cr 9	0
1,240	Management and Contract Support	1,416	1,446	1,461	15	6	0	0
1,010	Arboriculture Management	732	917	1,257	340	7	100	0
	COVID grant to support impact of COVID on services			Cr 1,049	Cr 1,049		Cr 100	0
<b>31,759</b>		<b>32,221</b>	<b>32,891</b>	<b>32,951</b>	<b>60</b>		<b>1,025</b>	<b>800</b>
	<b>Transport Operations and Depot</b>							
574	Transport Operations and Depot Management	742	643	538	Cr 105	8	Cr 86	0
<b>574</b>		<b>742</b>	<b>643</b>	<b>538</b>	<b>Cr 105</b>		<b>Cr 86</b>	<b>0</b>
	<b>Traffic, Parking and Highways</b>							
Cr 36	Traffic & Road Safety	132	125	69	Cr 56	9	Cr 33	0
Cr 8,014	Parking	Cr 7,574	Cr 7,574	Cr 6,353	1,221	10 - 14	Cr 253	0
6,133	Highways (including London Permit Scheme)	6,240	6,440	6,075	Cr 365	15	Cr 107	0
	COVID grant to support impact of COVID on services	0	0	Cr 761	Cr 761	16	Cr 340	0
<b>Cr 1,917</b>		<b>Cr 1,202</b>	<b>Cr 1,009</b>	<b>Cr 970</b>	<b>39</b>		<b>Cr 733</b>	<b>0</b>
<b>30,416</b>	<b>TOTAL CONTROLLABLE</b>	<b>31,761</b>	<b>32,525</b>	<b>32,519</b>	<b>Cr 6</b>		<b>206</b>	<b>800</b>
7,276	<b>TOTAL NON-CONTROLLABLE</b>	6,619	6,645	6,661	16	17	13	0
2,511	<b>TOTAL EXCLUDED RECHARGES</b>	2,112	2,180	2,180	0		0	0
<b>40,203</b>	<b>PORTFOLIO TOTAL</b>	<b>40,492</b>	<b>41,350</b>	<b>41,360</b>	<b>10</b>		<b>219</b>	<b>800</b>

## Reconciliation of Latest Approved Budget

£'000

## Original Budget 2021/22

40,492

## Carry Forward Requests

Street Lighting upgrades

200

Clinically Extremely Vulnerable COVID Grant:

- expenditure

275

- income

Cr 275

## Central Contingency Adjustments

Contract inflation:

Waste Services

265

Street Environment

77

Grounds Maintenance

106

COVID grant to support impact of COVID on services

- expenditure

1,213

- income

Cr 1,213

COVID Income Compensation

- expenditure

497

- income

Cr 497

New Burdens Funding

- expenditure

21

- income

Cr 21

Impact of Storm Eunice

185

## Other

Repairs &amp; Maintenance programme

26

Transfer of Adult Transport Client Budget to CEF - Non controllable budget

Cr 69

Transfer of Adult Transport Client Budget to CEF - Controllable budget

69

## Latest Approved Budget for 2021/22

41,350

## **REASONS FOR VARIATIONS**

### **1. Parks & Green Spaces Dr £187k**

There is now a projected overspend of £187k on these budgets, an increase of £63k compared to Q2..

Utilities are expected to overspend by £31k due to excess water usage at cemeteries and additional gas and electricity charges incurred at parks, plus £12k for rents and business rates. An overspend of a further £27k is anticipated due to required works at the Depot.

A £53k overspend is projected based on current levels of spend on cutting back overhanging vegetation and essential drainage and infrastructure works at various locations. As set out in note 4 below, there will be an underspend within Street Environment which will partially mitigate the overspends relating to these essential works.

There is also a £7k projected shortfall in floral bed sponsorship income due to the current economic climate following COVID-19 restrictions.

Additional parks security costs are forecast to result in a £52k overspend this financial year assuming they continue at a similar rate for the remaining months. This is to provide security at the COVID testing stations located in parks.

A small £7k overspend is forecast due to enhanced COVID-19 cleansing until the end of June 2021.

Other minor variations across supplies and services result in a £2k underspend this financial year.

### **2. Business Support and Markets Dr £91k**

Street Traders licence income is projecting a £77k shortfall, a slight increase since Q2. This is due to the effects of COVID-19 restrictions during the first few months of the financial year, combined with the effect of temporary changes to legislation for pavement licenses which has reduced the number of street trader licenses applied for this year.

Advertising income is continuing to project to underachieve by £10k due to the continued COVID-19 restrictions during the first part of the financial year; this is unchanged since last monitoring. The return of this income stream during the later months of the year has continued to be slow.

Market income is now projecting to underachieve by £60k, an improvement of £10k since Q2. This shortfall is due to the effects of COVID-19 restrictions during the first few months of the financial year and income consequently not recovering to pre COVID levels. This is seemingly now a long term effect as the number of market traders has declined. The relocation of the market to the upper end of the High Street has also meant that maximum stall capacity has reduced.

However, this is partly mitigated by reduced expenditure on market security which is projected to underspend this financial year by £26k with only minor expenditure incurred each month. This was not anticipated in previous monitoring.

Staffing is now projected to underspend by £15k due to a continued vacancy and other minor variations within supplies and services are now anticipated to underspend by £15k this financial year.

### **3. Waste Services Dr £587k**

The volatility in waste costs and income has continued into the third quarter, with the overall budget now forecast to be over budget by £587k, compared to the previously reported overspend of £770k. It is important to note that while unringfenced Covid grants are available this year to fund these increased costs, the underlying increase in waste volumes will remain an ongoing budget pressure into the next financial year and additional provision has been built into the draft budget for 2022/23.

The continued service volatility may result in further variations during the final quarter of the year, partly dependent on the longer term impact of permanent changes in resident's habits, particularly the continued tendency to work from home. Final outturn may also be affected by any inclement weather during the winter months. However at present there are no indications of such that can be factored into projected expenditure figures.

Reduced income of £232k from trade waste collection customers is forecast as a result of lockdown measures affecting businesses during the first quarter of 2021/22. It is now anticipated that this income stream will not fully recover as a number of businesses have ceased trading and others are purchasing services from alternative providers. This income stream will be observed closely during the remainder of this financial year.

However, this is partly mitigated by a reduction in waste disposal costs for this waste source of £31k.

Residential waste volumes in the first half of the year were higher than expected as people continued to work from home during further lockdown periods, as well as having to intermittently spend periods of self isolation at home. Government directives to work from home where possible have extended this trend and it now appears there will be a long term impact due to a permanent change to flexible/remote working for many organisations. As a result, there is a total forecast underlying cost pressure of £737k as a result of a projected increase in recycling processing costs and waste handling contractor charges. The service will continue to monitor residential waste costs carefully during the remainder of the financial year. In setting the budget for 2022/23, allowance of £800k has been made for the ongoing increase in waste costs.

Recycling income is now projected to exceed current income targets by £695k. This is due to the continued high tonnage of recyclable waste collected but also as a result of a recent favourable change in the price indices, particularly for paper and card, which has increased the projected income significantly from that reported in Q2. However, these price indices remain volatile and, together with the effects of wet weather, mean this income stream could vary further during the last quarter of the financial year, and the current high levels of income may not be sustained longer term.

Landfill Tax is forecast to underspend this financial year by £50k as the contractor continues to meet targets for alternative methods of disposal.

The green garden waste service is expected to overspend by £362k this financial year. Customer numbers continue to increase resulting in additional projected income of £505k. However, this is offset by projected increased collection and processing costs of £692k, plus purchase and delivery costs of green garden waste bins to new customers are projected to exceed budget by £160k. This cost pressure is anticipated to be a one off this financial year due to the high level of growth in this service. Replacement bins are only required every 3 to 4 years and therefore requirements should be contained within budget in future years when it is expected customer numbers will plateau. The green garden waste satellite sites are forecast to overspend by £15k this financial year.

A number of other small variations are forecast to result in a net £32k overspend this financial year.

<b>Summary of overall variations within Waste Services</b>	<b>£'000</b>
Income from Trade Waste collection customers	232
Trade Waste disposal costs	Cr 31
Recycling income	Cr 695
Residential waste disposal and recycling processing costs	737
Landfill Tax	Cr 50
Green Garden Waste	362
Minor variations	32
<b>Total variation for Waste Services</b>	<b><u>587</u></b>

#### **4. Street Environment Cr £93k**

There is now a projected underspend of £93k for this service which was not anticipated at Q2.

The graffiti budget is forecast to underspend by £60k with only essential works being completed during the last few months of the financial year. This underspend will partially offset the projected overspend within Parks and Green Spaces where essential infrastructure works have been undertaken over and above budget. Gully cleaning and soakaway budgets are also projected to underspend by £38k with only routine cyclical works to be completed in the latter quarter of 2021/22.

#### **5. Street Regulation Cr £18k**

Staffing is forecast to underspend by £13k due to a vacancy that has now been filled. There is a £9k projected overachievement of income relating to dog walking licences, while supplies and services are forecast to overspend by £4k.

#### **6. Management and Contract Support Dr £15k**

There is a small projected net overspend on staffing costs within this service area for the year.

#### **7. Arboriculture Management Dr £340k**

Tree maintenance is now projecting to be overspent by £340k compared to a £100k overspend projected in Q2. This is mainly due to the volume of statutory tree surveys and associated remedial works required within the Borough, to which staff vacancies in previous years have contributed towards the backlog of works that are. As well as the current contractor working to clear the backlog there are also plans to procure works from other suppliers during the latter months of the financial year to tackle essential works in a timely manner. The £340k projected overspend is made up of an anticipated overspend of £240k for works carried out by the existing contractor, Glendale, and £90k of works relating to other additional suppliers.

Additional costs have more recently been incurred as a result of the impact of Storm Eunice. The clear up of the storm will be an on-going process, the storm hit trees in their dormant state, without the full weight of a canopy of leaves, some works may be required to mitigate structural defects arising from storm damage which will be assessed once the trees are in leaf. Initial estimates suggest the cost to be in the region of £185k and the Executive are requested to agree that this figure be drawn down from the central contingency. This has therefore been reflected in this quarter's monitoring, although the final costs will be reflected in the 2021/22 Provisional Outturn Report to the Executive in June 2022.

#### **8. Transport Operations and Depot Management Cr £105k**

Salaries are projected to underspend by £60k due to staff vacancies and reduced working hours, an increase of £15k from Q2. Business rates are forecast to result in a £17k underspend, with no further payments expected this financial year. Depot security charges to Veolia are forecast to overachieve by £18k. There is a projected overspend relating to cleaning costs of £20k which is partly due to additional COVID cleaning requirements. Tenant maintenance and resurfacing budgets are forecast to underspend by £18k and £12k respectively based on the current expected works during the remainder of 2021/22.

#### **9. Traffic & Road Safety Cr £56k**

There are projected underspends against LBB funded staffing budgets of £59k mainly due to a vacancy and part-time staff working in fully budgeted posts. The situation regarding TfL funding of the Council's LIP programme remains uncertain but at present no funding for staff has been received since late December. Therefore the current underspend on LBB funded posts will continue to be held to offset the likely funding shortfalls for the remainder of the financial year. The Assistant Director of Traffic & Parking continues to work closely with TfL to understand the situation for future funding and mitigating action will be prepared including a full service redesign.

Advertising income due from JC Decaux is expected to exceed budget by £28k as this income stream has recovered well in recent months.

From activity levels to November 2021 and looking forward to future application levels, income for road closure charges is expected to over-achieve its income target by £25k. This budget will be monitored closely as lockdown easing progresses and any potential surplus may be required to fund any future TFL LIP funding gaps that may arise.

A £3k surplus is anticipated for the year for white bar markings. There has been an increase in activity due to residents now working from home and requiring white bar markings at their homes. This income stream will be monitored as it may be a one-off benefit this financial year.

#### **Parking Dr £1,221k**

Parking budgets overall are now projecting an overspend of £1,221k, which is an adverse movement of £1,474k from the position reported in Q2. While there have been a number of changes as set out below, the main reason for this change is the projected significant shortfall in enforcement income from the introduction of moving traffic contraventions earlier in the year.

#### **10. Income from Bus Lane Contraventions - Dr £227k**

There is a projected shortfall of £227k for bus lane enforcement. Activity levels to date are achieving approximately 80% of the same period in 2019-20. Reduced traffic levels appear to have impacted ticket numbers at Widmore Road and Crystal Palace Park Road. There was a camera outage at Cray Avenue; this had been the second highest performing camera and the loss is estimated at £66k.

#### **11. Off/On Street Car Parking Dr £283k**

There has been an overall small improvement in the On and Off street parking budget since Q2, when a net overspend of £321k was reported.

There is now a projected deficit of £428k for Off and On Street parking income which continues to underachieve. This is in the main due to the ongoing impact of an overall reduction in parking use due to lockdown restrictions, home working measures, and general behaviour change. For activity levels to November 2021, some recovery had been seen in On Street parking which was operating at 79% pre-Covid levels. However, recovery has been slower in surface car parks which are operating at 71% of the pre-Covid position. Unfortunately, income from multi-storey car parks remains low, achieving around 65% of the same period in 2019-20. The Civic Centre car park will continue to offer free vaccination parking and this, combined with restrictions put in place as a result of the Omicron variant, has impacted the usual Christmas shopping spike seen in December. Officers have engaged Waterman to undertake a car park review paying particular attention to The Hill MSCP which is performing particularly poorly.

Fee income generated from cashless parking continues to grow approximately 5% month on month, and as such is expected to exceed its income target by £130k, however this growth may stall as the default SMS option on the app has now been switched off, meaning customers will need to 'opt in' to receive reminder SMS for an additional fee.

There are also minor underspends of £15k, resulting in an overall projected overspend for Off and On Street parking as detailed below:

	OFF ST	ON ST	Total
	£'000	£'000	£'000
<b>Summary of variations within Off/On Street Car Parking</b>			
Off/On Street Car Parking income	349	79	428
RingGo SMS & Convenience Fees	Cr 45 Cr	85 Cr	130
Other variations	5 Cr	20 Cr	15
<b>Total variations within Off/On Street Parking</b>	<b>309 Cr</b>	<b>26</b>	<b>283</b>

## **12. Permit Parking Cr £142k**

A surplus of £136k is now anticipated for permit parking compared to £102k at Q2. Activity to November 2021 remains strong and indicates growth against pre-Covid years of 6% and it is hoped this trend will continue throughout the financial year. There are also small projected underspends against credit card commission costs of £2k, and £4k against the APCOA contract.

## **13. Car Parking Enforcement Dr £1,065k**

Since the last report, the most significant change relates to enforcement of moving traffic contraventions, which was introduced in October 2021. There is a projected deficit in PCN income this year of £1,442k as the number of tickets so far issued has been significantly lower than expected. The original estimates for ticket numbers were based on surveys carried out in 2018. However, traffic levels have changed since the COVID-19 pandemic with lower volumes persisting. Also, officers are currently investigating the efficacy of the new cameras. Officers in Parking Services are closely monitoring the position as it develops.

Based on activity levels to November 2021, there is a projected income overachievement of £284k from PCNs issued by enforcement officers, which is a reduction from the anticipated levels reported in Q2 when an overachievement of £435k was anticipated. Sickness levels, partly relating to COVID-19 and the recent increase in infections has affected CEO staffing levels on Bromley's streets. Recruitment has also been a recent issue with a higher than usual turn over of staff.

There is a projected shortfall of income of £14k from PCNs issued from CCTV cameras at schools, as cameras have not been relocated. There are ongoing investigations by officers into moving cameras that have met compliance.

There is a projected underspend of £9k for credit card commission costs and £44k against third party payments. There have been defaults against the APCOA contract to date of £10k for CEO errors. There is a further £44k of underspend anticipated relating to Traffic Committee for London fees.

<b>Summary of variations within Car Parking Enforcement</b>	<b>£'000</b>
PCNs issued for moving traffic contraventions	1,442
PCNs issued by wardens	Cr 284
PCNs issued from CCTV enforcement camera	14
APCOA Defaults	Cr 10
Credit Card Commission	Cr 9
Third Party Payments	Cr 44
Traffic Committee Fees for London	Cr 44
<b>Total variations within Car Parking Enforcement</b>	<b><u>1,065</u></b>

## **14. Parking Shared Service Cr £212k**

There is a net projected underspend of £212k for the Parking Shared Service mainly due to underspends on staffing as a result of vacancies across both boroughs as well as a reduction in the number of agency staff employed.

<b>Summary of overall variations within Parking:</b>	<b>£'000</b>
Bus Routes Enforcement	227
Off Street Car Parking	309
On Street Car Parking	Cr 26
Permit Parking	Cr 142
Car Parking Enforcement	1,065
Parking Shared Services	Cr 212
<b>Total variation for Parking</b>	<b><u>1,221</u></b>

## **15. Highways Cr £365k**

Staffing is forecast to underspend by £67k this financial year mainly due to a number of vacant posts. There is a projected £31k loss of income on streetworks in respect of permits, Section74 charges, fixed penalty notices and inspections based on the current levels of activity. The 2021/22 payments for the Traffic signal maintenance will underspend by £102k this financial year. These costs vary year by year and are determined by TfL.

The major change, however, since Q2 is that highway works budgets are now forecast to underspend by £189k based on the activity to date and planned works for the remainder of the financial year. Winter maintenance budgets are also forecast to underspend by £24k, although this could change depending on the weather during the last few months of the winter. Other minor variations within supplies and services account for the remaining £14k underspend.

#### **16. COVID Grants Cr £1,810k**

Covid grants of £1,810k have now been allocated towards funding service impacts this financial year, as summarised below:

	£'000	£'000
<i>Street Scene &amp; Green Spaces</i>		
Waste volumes growth	Cr 687	
Trade waste income	Cr 225	
Market and street trading income	Cr 137	Cr 1,049
<i>Traffic, Parking &amp; Highways</i>		
On/off street car parking income	Cr 428	
Bus lane enforcement income	Cr 227	
Parking enforcement income	Cr 106	Cr 761
<b>Total Covid Grants</b>		<b><u>Cr 1,810</u></b>

#### **17. Non Controllable Dr £16k**

Rental Income remains under pressure in all portfolios following the impact of COVID and the ability for tenants in all sectors to pay rents. As the year progresses it is anticipated that further shortfalls will arise. The £16k currently forecast relates to a number of small deficits in rental income across Environmental services.

#### **Waiver of Financial Regulations:**

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive, the following waivers over £50k have been actioned.

## Public Protection &amp; Enforcement Budget Monitoring Summary

2020/21 Actuals £'000	Service Areas	2021/22 Original Budget £'000	2021/22 Latest Approved £'000	2021/22 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>Public Protection</b>							
370	Community Safety	401	412	392	Cr 20	1	Cr 14	0
137	Emergency Planning	141	142	158	16	2	19	0
574	Mortuary & Coroners Service	580	580	731	151	3	200	0
1,457	Public Protection	1,414	1,402	1,427	25	4	Cr 30	0
	COVID grant to support impact of COVID on services	0	0	Cr 172	Cr 172		Cr 175	0
<b>2,538</b>	<b>TOTAL CONTROLLABLE</b>	<b>2,536</b>	<b>2,536</b>	<b>2,536</b>	<b>0</b>		<b>0</b>	<b>0</b>
379	<b>TOTAL NON CONTROLLABLE</b>	6	6	6	0		0	0
928	<b>TOTAL EXCLUDED RECHARGES</b>	810	810	810	0		0	0
<b>3,845</b>	<b>PORTFOLIO TOTAL</b>	<b>3,352</b>	<b>3,352</b>	<b>3,352</b>	<b>0</b>		<b>0</b>	<b>0</b>

## Reconciliation of Latest Approved Budget

£'000

## Original Budget 2021/22

3,352

## Carry Forward Requests approved from 2020/21

Asset Recovery Incentivisation Scheme Expenditure		48
Asset Recovery Incentivisation Scheme Income	Cr	48
MOPAC Grant Expenditure		28
MOPAC Grant Income	Cr	28

## Central Contingency Adjustments

COVID grant to support impact of COVID on services		
- expenditure		170
- income	Cr	170
COVID Income Compensation		
- expenditure		2
- income	Cr	2

## Latest Approved Budget for 2021/22

3,352



## **REASONS FOR VARIATIONS**

### **1. Community Safety Cr £20k**

Salaries are projected to overspend by £22k due to agency cover of staff maternity leave. This is offset by a £43k underspend relating to kennel fees in line with prior years. There are other small variations within supplies and services totalling a £1k overspend.

### **2. Emergency Planning Dr £16k**

Salaries are expected to overspend by £10k due to additional and ongoing on-call costs. There has been £10k of expenditure incurred for the purchase of new software for a Council-wide Emergency Notification system, but there are other minor variations within transport, supplies and services resulting in a small £4k underspend.

### **3. Mortuary & Coroners Service Dr £151k**

Additional expenditure of £67k has been incurred so far this financial year. This relates to the pan-London shared costs for the additional emergency mortuary provision put in place as a result of COVID-19. Since April 2020, the total cost to LBB has been £1.07m. Additional COVID-related mortuary costs in the Borough are anticipated this winter resulting in a further £84k of overspend. Coroners costs at Q2 were forecast to exceed budget by £49k according to information previously provided by the South London Consortium; however, latest information indicates that this is no longer expected but the situation remains under close scrutiny by Bromley officers.

### **4. Public Protection Dr £25k**

There are a number of vacancies to be filled, posts that were vacant for part year and also part time employees in some full time posts, resulting in a projected underspend on staffing budgets of £73k.

Additional costs of £42k have been incurred in respect of upgrading the IDOX Uniform IT system plus a further cost of £23k for IDOX licences.

There is additional expenditure of £38k incurred relating to BT project management costs for the design of online payments and forms for licences. These are one-off project costs which should not reoccur next financial year.

The sub-contracting of contaminated land investigations has cost £15k.

There is £15k overspend for a partnership agreement with Kent County Council to introduce a trader approval scheme in the Borough to increase consumers and traders confidence.

Houses in Multiple Occupation income is projected to overachieve by £72k.

There's a small net overachievement of income of £11k for Local Air Pollution Prevention & Control licences, food safety grant income to assist with a backlog of inspections and a re-rating scheme.

License income has not recovered fully due to the number of businesses ceasing to trade during COVID lockdown restrictions. It is anticipated that this financial year there will be a £21k shortfall in income achieved through animal welfare and gambling licences. This is partially offset by a corresponding underspend of £15k relating to the provision of animal welfare inspection services.

Additional costs of £99k are anticipated for various essential CCTV network upgrades and the upgrading of parking cameras. This cost is utilising underspends from across the Portfolio's budgets.

There are a number of small variations within transport mainly due to the purchase of an electric vehicle, resulting in a £12k underspend this financial year.

There are a number of small variations across supplies and services forecast totalling a further £45k underspend this financial year.

### **5. COVID Grants Cr £172k**

Covid grants of £172k have now been allocated towards funding service impacts this financial year - £151k for the additional mortuary costs and £21k to offset the loss of licencing income.

### **Waiver of Financial Regulations:**

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

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

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

## Renewal, Recreation &amp; Housing Budget Monitoring Summary

2020/21 Actuals £'000	Division Service Areas	2021/22 Original Budget £'000	2021/22 Latest Approved £'000	2021/22 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>ENVIRONMENT AND COMMUNITY SERVICES DEPARTMENT</b>							
	<b>Planning</b>							
32	Building Control	82	82	321	239	1	145	0
Cr 130	Land Charges	Cr 128	Cr 128	Cr 157	Cr 29	2	Cr 60	0
1,505	Planning	1,719	1,824	1,839	15	3	Cr 53	0
0	COVID grant to support impact of COVID on services	0	0	Cr 145	Cr 145			0
<b>1,407</b>		<b>1,673</b>	<b>1,778</b>	<b>1,858</b>	<b>80</b>		<b>32</b>	<b>0</b>
	<b>Recreation</b>							
897	Culture	827	927	932	5	4	128	0
4,729	Libraries	4,672	4,685	4,678	Cr 7	5	Cr 6	0
87	Town Centre Management & Business Support	79	79	58	Cr 21	6	Cr 10	0
<b>5,713</b>		<b>5,578</b>	<b>5,691</b>	<b>5,668</b>	<b>Cr 23</b>		<b>112</b>	<b>0</b>
	<b>HOUSING DEPARTMENT</b>							
	<b>Operational Housing</b>							
683	Supporting People	1,029	1,029	899	Cr 130	7	Cr 130	0
8,358	Housing Needs	8,807	8,807	9,812	1,005	8	1,135	Cr 509
0	Enabling Activities	0	0	0	0		0	0
Cr 1,863	Housing Benefits	Cr 1,961	Cr 1,211	Cr 1,211	0		0	0
214	Housing Improvement	Cr 21	Cr 21	Cr 51	Cr 30	9	Cr 35	0
0	COVID grant to support impact of COVID on services	0	0	Cr 800	Cr 800		Cr 500	0
<b>7,392</b>		<b>7,854</b>	<b>8,604</b>	<b>8,649</b>	<b>45</b>		<b>470</b>	<b>Cr 509</b>
<b>14,512</b>	<b>Total Controllable</b>	<b>15,105</b>	<b>16,073</b>	<b>16,175</b>	<b>102</b>		<b>614</b>	<b>Cr 509</b>
1,362	<b>TOTAL NON CONTROLLABLE</b>	Cr 865	Cr 826	Cr 815	11	10	380	0
5,724	<b>TOTAL EXCLUDED RECHARGES</b>	5,464	5,464	5,464	0		0	0
<b>21,598</b>	<b>TOTAL RR &amp; H PORTFOLIO TOTAL</b>	<b>19,704</b>	<b>20,711</b>	<b>20,824</b>	<b>113</b>		<b>994</b>	<b>Cr 509</b>

Reconciliation of Latest Approved Budget

£'000

Original budget 2021/22

19,704

## Items Approved:

## Carry Forward Requests

Next Steps Accommodation Programme expenditure		239
Next Steps Accommodation Programme income	Cr	239
Rough Sleepers Initiative Grant expenditure		70
Rough Sleepers Initiative Grant income	Cr	70
Homelessness Reduction Grant expenditure		89
Homelessness Reduction Grant income	Cr	89
Project X Implementation		105
Asset Recovery Incentivisation Scheme expenditure		85
Asset Recovery Incentivisation Scheme income	Cr	85
Historic England Hydro works Grant expenditure		37
Historic England Hydro works Grant income	Cr	37
Custom Build Grant expenditure		75
Custom Build Grant income	Cr	75
New Homes Bonus - Regeneration		73
Discretionary Business Grants expenditure		7,388
Discretionary Business Grants income	Cr	7,388

## Central Contingency Adjustments

Rough Sleepers Initiative Grant expenditure		315
Rough Sleepers Initiative Grant income	Cr	315
Accommodation for Ex-Offenders expenditure		113

	Accommodation for Ex-Offenders income	Cr	113
	Protect Plus Grant expenditure		5
	Protect Plus Grant income	Cr	5
	Cold Weather Fund Grant expenditure		46
	Cold Weather Fund Grant income	Cr	46
	Protect and Vaccinate Funding expenditure		35
	Protect and Vaccinate Funding income	Cr	35
	Domestic Abuse Act: Homelessness new burdens expenditure		13
	Domestic Abuse Act: Homelessness new burdens income	Cr	13
	Homelessness Prevention expenditure		424
	Homelessness Prevention income	Cr	424
	Support for Vulnerable Renters expenditure		771
	Support for Vulnerable Renters income	Cr	771
	COVID grant to support impact of COVID on services expenditure		425
	COVID grant to support impact of COVID on services income	Cr	425
	COVID Income Compensation expenditure		20
	COVID Income Compensation income	Cr	20
	UC roll out - Claimant Fault Overpayment Recoveries		750
	Welcome Back to the High Street expenditure		295
	Welcome Back to the High Street income	Cr	295
	New Burdens Funding expenditure		72
	New Burdens Funding income	Cr	72
<b>Other</b>	R&M Planned Maintenance adjustment		
	Culture and Regeneration		100
	Operational Housing	Cr	61
	Household Support Fund expenditure		1,868
	Household Support Fund grant income	Cr	1,868
	Resources for Crystal Palace Park Transfer to the Trust		40
			<u>20,711</u>
	<b>Latest Approved Budget for 2021/22</b>		<u>20,711</u>

## **REASONS FOR VARIATIONS**

### **1. Building Control Dr £239k**

There is a decrease in the number of applications and therefore a reduction in income in this area. This is partially due to the continued impact that COVID-19 restrictions are having on activity, but also as a result of residents choosing to buy these services from Independent Approved Inspectors. Deposits of plans, Building Control Notices and First Inspections are the income streams that are affected most. A £285k shortfall of income is currently projected within Building Control. The service is currently holding some vacant posts and staffing is forecast at £52k under budget.

Covid grants of £145k have now been allocated to partially offset this impact this financial year.

In accordance with Building Account Regulations and as in previous years, the resultant net deficit of £94k will need to be drawn down from the earmarked reserve for the Building Control Charging Account, which would leave a deficit balance of £46k to be recovered in future years. A review of charges is currently being undertaken.

### **2. Local Land Charges Cr £29k**

In the first part of the financial year there was a significant increase in the number of searches resulting in a projected overachievement of income of £50k at Q2. However the income is now only forecast to overachieve by £9k as the number of searches has started to decrease in recent months. Staffing is forecast to underspend by £20k this financial year. In accordance with regulations and as in previous years, the net credit of £29k will be transferred to the Land Charges reserve, increasing the credit balance to £74k to be adjusted in future years.

### **3. Planning Dr £15k**

Staffing is projected to overspend by £34k due to additional hours being worked and salary vacancy factor not being achieved in all planning teams. Subsequent to the initial marked increase in the number of planning applications at the beginning of the financial year the numbers have now levelled out and this income stream is currently forecast to be on budget. Planning pre-apps are currently forecast to exceed the income target by £46k. However the admin income element of the mayoral CIL, retained by LBB, is forecasting a shortfall of £33k based on current activity levels. The £33k budget for local plan implementation will not be spent this financial year as there are no plans to undertake this work currently. Appeals awarded this financial year will result in a further £11k overspend. Other minor variations in supplies and services result in a £16k overspend.

### **4. Culture Dr £5k**

Staffing is projected to overspend by £52k this financial year. This is due to staff undertaking COVID-19 support tasks instead of their usual capital project work meaning these staffing costs cannot be funded through the capital programme. Actual staffing costs diverted from capital are £82k, however there are underspends relating to revenue funded posts as a result of vacancies which partly absorb these salary overspends. The resulting overspend will be offset by part of the New Burdens grant held within Business Support. Film Fixer income is anticipated to overachieve the income target by £57k. This is mainly due to a high demand to use Bromley locations in recent months. There are £6k of costs associated with the installation of ventilation systems at the learning shops to comply with COVID-19 recommendations. Other variations will result in a small £4k overspend.

The Executive agreed in March 2021 to provide conditional financial support to MyTime, the operator of the Council's leisure sites, in recognition of the impact of Covid-19 on the leisure sector. So far, no payments have been necessary as MyTime's trading performance so far this year since reopening has exceeded expectations. However, the situation continues to be subject to detailed scrutiny and monitoring although no variation is reported at this stage.

In addition to any direct financial support, the Executive also agreed to waive rental payments that are due on its leisure sites, subject to ongoing review. A waiver to December 2021 has so far been agreed. The controllable budget for this is within the Resources, Commissioning & Contract Management Portfolio.

### **5. Libraries Cr £7k**

There is a small underspend of £7k projected across the library services relating to staffing and rents.

### **6. Town Centre Management & Business Support Cr £21k**

Staffing is forecast to underspend this financial year by £19k due to a vacant post. Business support grant distribution costs are forecast to be in the region of £33k and New Burdens Grant has been awarded to offset these costs. A further amount of £52k of this grant will also offset the salary costs of those posts in Culture diverted from capital project work. Due to the Borough's economic data being out of date, an evidence study is currently being tendered and the cost of this will be in the region of £52k this financial year.

## **7. Supporting People Cr £130k**

The Supporting People budget is currently forecast to underspend by £130k on the SLA contracts. Gateway reviews are planned for a number of these contracts during 2021-22 which may result in increased costs as the current prices have been fixed for a number of years, as well as potential increases in provision.

## **8. Housing Needs Dr £1,005k**

Temporary accommodation is currently projected to overspend by £1,000k. The projection is based on the number of current households as at the end of December 2021 and an assumed increase of 15 households each month for the remainder of the financial year (including the potential intake under the Severe Weather Emergency Protocol). This assumption reflects an expectation of higher numbers of evictions this year. A provision of £200k for non-recovery of rent arrears has also been assumed in this forecast.

At the start of 2021-22 the number of households in Nightly Paid Accommodation was 1,181 and currently stands at 1,161. This reduction is mainly due to homes provided through the Beehive and Meadowship Homes schemes. It is currently expected that numbers will increase to around 1,205 by the end of the financial year, at an average cost of around £6,080 per property per annum.

These numbers exclude other schemes like More Homes Bromley, Orchard & Shipman, ex-residential care homes, and the Bromley Private Sector Leasing Scheme. Once these have been included there are currently in excess of 1,800 households placed in temporary accommodation to whom the Council has a statutory rehousing duty under the homelessness legislation.

Transformation savings totalling £491k had been identified for 2021-22 with the following schemes planned to be completed to provide a longer term alternative to expensive nightly paid accommodation: Burnt Ash Lane, Bushell Way & Anerley Town Hall car park schemes (60 units total) - saving £179k; Beehive Phase 2 (26 units) - £123k; Orchard & Shipman Joint Venture (c280 units acquired over 12-24 months) - £189k. The Full Year Effect of these savings is estimated at around £2.3m. Since the September budget monitoring, there has been progress with the Beehive Phase 2 programme and the in-year savings have been achieved and are now reflected in the Nightly Paid Accommodation forecast. The other schemes, however, have been delayed and a revised expected saving is now show below.

The Travellers Site service is expected to overspend on the utilities budget by £34k and an underachievement of the Site Fee Income budget of £56k due to some plots remaining void for the remainder of 2021-22. Emergency repair work to the water supply has been required at the Star Lane Site adding an additional cost of £93k to the Repairs and Maintenance budget.

Additional costs have been incurred relating to More Homes Bromley including an increase (compared to previous years) in the number of £40/wk tops being payable in year following the completion of the acquisition phase. This has led to an overspend of £174k. As detailed in the discharging duty report in November 2020, these top ups are now reducing to £25/wk as properties are converted to discharge of duty.

In-year total salary underspends of £8k have been identified as areas of the service face challenges in recruiting appropriate staff. The turnover savings target has been achieved and additional underspends are now forecast.

Additional property related costs, including Ground Maintenance costs, have been incurred during the year at the Multi Unit Facilities and at some Beehive properties. This is forecasting an overspend of £80k.

<b>Summary of overall variations within Housing Needs:</b>	<b>£'000</b>
Temporary Accommodation - current numbers and assumed in-year increases	850
Temporary Accommodation - bad debt provision	200
Temporary Accommodation - transformation savings	Cr 50
Travellers Sites	183
Salaries	Cr 8
More Homes Bromley	174
Property Related costs	80
Homelessness Prevention Grant	Cr 424
<b>Total variation for Housing Needs</b>	<b><u>1,005</u></b>

## **9. Housing Improvement Cr £30k**

There are in-year underspends on salaries in the Housing Improvement service, with the expectation that the vacant posts will be not filled until March 2022.

## **10. Non Controllable Dr £11k**

Rental Income remains under pressure in all portfolios following the impact of COVID and the ability for tenants in all sectors to pay rents. As the year progresses it is anticipated that further shortfalls will arise. Rental waivers of c£146k have already been agreed with one tenant although this is largely offset by an allocation of Covid grant funding.

**Waiver of Financial Regulations:**

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

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

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

## Resources, Commissioning &amp; Contracts Management Portfolio Budget Monitoring Summary

2020/21 Actuals £'000		2021/22 Original Budget £'000	2021/22 Latest Approved £'000	2021/22 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>CHIEF EXECUTIVE'S DEPARTMENT</b>							
	<b>FINANCIAL SERVICES DIVISION</b>							
233	Director of Finance & Other	242	242	242	0		0	0
7,725	Exchequer - Revenue & Benefits and Payments & Income	7,948	7,948	7,864	Cr 84	1	Cr 85	0
448	Financial Accounting	593	593	596	3		0	0
1,579	Management Accounting	1,705	1,740	1,696	Cr 44	2	Cr 11	0
940	Audit	798	828	828	0		0	0
<b>10,925</b>	<b>Total Financial Services Division</b>	<b>11,286</b>	<b>11,351</b>	<b>11,226</b>	<b>Cr 125</b>		<b>Cr 96</b>	<b>0</b>
	<b>CORPORATE SERVICES DIVISION</b>							
5,565	<b>Information Systems &amp; Telephony</b>	5,578	5,731	5,731	0		0	0
	<b>Legal Services &amp; Democracy</b>							
366	Electoral	370	400	405	5		0	0
307	Democratic Services	366	366	328	Cr 38	3	Cr 12	0
1,068	Members Allowances	1,095	1,095	1,066	Cr 29	4	Cr 22	0
2,359	Legal Services	2,142	2,312	2,484	172	5	103	0
175	Mayoral	167	167	138	Cr 29	6	Cr 10	0
497	Procurement and Data Management	533	533	567	34	7	30	0
170	<b>Management and Other (Corporate Services)</b>	165	165	165	0		0	0
<b>10,507</b>	<b>Total Corporate Services Division</b>	<b>10,416</b>	<b>10,769</b>	<b>10,884</b>	<b>115</b>		<b>89</b>	<b>0</b>
	<b>HR AND CUSTOMER SERVICES DIVISION</b>							
1,879	<b>Human Resources</b>	1,838	2,222	2,222	0		0	0
	<b>Customer Services</b>							
1,202	Customer Service Centre	1,077	1,125	1,130	5		4	0
Cr 156	Registration of Births, Deaths & Marriages	Cr 110	Cr 110	Cr 95	15	8	Cr 1	0
188	CE - Consultation & Communication	200	200	205	5		8	0
<b>3,113</b>	<b>Total HR &amp; Customer Services Division</b>	<b>3,005</b>	<b>3,437</b>	<b>3,462</b>	<b>25</b>		<b>11</b>	<b>0</b>
	<b>CHIEF EXECUTIVE'S DIVISION</b>							
802	Management and Other (C. Exec)	873	873	873	0		0	0
<b>802</b>	<b>Total Chief Executive's Division</b>	<b>873</b>	<b>873</b>	<b>873</b>	<b>0</b>		<b>19</b>	<b>0</b>
	<b>CENTRAL ITEMS</b>							
1,107	<b>CDC &amp; Non Distributed Costs (Past Deficit etc.)</b>	1,888	1,888	1,130	Cr 758	9	Cr 778	Cr 680
11,262	<b>Concessionary Fares</b>	9,485	9,485	9,485	0		0	0
<b>37,716</b>	<b>TOTAL CONTROLLABLE CE DEPT</b>	<b>36,953</b>	<b>37,803</b>	<b>37,060</b>	<b>Cr 743</b>		<b>Cr 755</b>	<b>Cr 680</b>
1,237	<b>TOTAL NON CONTROLLABLE</b>	3,240	3,240	3,240	0		0	0
Cr 17,585	<b>TOTAL EXCLUDED RECHARGES</b>	Cr 17,221	Cr 17,221	Cr 17,221	0		0	0
<b>21,368</b>	<b>TOTAL CE DEPARTMENT</b>	<b>22,972</b>	<b>23,822</b>	<b>23,079</b>	<b>Cr 743</b>		<b>Cr 755</b>	<b>Cr 680</b>
	<b>CHILDREN, EDUCATION AND FAMILIES DEPARTMENT</b>							
	<b>Strategy and Corporate Projects</b>							
178	Commissioning	231	231	208	Cr 23		Cr 7	0
252	Learning and Development	364	364	364	0		Cr 35	0
1,702	Strategy, Performance and Engagement	2,031	2,031	2,070	39		Cr 7	0
<b>2,132</b>	<b>TOTAL CONTROLLABLE CEF DEPT</b>	<b>2,626</b>	<b>2,626</b>	<b>2,642</b>	<b>16</b>	10	<b>Cr 49</b>	<b>0</b>
185	<b>TOTAL NON CONTROLLABLE</b>	5	5	5	0		0	0
Cr 2,345	<b>TOTAL EXCLUDED RECHARGES</b>	Cr 2,337	Cr 2,337	Cr 2,337	0		0	0
<b>Cr 28</b>	<b>TOTAL CEF DEPARTMENT</b>	<b>294</b>	<b>294</b>	<b>310</b>	<b>16</b>		<b>Cr 49</b>	<b>0</b>
	<b>ENVIRONMENT &amp; COMMUNITY SERVICES DEPARTMENT</b>							
	<b>Total Facilities Management</b>							
2,282	Admin Buildings & Facilities Support	2,484	2,055	2,089	34	11	28	0
235	Investment & Non-Operational Property	193	193	258	65	12	0	0
1,169	Strategic & Operational Property Services	1,174	980	980	0		0	0
587	TFM Client Monitoring Team	552	1,316	1,316	0	13	0	0
Cr 1,550	Other Rental Income - Other Portfolios	Cr 1,520	Cr 1,520	Cr 303	1,217	14	412	0
2,330	Repairs & Maintenance (All LBB)	3,187	3,255	3,255	0		0	0
	COVID grant to support impact of COVID on services	0	0	Cr 1,351	Cr 1,351	15	0	0
<b>5,053</b>	<b>TOTAL CONTROLLABLE ECS DEPT</b>	<b>6,070</b>	<b>6,279</b>	<b>6,244</b>	<b>Cr 35</b>		<b>440</b>	<b>0</b>
423	<b>TOTAL NON CONTROLLABLE</b>	464	464	464	0		0	0



Cr 3,782	<b>TOTAL EXCLUDED RECHARGES</b>	Cr 3,721	Cr 3,721	Cr 3,721	0		0	0
Cr 1,747	<b>Less: R&amp;M allocated across other Portfolios</b>	Cr 1,566	Cr 1,595	Cr 1,595	0		0	0
1,550	<b>Less: Rent allocated across other Portfolios</b>	1,520	1,520	1,473	Cr 47	14	Cr 412	0
<b>1,497</b>	<b>TOTAL ECS DEPARTMENT</b>	<b>2,767</b>	<b>2,947</b>	<b>2,865</b>	<b>Cr 82</b>		<b>28</b>	<b>0</b>
<b>22,837</b>	<b>TOTAL RESOURCES PORTFOLIO</b>	<b>26,033</b>	<b>27,063</b>	<b>26,254</b>	<b>Cr 809</b>		<b>Cr 776</b>	<b>Cr 680</b>

**Reconciliation of Latest Approved Budget****£'000****Original budget 2021/22****26,033****Carry Forward Requests**

R&M		68
ISD - IT Software and Security Upgrades		185
Audit Support		30
Finance Systems Upgrade Support		35
TFM Transformation of Property Services		50
Test and Trace Discretionary Support Payments	- expenditure	276
	- income Cr	276
Community Testing Programme Grant	- expenditure	302
	- income Cr	302

**Central Contingency Adjustments**

Merited Awards 2021/22		400
Locum Lawyer Resource for Legal		170
Drawdown to Fund Statutory Asset Valuations		91
Drawdown to Local By Election held in May 2021		30
Local Digital Cyber Fund grant	- expenditure	100
Local Digital Cyber Fund grant	- income Cr	100
COVID grant to support impact of COVID on services	- expenditure	1,216
COVID grant to support impact of COVID on services	- income Cr	1,216
COVID Income Compensation	- expenditure	135
COVID Income Compensation	- income Cr	135
New Burdens Funding	- expenditure	541
New Burdens Funding	- income Cr	541

**Other Budget Movements**

R&M Alteration to programme for 2021/22 across portfolios	Cr	29
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**Latest Approved Budget for 2021/22****27,063**

## **REASONS FOR VARIATIONS**

### **FINANCIAL SERVICES DIVISION**

#### **1. Exchequer - Revenue & Benefits and Payments & Income Cr £84k**

There is anticipated to be an underspend of £54k for the year within staffing due to a vacant post in the Revenues team. There is an overspend of £87k on Supplies and Services mostly due to Credit Card Commission running above the budgeted monthly amount, which will be continue to be monitored over the coming months. There is an anticipated overspend of £43k against the Payroll & Pensions element of the Exchequer contract due to CCNs plus £5k of minor variations, and £28k on the Capita Contract.

The Council has so far received additional grants of £373k which is largely in respect of new burdens funding towards the costs of administrating the various Covid business support grants in 2021/22, of which £220k has so far been allocated towards additional contract expenditure with Liberata.

Appointee & Deputyship income is currently expected to be £40k higher than budget.

<b><u>Summary</u></b>	<b>£'000</b>
Staffing	Cr 54
Supplies & Services	87
Contracts	76
Covid Business Grants Admin Costs	220
Grant Income	Cr 373
Appointee & Deputyship Income	Cr 40
	<u>Cr 84</u>

#### **2. Management Accounting Cr £44k**

There is a projected net underspend of £44k as a result of vacancies throughout the year.

### **CORPORATE SERVICES DIVISION**

#### **3. Democratic Services Cr £38k**

Democratic Services has had two vacant posts throughout the year, creating an underspend in Staffing of £38k.

#### **4. Members Allowances Cr 29k**

There is expected to be an underspend of £21k in Members allowances for the year and an £8k underspend on mobile phones for members. However, the Portfolio Holder is being recommended to approve to a refresh of Members IT equipment in 2022/23 of which £25k will be funded by a carry forward from this year's underspend.

#### **5. Legal Services Dr £172k**

Additional resources for staffing were approved by the Executive in November 2020. Staffing budgets were consequently increased for 2021/22 and spend in this area is on track across the service as a whole. That report also considered the impact of the continuing increased number of child care cases which first arose following the Ofsted inspection in 2016, and the service continues to be overspent on counsel's fee in this area. There has also been a trend of a large number of hearings for some child care cases with two cases, for example, having in excess of 10 hearings. The service has seen cases extending and not concluding. There have also been, in the last year, some lengthy final hearings with one case extending to 11 days. The service is also seeing increased demand for Deprivation of Liberty Safeguards applications to the High Court regarding vulnerable young people. Additional resources to meet the increased cost of counsel were not requested at that time, although mitigation measures were set out such as requiring instruction to be signed off by senior managers and increasing the level of advocacy undertaken in-house. Despite these measures, there could be an overspend of £195k for the year on Counsel and other external Legal costs should spend continue at the current rate within the Children & Adults team especially.

In the other areas of the budget there is a potential combined increase of income totalling an additional £12k and minor variations within Supplies & Services totalling £11k of underspend.

#### **6. Mayoral Cr £29k**

The number of mayoral engagements and business activities that have been possible during the year has been affected by the Covid-19 pandemic and will result in a projected underspend of £29k.

#### **7. Procurement and Data Management Dr 34k**

It is anticipated that there will be £39k of overspend in Staffing. This is mostly due to additional costs for temporary maternity leave cover for two permanent full time staff members as well as, with no staff turnover this year, the vacancy saving target not being achievable. This anticipated overspend is partly offset against other minor variations of £5k.

### **HR, COMMUNICATIONS AND CUSTOMER SERVICE DIVISION**

#### **8. Registration of Births, Deaths & Marriages Dr £15k**

Additional staffing costs of £106k are anticipated directly as a result of Covid restrictions. Additional administrative processes are needed to be able to register deaths by phone, and temporary staff have been employed to fulfil those duties. Covid marshals have also been employed to manage visitor flow to both the main reception and the Registrar Office to ensure the safety of staff and customers.

This has been partly offset by increased income of £81k achieved as a result of ongoing promotional and marketing activities, as well as some minor underspends in supplies & services of £10k, resulting in an overall forecast of £15k overspend for the year as a whole.

### **CENTRAL ITEMS**

#### **9. CDC & Non Distributed Costs (Past Deficit etc.) Cr £753k**

Costs are anticipated to be in line with those seen in 2020/21 which would give an underspend against budget of £753k for the year. A saving of £680k has been identified from 2022/23 budgets assuming this level of cost is confirmed at year end.

**PEOPLE DEPARTMENT  
STRATEGY AND CORPORATE PROJECTS**

**10. Strategy and Corporate Projects Dr £16**

This area is projected to overspend by £16k. This is due to an overspend on staffing of £36k due to extra resources needed to support new IT systems and an underspend in running costs / additional income of £20k.

**PLACE DEPARTMENT  
TOTAL FACILITIES MANAGEMENT DIVISION**

**11. Admin Buildings & Facilities Support Dr £34k**

There is a projected underspend against the MFD and paper purchasing contracts budgets of £162k for the year due to the continuing reduced numbers of staff on site meaning that usage remains low compared to pre-Covid activity. There are further underspends within utility costs and other premises costs totalling £38k. However, the additional costs of ongoing enhanced office cleaning is expected to total £182k for the year and loss of income from staff parking charges of £52k.

**12. Investment & Non-Operational Property Dr £65k**

There has been an increased level of utility, business rates and service charges that the Council has had to meet this year paid in respect of for empty properties that would usually be met by tenants. This projected overspend of £89k is partly offset by additional income of £17k and £7k of minor underspends in supplies and services.

**13. TFM Client Monitoring Team**

TFM is going through a period of change with the outsourced contract coming back in house. Numerous supplier contracts have been put in place during the year and staff have been transferred into the Council's employment from previous contracts. It is currently anticipated that all insourced costs will be met by existing levels of budget available to fund the previous TFM contract. This will continued to be monitored and reported on at the end of the year.

**14. Other Rental Income - Other Portfolios Dr £1,217k**

Rental Income remains under pressure in all portfolios following the impact of COVID and the ability for tenants in all sectors to pay rents. As the year progresses it is anticipated that further shortfalls will arise. Rental waivers of c£580k to December 2021 have so far been agreed with one significant tenant. In addition to this waivers on rent due on Day Centres total £35k to date and minor variations across the rest of the portfolio of £2k has added to this underachievement.

The ongoing market pressures and the impact of Covid means there remains uncertainty over the current outstanding debts of tenants across the Council's rental and investment property portfolios. Whilst some tenants have received assistance in the form of rental waivers and deferments, ultimately it is likely that some will be unable to pay including those that may have since entered into administration. Additional provision for bad debts of £600k will therefore be set aside in anticipation of an increase in non-payment, which will be funded from an allocation of unringfenced Covid grant.

**15. COVID Grants Cr £1,351k**

Covid grants of £1,351k have now been allocated towards funding service impacts this financial year, as summarised below:

	<b>£'000</b>
Office cleaning	Cr 130
Staff car parking income	Cr 26
Financial review support	Cr 25
Rent waivers	Cr 570
Provision for bad debts	Cr 600
	<b>Cr 1,351</b>

**Waiver of Financial Regulations:**

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt from the normal requirement to obtain competitive quotations the Chief Officer has to obtain the agreement of the Director of Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive the following waivers over £50k in value have been actioned.

1) Waivers for four suppliers to attend to emergency reactive repairs while the new procurement strategy is implemented were agreed of up to £50k per supplier. The suppliers are Foreshaw Building Services Limited, Knightsbridge Property Services Limited, APC Building Services (London) Limited and Relative Groundwork Limited.

2) A waiver of competitive tendering requirements for Mechanical & Engineering reactive maintenance requirements up to a cumulative value of £50k from 01 October 2021 until the commencement of the new contract, expiring as of 01 November 2021, was agreed with regards to London & Kent Air Conditioning Ltd t/a London & Kent Technical Services Ltd.

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

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

- 1) £48,100 budget virement from IS & T to CSC Supplies and Services to fund the CXM subscription costs, for which responsibility has moved to CSC.
- 2) £11,750 budget virement from Staff Recognition to Staff Merited Rewards within HR.

## Allocation of Contingency Provision for 2021/22

Item	Original Contingency Provision	Allocations				Total Allocations/Projected for Year		Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year				
	£	£	£	£	£		£	
<b>General</b>								
Provision for Unallocated Inflation	3,222,222	848,000		500,000	1,348,000	(1)	Cr 1,874,222	
Increase in Cost of Homelessness/Impact of Welfare Reforms	1,825,000			250,000	250,000		Cr 1,575,000	
General Provision for Risk/Uncertainty	3,500,000	70,000		500,000	570,000	(5)	Cr 2,930,000	
Provision for Risk/Uncertainty Relating to Volume & Cost Pressures	1,819,000			0	0		Cr 1,819,000	
Growth for Waste Services	587,000	587,000	Cr 587,000	0	0	(5)(7)	Cr 587,000	
Universal Credit roll out - Claimant Fault Overpayment Recoveries	750,000		750,000	0	750,000	(7)	0	
Deprivation of Liberty	118,000			0	0		Cr 118,000	
Provision for increase in National Living Wage	100,000			0	0		Cr 100,000	
Legal support - children and adults social care	170,000	170,000		0	170,000	(5)	0	
Additional Legal costs	0		350,000	0	350,000	(7)	350,000	
Provision of agency workers contract saving	Cr 260,000			Cr 260,000	Cr 260,000		0	
Platinum Jubilee Parks Fund			1,000,000		1,000,000	(7)	1,000,000	
Housing Investment Fund			1,242,000		1,242,000	(7)	1,242,000	
Capital Fund			2,900,000		2,900,000	(7)	2,900,000	
Impact of Storm Eunice			185,000		185,000	(7)	185,000	
<b>COVID Related Cost Pressures / Income Losses</b>								
Adult Placement growth - impact of COVID	1,400,000				0		Cr 1,400,000	
Provision for potential loss in Car Parking income	1,000,000				0		Cr 1,000,000	
Income losses met through Government funding (COVID)	500,000		695,000		695,000	(7)	195,000	
Loss of fees and charges income - government funding	Cr 500,000		Cr 695,000		Cr 695,000	(7)	Cr 195,000	
Additional cost pressures	7,795,000		5,024,000		5,024,000	(7)	Cr 2,771,000	
Additional cost pressures - government funding	Cr 7,795,000		Cr 5,024,000		Cr 5,024,000	(7)	2,771,000	
<b>Renewal, Recreation &amp; Housing</b>					0			
Property Valuation	100,000	91,000		9,000	100,000	(5)	0	
Planning Appeals - change in legislation	60,000			60,000	60,000		0	
	<b>14,391,222</b>	<b>1,766,000</b>	<b>5,840,000</b>	<b>1,059,000</b>	<b>8,665,000</b>		<b>Cr 5,726,222</b>	
<b>Grants included within Central Contingency Sum</b>								
Rough Sleeping Initiative								
Grant Related Expenditure	104,000	314,557			314,557	(1)	210,557	
Grant Related Income	Cr 104,000	Cr 314,557			Cr 314,557		Cr 210,557	
Homeless Prevention Initiatives								
Grant Related Expenditure	424,000		424,000		424,000	(7)	0	
Grant related Income	Cr 424,000		Cr 424,000		Cr 424,000		0	
Tackling Troubled Families								
Grant Related Expenditure	628,000	324,000		304,000	628,000	(1)	0	
Grant related Income	Cr 628,000	Cr 324,000		Cr 304,000	Cr 628,000		0	
Domestic Abuse - Support for Victims								
Grant Related Expenditure	0	34,892			34,892	(1)	34,892	
Grant related Income	0	Cr 34,892			Cr 34,892		Cr 34,892	
Accommodation for Ex-Offenders								
Grant Related Expenditure	0	112,500			112,500	(1)	112,500	
Grant related Income	0	Cr 112,500			Cr 112,500		Cr 112,500	
Role of Virtual School Heads to children with a S/Worker Impl Grant								
Grant Related Expenditure	0	100,000			100,000	(1)	100,000	
Grant related Income	0	Cr 100,000			Cr 100,000		Cr 100,000	
Reducing Parental Conflict Workforce Development Grant								
Grant Related Expenditure	0	22,000			22,000	(1)	22,000	
Grant related Income	0	Cr 22,000			Cr 22,000		Cr 22,000	
Public Health Grant Increase								
Grant Related Expenditure	0	213,290			213,290	(5)	213,290	
Grant related Income	0	Cr 213,290			Cr 213,290		Cr 213,290	
Universal Drug Treatment Grant (PH)								
Grant Related Expenditure	0	207,000			207,000	(2)	207,000	
Grant related Income	0	Cr 207,000			Cr 207,000		Cr 207,000	
Holiday Activities and Food Grant								
Grant Related Expenditure	0	799,660			799,660	(8)	799,660	
Grant related Income	0	Cr 799,660			Cr 799,660		Cr 799,660	

Obesity Grant (PH)							
Grant Related Expenditure	0	88,607			88,607	(5)	88,607
Grant related Income	0	Cr 88,607			Cr 88,607		Cr 88,607
COVID Recovery Grant							
Grant Related Expenditure	0	68,843			68,843	(5)	68,843
Grant related Income	0	Cr 68,843			Cr 68,843		Cr 68,843
Household Support Fund							
Grant Related Expenditure	0	1,867,882			1,867,882	(4)	1,867,882
Grant related Income	0	Cr 1,867,882			Cr 1,867,882		Cr 1,867,882
Contain Outbreak Management Fund							
Grant Related Expenditure	0		2,011,514		2,011,514	(7)	2,011,514
Grant related Income	0		Cr 2,011,514		Cr 2,011,514		Cr 2,011,514
Practical Support for those Self Isolating Grant							
Grant Related Expenditure	0			494,620	494,620		494,620
Grant related Income	0			Cr 494,620	Cr 494,620		Cr 494,620
Infection Control Fund							
Grant Related Expenditure	0	2,756,278			2,756,278	(3)	2,756,278
Grant related Income	0	Cr 2,756,278			Cr 2,756,278		Cr 2,756,278
Rapid Testing Fund							
Grant Related Expenditure	0	1,939,189			1,939,189	(3)	1,939,189
Grant related Income	0	Cr 1,939,189			Cr 1,939,189		Cr 1,939,189
Vaccine Funding							
Grant Related Expenditure	0	143,317			143,317	(3)	143,317
Grant related Income	0	Cr 143,317			Cr 143,317		Cr 143,317
Workforce Recruitment & Retention Fund							
Grant Related Expenditure	0	2,294,123			2,294,123	(6)	2,294,123
Grant related Income	0	Cr 2,294,123			Cr 2,294,123		Cr 2,294,123
Omicron Support Fund							
Grant Related Expenditure	0	147,614			147,614	(9)	147,614
Grant related Income	0	Cr 297,614			Cr 297,614		Cr 297,614
Protect Plus Grant							
Grant Related Expenditure	0		4,996		4,996	(7)	4,996
Grant related Income	0		Cr 4,996		Cr 4,996		Cr 4,996
Cold Weather Fund Grant							
Grant Related Expenditure	0		46,550		46,550	(7)	46,550
Grant related Income	0		Cr 46,550		Cr 46,550		Cr 46,550
Protect and Vaccinate Funding							
Grant Related Expenditure	0		34,717		34,717	(7)	34,717
Grant related Income	0		Cr 34,717		Cr 34,717		Cr 34,717
Domestic Abuse Act: Homelessness new burdens funding							
Grant Related Expenditure	0		13,531		13,531	(7)	13,531
Grant related Income	0		Cr 13,531		Cr 13,531		Cr 13,531
Support Vulnerable Renters							
Grant Related Expenditure	0		771,270		771,270	(7)	771,270
Grant related Income	0		Cr 771,270		Cr 771,270		Cr 771,270
Better Care Fund							
Grant Related Expenditure	0		539,652		539,652	(7)	539,652
Grant related Income	0		Cr 539,652		Cr 539,652		Cr 539,652
Local Digital Cyber Fund							
Grant Related Expenditure	0		100,000		100,000	(7)	100,000
Grant related Income	0		Cr 100,000		Cr 100,000		Cr 100,000
COVID Local Support Fund							
Grant Related Expenditure	0	886,896			886,896	(8)	886,896
Grant related Income	0	Cr 886,896			Cr 886,896		Cr 886,896
Welcome Back to the High Street Fund							
Grant Related Expenditure	0	295,178			295,178	(10)	295,178
Grant related Income	0	Cr 295,178			Cr 295,178		Cr 295,178
New Burdens Funding							
Grant Related Expenditure	0	634,057			634,057	(11)	634,057
Grant related Income	0	Cr 634,057			Cr 634,057		Cr 634,057
<b>TOTAL CARRIED FORWARD</b>		<b>14,391,222</b>	<b>1,616,000</b>	<b>5,840,000</b>	<b>1,059,000</b>	<b>8,515,000</b>	<b>Cr 5,876,222</b>

**Notes:**

- (1) Executive 15th July 2021
- (2) Executive 26th May 2021
- (3) Leader 17th July 2021
- (4) Leader 11th October 2021
- (5) Executive 24th November 2021
- (6) Leader 3rd December 2021
- (7) Executive 30th March 2022
- (8) Leader 23rd March 2021
- (9) Leader 3rd March 2022
- (10) Leader 21st May 2021
- (11) Delegated Authority

**Allocation of Contingency Provision for 2021/22 (continued)**

Item	Carried Forward from 2020/21	Allocations				Total Allocations/Projected for Year	Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year			
	£	£	£	£	£	£	£
<b>TOTAL BROUGHT FORWARD</b>	<b>14,391,222</b>	<b>1,616,000</b>	<b>5,840,000</b>	<b>1,059,000</b>	<b>8,515,000</b>	<b>Cr</b>	<b>5,876,222</b>
<b>Items Carried Forward from 2020/21</b>							
<b>Adult Care &amp; Health Portfolio</b>							
Social Care Funding via the CCG under S75 Agreements							
Improved Better Care Fund							
- Expenditure	2,546,601	2,546,601	0	0	2,546,601	(1)	0
- Income	Cr 2,546,601	Cr 2,546,601	0	0	Cr 2,546,601		0
Better Care Fund 2020/21							
- Expenditure	113,392	113,392	0	0	113,392	(1)	0
- Income	Cr 113,392	Cr 113,392	0	0	Cr 113,392		0
Public Health							
- Expenditure	1,855,421	1,855,421	0	0	1,855,421	(1)	0
- Income	Cr 1,855,421	Cr 1,855,421	0	0	Cr 1,855,421		0
Test and Trace Service Support Grant							
- Expenditure	747,435	747,435	0	0	747,435	(1)	0
- Income	Cr 747,435	Cr 747,435	0	0	Cr 747,435		0
Contain Outbreak Management Fund							
- Expenditure	3,967,511	3,967,511	0	0	3,967,511	(1)	0
- Income	Cr 3,967,511	Cr 3,967,511	0	0	Cr 3,967,511		0
<b>Environment &amp; Community Services</b>							
Clinically Extremely Vulnerable COVID Grant							
- Expenditure	275,314	275,314	0	0	275,314	(1)	0
- Income	Cr 275,314	Cr 275,314	0	0	Cr 275,314		0
Support for the Clinically Extremely Vulnerable							
- Expenditure	274,314	0	0	274,314	274,314		0
- Income	Cr 274,314	0	0	Cr 274,314	Cr 274,314		0
<b>Public Protection &amp; Enforcement Portfolio</b>							
London Crime Prevention Fund from the MOPAC							
- Expenditure	28,119	28,119	0	0	28,119	(1)	0
- Income	Cr 28,119	Cr 28,119	0	0	Cr 28,119		0
Asset Recovery Incentivisation Scheme (ARIS)							
- Expenditure	132,758	132,758	0	0	132,758	(1)	0
- Income	Cr 132,758	Cr 132,758	0	0	Cr 132,758		0
<b>Renewal, Recreation &amp; Housing Portfolio</b>							
Rough Sleepers Initiative							
- Expenditure	69,846	69,846	0	0	69,846	(1)	0
- Income	Cr 69,846	Cr 69,846	0	0	Cr 69,846		0
Next Steps Accommodation Programme							
- Expenditure	239,611	239,611	0	0	239,611	(1)	0
- Income	Cr 239,611	Cr 239,611	0	0	Cr 239,611		0
Discretionary Business Grants							
- Expenditure	7,387,870	7,387,870	0	0	7,387,870	(1)	0
- Income	Cr 7,387,870	Cr 7,387,870	0	0	Cr 7,387,870		0
Homelessness Reduction Grant							
- Expenditure	89,000	89,000	0	0	89,000	(1)	0
- Income	Cr 89,000	Cr 89,000	0	0	Cr 89,000		0
Planning Strategy & Projects - Custom Build Grant							
- Expenditure	75,000	75,000	0	0	75,000	(1)	0
- Income	Cr 75,000	Cr 75,000	0	0	Cr 75,000		0
Historic England - Crystal Palace Park Dinosaur Conservation							
- Expenditure	36,847	36,847	0	0	36,847	(1)	0
- Income	Cr 36,847	Cr 36,847	0	0	Cr 36,847		0
New Homes Bonus - Regeneration							
- Expenditure	72,521	72,521	0	0	72,521	(1)	0
- Income	Cr 72,521	Cr 72,521	0	0	Cr 72,521		0
<b>Children, Education and Families Portfolio</b>							
Community Testing Programme Grant							
- Expenditure	302,030	302,030	0	0	302,030	(1)	0
- Income	Cr 302,030	Cr 302,030	0	0	Cr 302,030		0
Holiday activities and Food Grant							
- Expenditure	81,330	81,330	0	0	81,330	(1)	0
- Income	Cr 81,330	Cr 81,330	0	0	Cr 81,330		0

Item	Carried Forward from 2020/21	Allocations				Total Allocations/Projected for Year	Variation to Original Contingency Provision
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year			
	£	£	£	£	£		£
Deed Settlement for Hawes Down Site							
- Expenditure	12,119	12,119	0	0	12,119	(1)	0
- Income	Cr 12,119	Cr 12,119	0	0	Cr 12,119		0
NHS England on training for staff							
- Expenditure	90,000	90,000	0	0	90,000	(1)	0
- Income	Cr 90,000	Cr 90,000	0	0	Cr 90,000		0
Tackling Troubled Families							
- Expenditure	566,855	566,855	0	0	566,855	(1)	0
- Income	Cr 566,855	Cr 566,855	0	0	Cr 566,855		0
Probation Service Grant							
- Expenditure	5,000	5,000	0	0	5,000	(1)	0
- Income	Cr 5,000	Cr 5,000	0	0	Cr 5,000		0
<b>Resources, Commissioning and Contracts Portfolio</b>							
Test and Trace Discretionary Support Payments							
- Expenditure	276,500	276,500	0	0	276,500	(1)	0
- Income	Cr 276,500	Cr 276,500	0	0	Cr 276,500		0
Repairs and Maintenance (All Departments)							
- Expenditure	67,000	67,000	0	0	67,000	(1)	0
<b>General</b>							
Review of S31 Mental Health arrangements	20,000	20,000	0	0	20,000	(1)	0
Public Health Underspend 2020/21	5,300	5,300	0	0	5,300	(1)	0
FIS Upgrade Support	35,000	35,000	0	0	35,000	(1)	0
Audit Support	30,000	30,000	0	0	30,000	(1)	0
IT Software and Security Upgrades	185,000	185,000	0	0	185,000	(1)	0
TFM Client Monitoring Team - Transformation of Property Services	50,000	50,000	0	0	50,000	(1)	0
Highways - Street Lighting Upgrade Scheme	200,000	200,000	0	0	200,000	(1)	0
Planning - Digitalisation Project	105,000	105,000	0	0	105,000	(1)	0
Wellbeing for Education	39,258	39,258	0	0	39,258	(1)	0
North Lodge	79,000	79,000	0	0	79,000	(1)	0
<b>Total Carried Forward from 2020/21</b>	<b>815,558</b>	<b>815,558</b>	<b>0</b>	<b>0</b>	<b>815,558</b>		<b>0</b>
<b>GRAND TOTAL</b>	<b>15,206,780</b>	<b>2,431,558</b>	<b>5,840,000</b>	<b>1,059,000</b>	<b>9,330,558</b>		<b>Cr 5,876,222</b>

**Notes:**

(1) Executive 15th July 2021



Description	2021/22 Latest Approved Budget £'000	Variation To 2021/22 Budget £'000	Potential Impact in 2022/23
Housing Needs - Temporary Accommodation	6,758	Cr 509	The full year effect of Temporary Accommodation is currently estimated to be £922k. This will be reduced by planned transformation savings totalling £1,431k which have been identified for 2022-23 to provide a longer term alternative to expensive nightly paid accommodation. This estimate only takes into account the projected activity to the end of this financial year and not any projected growth in client numbers beyond that point.
Assessment and Care Management - Care Placements	23,783	2,930	The full year impact of the current overspend is estimated at £3,374k. Of this amount £2,455k relates to residential and nursing home placements for the 65+ age group and £55k for the 18-64 group. The balance of Dr £864k relates to domiciliary care / direct payments, with the 65+ group having an overspend of £521k and the 18-64 group an overspend of £343k
Learning Disabilities	38,612	530	The full year effect (FYE) is estimated as an overspend of £2,682k. This figure is higher than the in-year overspend as demand-related growth pressures, for example transition and increased client needs, have only a part year impact in 2021/22 but a greater financial impact in a full year. In addition, non-recurrent spend reductions in relation to COVID and the phasing in of re-commissioned day services are mitigating the 2021/22 in-year position but not the full year.
Mental Health	7,978	107	The full year overspend of £371k anticipated on Mental Health care packages assumes no growth in costs or packages during the year. Figures are based on care packages at October 2021 therefore this position may change.
Children's Social Care	38,567	3,838	The overall full year effect of the Children's Social Care overspend is a net £3,209k, analysed as Residential Care, Fostering and Adoption Dr £2,743k and Leaving Care costs of £466k.
Waste Services	19,364	770	The latest forecast variation on waste services is £1,357k, which is partly offset this year by a drawdown from Central Contingency of £587k. The current underlying ongoing cost pressure as a result of increased waste volumes collected from residential properties is £800k.
Moving Traffic Contraventions Income	-1,737	1,442	Enforcement of moving traffic contraventions was introduced in October 2021. Currently, there is a projected deficit in PCN income this year of £1,442k as the number of tickets so far issued has been significantly lower than expected. Parking Service officers report that traffic levels have changed since the COVID-19 pandemic, with those lower volumes persisting, and they are also investigating the efficacy of the new cameras and camera locations. At this stage, it is not possible to estimate the longer term impact on budgeted income but officers in Parking Services are continuing to investigate and closely monitor the position as it develops.
CDC & Non Distributed Costs (Past Deficit etc.)	1,888	Cr 778	A recurring saving of £680k has been identified as a result of a fall-out in the recurring cost of early retirements which will be reflected in the financial forecast for 2022/23 budgets.
SEN Transport	5,623	2,637	The current full year effect for SEN Transport - based on the current routes - is £2,637k.

**SECTION 106 RECEIPTS**

Section 106 receipts are monies paid to the Council by developers as a result of the grant of planning permission where works are required to be carried out or new facilities provided as a result of that permission (e.g. provision of affordable housing, healthcare facilities & secondary school places). The sums are restricted to being spent only in accordance with the agreement concluded with the developer.

The major balances of Section 106 receipts held by the Council are as follows:

<b>31st March 2021 £000</b>	<b>Service</b>	<b>Income £000</b>	<b>Expenditure £000</b>	<b>Transfers to/(from) Capital £000</b>	<b>Actual as at 31st Dec 2021 £000</b>
<b><u>Revenue</u></b>					<b><u>Revenue</u></b>
175	Highway Improvement Works	58	-	-	233
30	Road Safety Schemes	-	-	-	30
8	Local Economy & Town Centres	-	-	-	8
17	Education	827	-	(844)	-
70	Parking	-	-	-	70
1,205	Healthcare Services	253	-	-	1,458
10	Community Facilities	-	-	-	10
299	Other	203	-	-	502
<b>1,814</b>		<b>1,341</b>	<b>0</b>	<b>(844)</b>	<b>2,312</b>
<b><u>Capital</u></b>					<b><u>Capital</u></b>
4,234	Education	-	-	844	5,078
2,452	Housing	-	-	-	2,452
20	Highways	-	-	-	20
686	Local Economy & Town Centres	-	-	-	686
0	Other	-	-	-	-
<b>7,392</b>		<b>0</b>	<b>0</b>	<b>844</b>	<b>8,236</b>
<b>9,206</b>		<b>1,341</b>	<b>0</b>	<b>0</b>	<b>10,548</b>

<b>Covid Grant</b>	Lead Director	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Total</b>
		£	£	£	£
General Grant	DF	22,877,793	7,794,616		30,672,409
Income Loss Compensation	DF	5,359,000	695,168		6,054,168
Contain Outbreak Management Fund	DPH	8,023,541	2,011,513		10,035,054
Council Tax Hardship Fund	DF	1,841,000			1,841,000
Local Council Tax Support Grant	DF		2,283,346		2,283,346
Infection Control Fund					
- Round 1	DAS	2,179,000			2,179,000
- Round 2	DAS	2,356,490			2,356,490
- Round 3	DAS		978,366		978,366
- Round 4	DAS		685,981		685,981
- Round 5	DAS		1,091,931		1,091,931
Rapid Testing Fund					
- Round 1	DAS	529,966			529,966
- Round 2	DAS		776,477		776,477
- Round 3	DAS		552,381		552,381
- Round 4	DAS		610,331		610,331
Vaccine Fund	DAS		143,317		143,317
Workforce Recruitment and Retention Fund					
- Round 1	DAS		806,037		806,037
- Round 2	DAS		1,488,086		1,488,086
Omicron Support Fund	DAS		297,614		297,614
Test and Trace Service Support Grant	DPH	1,369,923			1,369,923
Test and Trace Support Payments					
- Mandatory Support Payments	DF	338,500	175,500		514,000
- Discretionary Support Payments	DF	334,000	30,000		364,000
Covid Local Support Grant	DE		886,896		886,896
Holiday Activities and Food Programme	DE	81,330	799,660	818,270	1,699,260
National Leisure Recovery Fund	DHPPR	761,542			761,542
Covid Winter Grant Scheme	DCS	753,861			753,861
Covid Winter Grant Scheme Extension	DCS		262,078		262,078
Community Testing Programme	DE	686,700			686,700
Social Care Workforce Capacity Fund	DAS	595,228			595,228
Next Steps Accommodation Programme (Rough Sleepers)	DHPPR	391,250			391,250
Rough Sleeper Initiative	DHPPR	103,654	314,557		418,211
Protect & Vaccinate - Homeless & Rough Sleepers	DHPPR		34,717		34,717
London Streetspace Fund (Capital)	DEPP	346,080			346,080
Reopening High Streets Safely Fund	DEPP	295,177			295,177
Emergency Active Travel Fund	DEPP	50,000			50,000
Practical Support for Self Isolation	DPH		494,620		494,620
Welcome Back to the High Street Fund	DHPPR		295,178		295,178
Emergency Assistance Grant	DCS	279,000			279,000
Support for the Clinically Extremely Vulnerable	DPH	454,310			454,310
Compliance & Enforcement Grant	DEPP	144,739			144,739
Support to BIDS	DHPPR	61,852			61,852
Wellbeing for Education	DE	39,258			39,258
New Burdens Funding					
- Business Grant Schemes	DF	336,475	290,800		627,275
- Test and Trace Support Schemes	DF	78,420	115,501		193,921
- Restart Grants and ARG	DF		127,300		127,300
- Omicron Hospitality & Leisure Support Grants & ARG			53,588		53,588
- Post Payment Assurance and Debt Recovery	DF		25,620		25,620
- Pavement Licencing Scheme	DEPP		21,248		21,248
Business Rates Relief Schemes	DF	55,030,000	45,485,000		100,515,000
COVID-19 Additional Relief Fund	DF		5,315,301		5,315,301
Business Support Grants (initial schemes)	DF	49,540,000			49,540,000
Mandatory Business Support Grants (subsequent schemes)	DF	40,995,240			40,995,240
Discretionary Business Support Grants (subsequent schemes)	DHPPR	10,482,547	3,251,331		13,733,878
Restart Grants - hospitality, accomm, leisure etc					
- hospitality, accomm, leisure etc	DF		12,586,504		12,586,504
- non-essential businesses	DF		2,264,000		2,264,000
Household Support Fund	DHPPR		1,867,883		1,867,883
Omicron Hospitality & Leisure Support Grants	DHPPR		2,940,090		2,940,090
		206,715,876	97,852,536	818,270	305,386,682
NHS Contributions - Hospital Discharge support etc	DAS	3,033,904	4,099,000		7,132,904
<b>Total Government Funding (inc NHS contributions)</b>		<b>209,749,780</b>	<b>101,951,536</b>	<b>818,270</b>	<b>312,519,586</b>

Repayments		
- Business Support Grants	-14,638,184	-3,634,264
- Restart Grants		-2,513,773
<b>Total Repayments</b>	<b>-14,638,184</b>	<b>-6,148,037</b>

Report No.  
CEF22015

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**Date:** Wednesday 30 March 2022

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

**Title:** BASIC NEED PROGRAMME UPDATE

**Contact Officer:** Robert Bollen, Head of Strategic Place Planning  
Tel: 020 8313 4697 E-mail: Robert.Bollen@bromley.gov.uk

**Chief Officer:** Director of Education

**Ward:** (All Wards);

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1. Reason for report

This report provides an update on the capital schemes included within the Council's Basic Need Programme.

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2. **RECOMMENDATION(S)**

- 2.1 That the Executive agrees the updated Basic Need Programme as set out in Appendix 3. subject to Full Council approval.
- 2.2 That the Executive agrees the allocation of an additional £981k of S106 allocations to projects within the Basic Need Capital Programme as outline in Appendix 2.
- 2.2 That Members note the additional SEND Provision Capital Funding allocation of £2,451k received during 2021/22 for improving and expanding SEN and Alternative provision.
- 2.3 That agreement be given that the schemes at Farnborough Primary School, Marian Vian Primary School (Phase 2) and St John's CE Primary School be brought forward to the Projects in Delivery (Funded) Programme, that the existing allocation to fund secondary bulge classes be maintained and that a new contingency fund be set aside to support additional specialist provision, should it be required for the Council to meet its statutory duty and that two new accessibility schemes at Bishop Justus and Chislehurst School for Girls (Appendix 1) be approved.

- 2.4 That where required funding be delegated to schools for local delivery subject to there being sufficient mechanisms in place to control expenditure and ensure delivery of outcomes.**
- 2.5 That the Executive notes that schools will be submitting planning applications in association with these works.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: This programme is currently benefitting local children and young people through providing an additional 1,680 temporary and 3,715 permanent schools places in both mainstream and specialist settings.
- 

### Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Children and Young People
- 

### Financial

1. Cost of proposal: Estimated Cost
  2. Ongoing costs: Non-Recurring Cost
  3. Budget head/performance centre: Educational Capital Programme
  4. Total current budget for this head: £96,562k
  5. Source of funding: DfE Basic Need Capital Grant, DfE SEND Provision Capital funding, DfE School Condition Allocations (SCA), S106 contributions
- 

### Personnel

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

### Legal

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

### Procurement

1. Summary of Procurement Implications: There are no procurement implications arising from this report. The procurement strategy for the Basic Need Capital Programme has been set out in previous reports.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Over 5,000 children and young people in Bromley schools
- 

### Ward Councillor Views

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

### 3. COMMENTARY

This report provides a progress update on the delivery of the Council's Basic Need Capital Programme over the past year.

- 3.2 The Council receives Basic Need Capital Grant from the DfE to support the delivery of sufficient school places, with a total of £80m so far allocated for 2011-2022. The Council has received no additional mainstream allocation for the years 2019-20 to 2020-21. The formula for allocation is based principally on projected population growth for children and young people aged 2-18.
- 3.3 In addition, the Council has now received a £6.9m SEN Provision Capital Funding allocation. These allocations are provided in addition to the Basic Need Capital Grant to support local authorities to provide new specialist placements and improve SEN facilities

<b>Basic Need Allocations</b>	
2011-12 allocation	£4,496,771
Autumn 2011 exceptional in-year allocation	£1,277,936
2012-13 allocation	£2,404,519
Spring 2021 exceptional in-year allocation	£1,590,436
2013-15 allocation	£9,968,079
2015-16 allocation	£20,635,153
2016-17 allocation	£21,666,911
2017-18 allocation	£8,837,573
2018-19 allocation	£6,895,846
2021-22 allocation	£2,237,466
<b>Total Allocation To Date:</b>	<b>£80,010,690</b>
<b>SEND Provision Capital Funding</b>	
2018-19 allocation	£865,510
2019-20 allocation	£865,510
2020-21 allocation	£865,510
Additional 2018-21 allocation (May '18)	£603,844
Additional 2018-21 allocation (Dec '18)	£1,207,688
2021-22 allocation	£2,450,780
<b>Total Allocation To Date:</b>	<b>£6,858,842</b>

- 3.3 The table above provides details of all the Basic Need Capital Grant and SEND Provision Capital Funding received by the Council.
- 3.4 In addition, the Basic Need capital programme also includes capital contributions from a range of other capital funding programmes including DfE School Condition Allocations (SCA) and Section 106 contributions. These are detailed in Section 6 of this report.
- 3.5 Appendix 1 provides an appraisal of new schemes being added to the Basic Need Programme.
- 3.6 Appendix 3 provides details of Section 106 funding being drawn down against schemes within the programme.
- 3.7 Appendix 3 provides details of the Basic Need Programme and the funding allocated for individual project. Projects are categorised as follows:

A Completed projects, including projects that are in defects and yet to reach Final Account.



- B Projects in Delivery (Funded) – schemes that are in the delivery phase, including projects under construction and in procurement, and have available funding allocated to them to allow delivery
- C Projects in Development (Unfunded) – schemes that are not an immediate priority and are therefore not fully funded, but are being delivered to a ‘shovel ready’ status

3.8 Design development of schemes not in the delivery phase (funded or unfunded) of the programme will continue, but schemes will not be brought forward until there is sufficient need and funding is available.

**Recently Completed Schemes**

3.9 Since the last Basic Need Update Report to the Executive in July 2018, the following schemes have been completed:

Bromley Beacon Academy - Orpington site (Phase 3)	Expansion and refurbishment of school accommodation for children with a diagnosis of Social Emotional and Mental Health (SEMH) need.
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**Projects in Delivery (Funded)**

3.10 The following schemes are being are currently in or being progressed to the Projects in Delivery (Funded) stage:

B1	Bishop Justus	Works to enhance hygiene facilities and accessibility to support child placed at school. Currently a number of options including a wider toilet refurbishment for which the school would contribute.
B2	Chislehurst School for Girls	Works to provide hygiene facilities and accessibility to support child placed at school.
B3	Farnborough Primary School	Council contribution of S106 monies towards school led scheme focussing on enhancements and re-providing specialist spaces rather than expansion.
B4	Marian Vian Primary School (Phase 1)	This scheme nearing completion provides a new drop off zone for the school and converts the former children and family centre into a nursery. The scheme is funded entirely by S106 contributions.
B5	Marian Vian Primary School (Phase 2)	S106 scheme to replace dilapidated year 6 accommodation block. S106 funded. Scheme delivery reliant on further expected S106 contributions.
B6	Nightingale (PRU)	Scheme has been on hold due to the review of Alternative Provision. Scope now broadened to include accommodation for Council’s Home Hospital Tuition Service (HHTS) as well as Bromley Trust Academy Blenheim (BTAB).

B7	Oaklands Primary School	Minor capital works to set up new SEN resource provision from September 2022.
B8	Red Hill Primary Schools	This scheme involves carrying out remodelling and limited new build construction at the school to ensure that there is sufficient accommodation to admit 4FE in KS2, creating a guaranteed place KS2 for all pupils leaving Mead Road Infant School.
B9	St John's CE Primary School	S106 funded scheme. Design works and discussions ongoing with Aquinas Trust. Potential need for more school places in area in future years. Delivery of full scheme reliant on further expected S106 or trust contributions.
B10	Stewart Fleming Primary School	Phase 2 is now in defects and final account discussions underway following COVID delays. Phase 1(b) that involved the Phase 1 contractor returning to site to convert the temporary hall and kitchen servery required during the build phase into KS1 classes was completed during summer 2021.
B11	Secondary bulge classes	Allocation to support the Council meet its statutory duty for ensuring sufficient school places. Pressure is currently in NW Bromley and will continue until Harris Kent House opens.
B12	Specialist placement	Allocation to support the Council to ensure it has sufficient placements for children and young people with an EHCP through capital works

### Projects in Development (Unfunded)

- 3.11 During 2021 Castlecombe Primary School and Dorset Road Infant School amalgamated to form Elmstead Wood Primary School following approval from the Regional Schools Commissioner (RSC). The disposal of the Dorset Road Infant School site, disposal process and use of funds was subject to a separate report approved by the Executive in November 2021.

## 4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

The Basic Need Capital Programme has added 1,680 temporary and 3,715 permanent school places in mainstream and specialist settings.

## 5. POLICY IMPLICATIONS

Bromley Council has an established policy for the review and strategic planning of school places and related school organisation. The need to ensure sufficient school places, the quality of those places and their efficient organisation is a priority within the Council's strategy Making Bromley Even Better 2021-31; 'For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.' In seeking best value in the delivery of school places this proposal will be the priority; 'To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.' The proposals contained within this report also contribute to key targets within the Children, Education and Families Portfolio Plan.

## 6. FINANCIAL IMPLICATIONS

- 6.1 The Council has been granted £86.9m in 100% Basic Need Capital Grant and SEND Provision Capital Funding for the financial years 2011-22 to meet the need for mainstream, specialist and alternative provision school places. The programme includes various transfers from other schemes to support the delivery of the Council's Basic Need Programme. Allocations have also been made to Basic Need to support other education capital schemes, resulting in a total current budget of £97.3m as shown in the table below.

	<b>£'000s</b>
Basic Need Allocation 2011-22	80,011
SEND Provision Capital Funding 2018-21	6,859
<b>Total DfE mainstream and SEND place provision funding</b>	<b>86,870</b>
Other funding streams	
Approved S106 allocations	8,704
Transfers from DfE Capital Maintenance Grant (SCA)	1,294
Transfer from Reconfiguration of Special Schools Scheme	113
DfE payment for Trinity CE Primary School MUGA	301
	<b>10,412</b>
<b>Total Basic Need Budget</b>	<b>97,282</b>
Transfer to Highway Capital Project	-650
Transfer to Beacon House Capital Project	-577
Transfer back from Highway Capital Project to Basic Need	113
Transfer back from Beacon House Capital Project to Basic Need	391
Transfer from Langley Park BSF Capital Project to Basic Need	3
<b>New Basic Need Capital Programme</b>	<b>96,562</b>

- 6.2 The table above sets out the Council's updated Basic Need Capital Programme including the SEND Provision Capital Funding and the addition of £981k additional S106 funding detailed in Appendix 2.
- 6.3 For the purposes of monitoring total Basic Need related expenditure, and to ensure that any underspends are returned to Basic Need, the £650k and £577k transfers to the Highway Primary Rebuild and Beacon House Refurbishment Schemes respectively have been added back into the list of projects, and the Section 106 funding removed and shown as other funding. £113k, £391k and £3k have been passed to Basic Need from the Highway, Beacon House and Langley Park School for Boys Capital Project respectively now that these schemes are closed.
- 6.4 To date, a total of £108.5m expenditure has been committed (completed schemes plus schemes in delivery). Funding of this is broken down as follows:-

	<b>£'000</b>
Expenditure committed	108,597
Funded by:	
Basic Need Grant	-79,995
SEND Capital Grant	-6,156
Other (including S106 and School contributions)	-22,446
Funding in balance	<b>0</b>

6.5 There are residual amounts remaining unspent of Basic Need and SEND capital that will be distributed in due course once projects progress.

## 7. LEGAL IMPLICATIONS

7.1 The distribution and application of monies received from Central Government is subject to guidance and advice from the Department for Education. Under Section 14 Education Act 1996 the Council have a statutory duty to ensure there enough primary and secondary school places are available to meet the need of pupils in its area.

7.2 Section 106 monies must be spent in accordance with the Education contribution clauses.

## 8. PROCUREMENT IMPLICATIONS

8.1 This report provides details on the funding allocations and priorities for the Council's Basic Need Programme. The procurement strategy, as set out in previous Executive reports, is not altered by the report.

<b>Non-Applicable Sections:</b>	<b>PERSONNEL IMPLICATIONS</b>
Background Documents: (Access via Contact Officer)	[Title of document and date]

## APPENDIX 1 – NEW CAPITAL SCHEME APPRAISALS

### B1 Bishop Justus (Hygiene and Accessibility Works)

	2021/22	2022/23	2023/24	Total
	£000's	£000's	£000's	£000's
<b>Land Acquisitions</b>				<b>0</b>
<b>Contract Payments (Temporary Works)</b>	24	24	0	<b>48</b>
<b>Contract Payments (Main Works)</b>	0	228	12	<b>240</b>
<b>Consultancy Fees</b>	12	12	1	<b>25</b>
<b>Furniture and Equipment</b>				<b>0</b>
<b>School</b>	20			<b>20</b>
<b>Contingency</b>	2	25	1	<b>29</b>
	<b>58</b>	<b>289</b>	<b>14</b>	<b>362</b>

### B2 Chislehurst School for Girls (Hygiene and Accessibility Works)

	2021/22	2022/23	2023/24	Total
	£000's	£000's	£000's	£000's
<b>Land Acquisitions</b>				<b>0</b>
<b>Contract Payments (Temporary Works)</b>	15	12	0	<b>27</b>
<b>Contract Payments (Main Works)</b>	0	114	6	<b>120</b>
<b>Consultancy Fees</b>	15	5	5	<b>25</b>
<b>Furniture and Equipment</b>				<b>0</b>
<b>School</b>				<b>0</b>
<b>Contingency</b>	2	13	1	<b>15</b>
	<b>32</b>	<b>144</b>	<b>12</b>	<b>187</b>

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## APPENDIX 2: SECTION 106 SCHEDULE

Public Register Reference	Development	S106 Agreement Education Clause	How the money will be allocated	Justification	Works Period	Value of Works	S106 Contribution
437	Redevelopment of GlaxoSmithKline site, Langley Court, South Eden Park Road, Beckenham	"Education Contribution Purposes" a contribution towards the costs of providing education infrastructure and improvements to Marion Vian School, Shirley Crescent, Beckenham BR3 4AZ or other education projects in the Council's administrative area in receipt of no more than four other such contributions under the Act	Towards Phase 2 works at Marian Vian Primary School	To support bulges classes and replace dilapidate year 6 block	2022-25	£2,300,000	£827,031.57
N/A – F1101	Banbury House, Bushall Way, Chislehurst, BR7 6SF	None – secured via condition as 'Education'	Towards works at Red Hill Primary School	To support allowing the school to admit 120 pupils in KS2.	2022-23	£2,160,000	£99,376.18
N/A - F1101	Land Adjacent to Anerley Town Hall, William Booth Road, Penge, London	None – secured via condition as 'Education'	Towards the expansion of Stewart Fleming Primary School Phase 2	To support expansion from 2 to 3FE	2017-2019	£7,233,000	£35,794.18
435	All Saints Catholic School, Layhams Road,	"Education Contribution Purposes" a contribution towards the costs of providing	Towards Phase 2 works at Marian Vian	To support bulges classes and replace	2022-2025	£2,300,000	£16,819.04

	West Wickham, BR4 9HN	education infrastructure in the Council's administrative area	Primary School	dilapidated year 6 block			
	Interest on Education Schemes						£1,658.68
							£980,679.65



**APPENDIX 3 - BASIC NEED PROGRAMME 2011-22**

	School	Description of Works	Type	Year (S)	Status	Project Cost	Funding Sources				Description	Budget Changes		
							Basic Need	SEND Capital	New S106 Funding	Other		Cost July 2021	Change	Explanation
<b>Completed Projects</b>														
A1	Balgowan Primary School	Internal refurbishment	Bulge Class	2014	Complete	£10,000	£10,000					£10,000	£0	
A2	Balgowan Primary School	Access works at school	Access initiative	2017	Complete	£230,390	£230,390					£230,390	£0	
A3	Bickley Primary School	Kitchen works to complete 2FE expansion	Permanent Expansion	2010-11	Complete	£103,000	£103,000					£103,000	£0	
A4	Bishop Justus	All Phases of Scheme	Permanent Expansion	2016-17	Complete	£4,820,000	£3,224,105			£1,595,895	S106	£4,820,000	£0	
A5	Blenheim Primary School	Minor works to support admission of additional pupils	Bulge Class	2014	Complete	£23,877	£23,877					£23,877	£0	
A6	Bromley Beacon Academy (Beacon House)	Refurbishment of site to provide vocational offer and extend services to KS2 and girls.	SEN Expansion	2015-16	Complete	£4,886,000	£186,000			£4,700,000	DSG	£4,886,000	£0	
A7	Bromley Beacon Academy (Orpington Site) Phases 1,2 & 3	External works and new build block	SEN Expansion	2017-19	Defects/ Final Account	£5,220,000	£3,728,600	£1,184,000		£307,400	CIF Funding	£5,220,000	£0	Awaiting Phase 3 Final Account
A8	Bromley Beacon Academy	Expansion to provide additional 28 places	SEN Expansion	2020	Complete	£20,000		£20,000				£0	£20,000	

A9	Burnt Ash Primary School	Internal SEN unit modifications to address OFSTED recommendations	SEN	2013	Complete	£50,000	£30,000	£20,000				£50,000	£0	
A10	Castlecombe Primary School	Permanent expansion of the school to 2FE in KS2 including temporary accommodation	Temporary Accommodation	2016-17	Complete	£3,564,662	£3,202,496			£362,166	DSG, CIF	£3,564,662	£0	
A11	Churchfields Primary School	Internal refurbishment, infill expansion, new nursery block	3 x bulge class, 1FE permanent expansion	2011-16	Complete	£1,367,000	£1,367,000					£1,367,000	£0	
A12	Clare House Primary School	Internal modifications to existing school, 3 temporary classroom units, demolition of existing school and construction of new 2FE school building.	3 x bulge class, 1FE permanent expansion	2011-2016	Complete	£6,756,736	£6,546,490		£81	£210,165	DSG	£6,756,736	£0	
A13	Coopers School	Feasibility into options for expansion	Feasibility	2015	Complete	£5,000	£5,000					£5,000	£0	
A14	Crofton Infant School	New build class and facilities for additional 'Busy Bees' class	Additional SEN Unit Class	2014	Complete	£409,000	£384,000			£25,000	Access Initiative	£409,000	£0	
A15	Crofton Junior School	Access Works - New hygiene room, lift and ramps	Access initiative	2017	Complete	£393,188	£393,188					£393,188	£0	

A16	Darrick Wood School	Access Works - acoustic partitions and associated ICT/M&E works	SEN	2012	Complete	£45,000	£45,000				£45,000	£0	
A17	Darrick Wood Infants School	Review of space at school	Site sufficiency	2014	Complete	£3,395	£3,395				£3,395	£0	
A18	Darrick Wood Junior School	Review of space at school	Site sufficiency	2014	Complete	£3,395	£3,395				£3,395	£0	
A19	Dorset Road Infants School	Feasibility	Potential Expansion		Complete	£24,000	£24,000				£24,000	£0	
A20	Edgebury Primary School	New build to support expansion from 1 FE to 2 FE	Permanent Expansion	2016	Complete	£4,434,626	£3,622,388		£812,238	S106 & Planned Maintenance	£4,434,626	£0	
A21	Farnborough Primary School	Internal refurbishment and FF&E	2 x bulge classes	2015 & 2016	Complete	£230,685	£230,685				£230,685	£0	
A22	Glebe	New classroom block to support 2FE ASD secondary expansion	SEN Expansion	2015-16	Defects	£4,887,000	£0		£4,887,000	DSG, School, S106	£4,887,000	£0	Awaiting agreement on Final Account. Contractor in administration
A23	Green Street Green	Feasibility on options to expand the school from 2FE to 3FE	Potential Expansion	2015	Complete	£58,211	£58,211				£58,211	£0	Previously Scheme in Development
A24	Harris Beckenham Green (Bromley Road Primary)	Internal remodelling/ refurbishment to provide accommodation for the re-organised school	Change of age range + linked to Worsley Bridge	2015-16	Defects	£1,124,988	£1,124,988				£1,124,988	£0	Additional Final costs resulting from dealing with historic nature of building

A25	Harris Primary Academy Crystal Palace	Minor refurbishment and temporary toilet unit to facilitate an extra form of entry in 2011 & 2012. Internal refurbishment and external works to Permanent support permanent expansion of school	3 x bulge classes and permanent expansion	2011-2016	Complete	£1,159,488	£1,138,688		£20,800	DSG	£1,159,488	£0	Amalgamated Costs all Phases. Estimated final account and associated costs above estimated project cost
A26	Harris Primary Academy Kent House	Modular accommodation to provide an additional form of entry in 2011.	Bulge Class	2011	Complete	£263,000	£263,000				£263,000	£0	
A27	Harris Primary Academy Orpington	Works to SEN Unit	SEN	2010/11	Complete	£100,000	£57,000		£43,000	Primary Capital Programme	£100,000	£0	
A28	Hawes Down Infants School	Internal refurbishments for single bulge class	Bulge Class	2012	Complete	£115,000	£115,000				£115,000	£0	
A29	Hawes Down Junior School	Additional class to admit bulge class from infant school and SEN Unit class	Bulge Class	2015	Complete	£829,325	£763,299		£66,026	S106	£829,325	£0	
A30	Hawes Down Primary School	Additional class SEN Unit class	SEN Expansion	2021	Complete	£16,000		£16,000			£0	£16,000	
A30	James Dixon Primary School	Temporary reception block and relocation of contact centre	2 x Bulge Class	2014 & 2015	Complete	£851,631	£729,951		£121,680	DSG	£851,631	£0	

A31	<b>Keston CE Primary School</b>	internal and external works to provide permanent facilities for 2012 class.	Bulge class	2012	Complete	£935,804	£935,804					£935,804	£0	
A32	<b>Langley Park School for Boys</b>	Internal refurbishment	Bulge class	2015	Complete	£56,000	£56,000					£56,000	£0	
A33	<b>Leesons Primary School</b>	Internal refurbishment and FF&E	3 x Bulge Class	2014-16	Complete	£30,000	£30,000					£30,000	£0	
A34	<b>Leesons Primary School</b>	Refurbishment of area separated from former day care centre and new teaching block to support 1 to 2 FE expansion	Permanent Expansion	2017-18	Procurement	£4,426,000	£3,816,216			£609,784	S106, Early Years Capital and Seed Challenge	£4,426,000	£0	Subject to Final Account
A35	<b>Marian Vian Primary School</b>	Internal works and FF&E For Bulge class in advance of new facilities being brought forward.	2 x Bulge Class	2015 & 2016	Complete	£154,869	£154,869					£154,869	£0	Includes bulge classes, feasibility and development of design
A36	<b>Mead Road Infants School</b>	Review of space at school	Site sufficiency		Complete	£19,080	£19,080					£19,080	£0	
A37	<b>Midfield Primary School</b>	Internal refurbishment, new classroom block and nursery	3 x bulge classes and permanent expansion	2012 -2015	Complete	£1,624,077	£1,606,277			£17,800	S106	£1,624,077	£0	
A38	<b>Mottingham Primary School</b>	Internal refurbishment, kitchen and utilities works	KS2 bulge classes	2014 & 2015	Complete	£1,019,340	£1,019,340					£1,019,340	£0	

A39	Oaklands	Bulge Class and provision of new reception block to ensure school has sufficient pupil accommodation	Sufficiency and Suitability	2016 & 2018-19	Complete	£2,524,625	£2,391,388		£133	£133,104		£2,524,625	£0	
A40	Parish CE Primary School	3 New reception classrooms, new teaching block and secondary path to support 2 to 3FE expansion	Permanent Expansion	2012 -2014	Complete	£3,509,000	£3,509,000					£3,509,000	£0	
A41	Parish Primary School	Kitchen works to support 2 to 3FE expansion			Complete	£175,000	£175,000					£175,000	£0	
A42	Pickhurst Junior School	Hygiene and Sensory Room and capital works to support creation of Resource Provision			Complete	£456,000	£70,000	£386,000				£456,000	£0	
A43	Poverest Primary School	New accommodation block and refurbishment of dining hall and CFC to form new early years block, enabling 1 to 2 FE expansion	3 x Bulge Class and Permanent Expansion	2014-20	Complete	£5,529,935	£4,631,255			£898,680	S106, Early Years Capital and School Contribution	£5,529,935	£0	
A44	Red Hill Primary School	Improvement of toilet facilities to support increase in pupil numbers	Bulge Class	2012	Complete	£82,000	£82,000					£82,000	£0	
A45	Ravensbourne School	Move Gym to provide new classroom	Bulge Class	2015-16	Complete	£950,890	£950,890					£950,890	£0	

A46	Ravenswood School	First stage of Feasibility	Feasibility	2015	Complete	£6,375	£6,375					£6,375	£0
A47	Riverside School	New school hall and ASD specific entrance	SEN Expansion	2013-14	Complete	£1,239,506	£836,653			£402,853	S106	£1,220,000	£19,506
A48	Riverside School	Opening 3rd site		2020	Complete	£175,000		£175,000				£175,000	£0
A49	Scotts Park Primary School	Refurbishment of early years area and temporary accommodation block	4 x Bulge Class	2012-14	Complete	£498,000	£463,000			£35,000	S106	£498,000	£0
A50	St George's CE Primary School	Conversion of existing space to form single bulge class	Bulge Class	2015	Complete	£2,660,000	£1,907,566		£155	£752,279	S106	£2,660,000	£0
A51	St John's CE Primary 2 Classroom refurbishment	Works during Summer 2017 to convert smaller spaces into classrooms and feasibility on expansion	Bulge Classes		Complete	£369,898	£369,898					£369,898	£0
A52	St Mark's CE Primary School	Refurbishment of reception classrooms	Suitability	2013	Complete	£135,000	£135,000					£135,000	£0
A53	St Marys Cray Primary School	Minor works to support admission of additional pupils and feasibility	Additional Pupils	2012	Complete	£78,705	£78,705					£78,705	£0
A54	St Nicholas CE Primary School	Feasibility into expansion of School to 2FE Primary School	Potential Relocation and Expansion	2015 to 2016	Scheme on hold	£71,000	£71,000					£71,000	£0
A55	St Paul's Cray CE Primary School	Mixed refurbishment and new build to allow expansion from 1 to 2 FE	Permanent Expansion	2015	Complete	£2,561,720	£2,375,521		£87	£186,112	S106, Early Year Capital, Seed Challenge, UKPN	£2,561,720	£0

A56	Stewart Fleming Primary School	Temporary accommodation block and internal refurbishment	2 x Bulge Class plus decant accommodation	2015	Complete	£795,000	£421,000			£374,000		£795,000	£0	
A57	Stewart Fleming Primary School	Phase 1 of main school expansion	Expansion 2 to 3 FE		Complete	£2,945,000	£2,945,000					£2,945,000	£0	
A58	Trinity CE Primary School	Temporary accommodation block and internal refurbishment, new access road and multi use games area	Bulge Class	2013-16	Complete	£1,781,772	£1,139,772			£642,000	S106, ESFA & DSG	£1,781,772	£0	
A59	Trinity CE Primary School	EDC Block Refurbish	Permanent Expansion		Award	£890,000	£640,000			£250,000	S106	£890,000	£0	In defects
A60	Tubbenden Primary School	New unit classroom and ancillary accommodation	SEN Expansion	2017	Defects	£1,056,398	£8,000	£1,006,398		£42,000	School	£1,056,398	£0	Complete
A61	Unicorn Primary School	Temporary Classroom and new build expansion to ensure sufficient hall space, new classroom accommodation for 'bulge' class and hygiene facilities	Bulge Class	2015	Complete	£1,438,000	£1,410,000			£28,000	DSG	£1,438,000	£0	
A62	Valley Primary School	Modular accommodation to facilitate an extra form of entry in 2011 & 2012.	Bulge Class	2011	Complete	£353,000	£353,000					£353,000	£0	



A63	Widmore Centre	Review of accommodation	Feasibility		Complete	£7,000	£7,000					£7,000	£0	
A64	Worsley Bridge Primary School	Temporary modular classrooms for additional 2 classes in 2013, refurbishment and extension	Permanent Expansion and School Re-organisation	2013-16	Complete	£4,850,718	£4,375,609		£199	£474,910	DSG, S106	£4,850,718	£0	
A65	The Highway Primary School	Contingency to cover over-spend on project	Suitability	2010-11	Complete	£537,000	£537,000					£537,000	£0	
A66	Access Initiative	2016-2022 costs	Accessibility	2020-2022	Complete	£330,000	£330,000					£100,000	£230,000	Covers 3 additional years
A67	Capitalised Staffing Costs	Education capital project management costs	n/a	2013-22	n/a	£634,168	£634,168					£493,675	£140,493	Reflects additional costs during 2021/22
<b>Cost of Completed Schemes</b>						<b>£86,910,477</b>	<b>£66,104,531</b>	<b>£2,807,398</b>	<b>£655</b>	<b>£17,997,892</b>			<b>£425,999</b>	

	School	Description of Works	Type	Year (S)	Status	Project Cost	Funding Sources				Description	Budget Changes		
							Basic Need	SEND Capital	New S106 Funding	Other		Cost July 2021	Change	Explanation
<b>Projects in Delivery (Funded)</b>														
B1	Bishop Justus	Access Initiative	Hygiene Room	2022-23	Pre-tender	£362,000		£247,000		£115,000	School contribution	£0	-£362,000	New Scheme
B2	Chislehurst School for Girls	Access Initiative	Hygiene Room and Access Improvements	2022-23	Procurement	£187,000		£187,000				£0	-£187,000	<b>New Scheme</b>
B3	Farnborough Primary School	LBB Contribution to school scheme to make improvements, and address impact of bulge classes admitted by the school.	Bulge Classes	2022-23	Planning	£773,391	£0			£773,391		£0	-£773,391	Scheme entering projecys in development. Options for modest improvement scheme utilising S106 being finalised.

B4	Marian Vian Primary School (Phase 1)	Conversion of CFC to nursery and new drop off/pick up arrangements	Bulge classes an other improvements	2021	Procurement	£669,000	£0			£669,000	S106	£715,328	-£46,328	Scheme S106 funded. Underspend allocated to Phase 2
B5	Marian Vian Primary School (Phase 2)	New Year 6 block	Bulge classes an other improvements	2022-23	Pre-tender	£890,179			£843,851	£46,328	S106. Projected savings on phase 1	£0	£890,179	Scheme S106 funded, brought forward from schemes in development
B6	Nightingale (PRU)	New facilities for BTAB and HHTS	New accommodation	2022-24	Feasibility	£2,800,000	£1,000,000	£1,800,000				£1,203,000	£1,597,000	Scope expanded to include accommodation for HHTS
B7	Oaklands Primary School	New Resource Provision class	SEN expansion	2022		£50,000		£50,000				£0	£50,000	New Scheme
B8	Red Hill Primary School	To allow school to admit all children leaving Mead Road Infants School	4FE in KS2 (40 extra pupils)	2022-23	Feasibility	£2,160,000	£2,060,624		£99,376			£2,160,000	£0	No change
B9	St John's Primary School	Review of accommodation and possible options for expansion utilising S106	Possible expansion and Improvements	TBC	Feasibility	£1,004,047			£1,004	£1,004,047	Section 106 funded + S106 Interest	£0	£1,004,047	Progress of full scheme reliant on additional funding.
B10	Stewart Fleming Primary School (Phase 2)	Demolition, new classroom block and refurbishment to enable 2 to 3FE expansion	Permanent Expansion	2016-21	Construction	£7,233,000	£6,337,281		£35,794	£859,925	School & S106	£7,233,000	£0	No change
B11	Secondary bulge classes	Contingency to support bulge classes and expansion if required		n/a	In preparation	£3,000,000	£3,000,000					£3,000,000	£0	No Change

B12	Specialist placements	Contingency to support additional specialist places if required		n/a	In preparation	£500,000		£500,000				£0	-£500,000	
B13	Projects In Development	Support for development works for projects in development (unfunded)		Ongoing	Feasibility	£100,000	£100,000					£1,000,000	-£900,000	Expenditure now moved to projects in delivery
B14	Special Provision Capital Feasibilities	Feasibilities to identify priorities for future SEN investment		2021-22	Feasibility	£450,000	£0	£450,000				£150,000	-£300,000	Scope increased to over review of accommodation at all maintained specialist provision
B15	Access Initiative 2022-23	Accessibility and adaptations at schools		n/a	Programme	£100,000	£100,000					£100,000	£0	Annual allocation
B16	Capitalised Staffing Costs 2022-2024	Staffing cost for project management of programme		n/a	n/a	£400,000	£400,000					£250,000	£150,000	Increased staffing required for high needs capital works
B17	Capitalised Legal and surveyor costs 2022-24	Internal legal and surveyor costs				£200,000	£200,000					£0	£200,000	New costs
Cost of schemes in delivery						£20,878,616	£13,197,904	£3,234,000	£980,025	£3,467,691	Total complete and in delivery value	Complete + in delivery minus programme contingency		
Programme Contingency (5%)						£806,431	£692,231	£114,200						
In delivery (Funded) Schemes Total						£21,685,047	£13,890,135	£3,348,200	£980,025	£3,467,691				
Completed Schemes and In delivery Schemes Total						£108,595,524	£79,994,667	£6,155,598	£980,680	£21,465,583	£108,596,528	£107,790,097		
Current i) Basic Need Scheme Budget ii) SEN capital Budget							£80,010,690	£6,858,842						
Remaining i) Basic Need Scheme Budget ii) SEN capital Budget							£16,023	£703,244				£22,446,263		
Changes to programme in delivery														

School	Description of	Type	Year (S)	Status	Project Cost	Funding Sources	Description	Budget Changes
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	Works					Basic Need	SEN	New S106 Funding	Other		Cost March 2016	Change	Explanation
<b>Projects in Development (Unfunded)</b>													
C3	St John's CE Primary School	Refurbishment and new accommodation block to enable expansion 1.5 FE to 2 FE	Permanent Expansion	2017-18	On hold/Planning	£4,430,300	£4,430,300				£4,430,300	£0	Scheme being reviewed with trust (B9 above) for possible improvements or future expansion
C4	Trinity CE Primary School	Remaining Phases for expansion to 4FE	Permanent Expansion	2017 -	Post Planning	£3,013,000	£3,013,000				£3,013,000	£0	Reflects additional works being delivered in line B7
C5	Marian Vian Primary School	Remaining phases of scheme		TBC		£2,500,000	£2,500,000				£2,500,000	£0	Scheme being reviewed with trust (B9 above) for possible improvements or future expansion
C6	Scotts Park Primary School	New classroom block to complete 2 to 3 FE expansion	Permanent Expansion	TBC	On hold	£2,970,000	£2,970,000				£2,970,000	£0	
C7	St Mary Cray	Re-organisation of school and Duke Youth Centre	Re-development	TBC	On hold	£2,970,000	£2,970,000				£2,970,000	£0	
Total cost of schemes in development						£15,883,300	£15,883,300	£0	£0	£0	£0	£0	

Report No.  
CEF20021

## London Borough of Bromley

Public

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**Decision Maker:** EXECUTIVE WITH PRE DECISION SCRUTINY BY THE CHILDREN, EDUCATION AND FAMILIES PDS COMMITTEE

**Date:** 30 MARCH 2022

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

**Title:** PROVISION OF HOLIDAY AND SATURDAY GROUP BASED SHORT BREAKS - AUTHORISATION TO TENDER FOR NEW CONTRACT

**Contact Officer:** Dan Manns, Integrated Strategic Commissioner  
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**Chief Officer:** Richard Baldwin, Director of Children, Education and Families  
E-mail: [richard.baldwin@bromley.gov.uk](mailto:richard.baldwin@bromley.gov.uk)

**Wards:** All

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### 1. REASON FOR REPORT

- 1.1 The contract for provision of Holiday and Saturday Short Breaks for Disabled Children was originally awarded to Riverside School in May 2010 following competitive tender. The purpose of this service is to provide meaningful and fulfilling activities for children and young people with a range of disabilities, while offering valuable respite for parents and carers. Studies show that Short Breaks can provide a vital preventative service for families which can support family cohesion and guard against breakdown. Further contracts were awarded in 2012, 2015 and 2018 via exemption to competitive tendering due to the specialist nature of the service, with a cumulative value to date of over £1m. The current contract extension period commenced on **1 April 2021** and is due to end on **31 March 2023** with all existing contractual options to extend further exhausted. The estimated annual value of the current contract is **£196,057 p.a.**, with a whole life value, inclusive of the extension options used, of **£968,753**
- 1.2 In order to ensure a timely recommissioning of this service, for a vulnerable cohort of children and young people with disabilities and their families, it is proposed to reprocure this service during 2022 at an estimated annual value of **£196,057 p.a.** It is further proposed to offer an initial contract term of three years with two options to extend for periods of up to two years each, making a whole life contract term of seven years if both extension clauses are utilised. This would mean that the full potential contract term would be for seven years from **1 April 2023 – 31 March 2030**. The approximate full life value of the service would consequently be **£1,372,399**.

## 2. RECOMMENDATION(S)

- 2.1 Executive is recommended to approve the procurement strategy outlined in this report for a new contract for a Weekend and Holiday Short Breaks Service for Children with Disabilities. It is proposed that the service will have an estimated annual value of **£196,057 p.a.** If the initial term (3 years) and both extension clauses (2 years + 2 years) are utilised, the approximate full life value of the service would be **£1,372,399**. The new contract would commence on **1 April 2023** and terminate on **31 March 2030**.
- 2.2 Executive is recommended to note that the results of the Prior Information Notice (PIN) that has been sent to providers, and further consideration of the risks to the service inherent in a formal tender for the continuation of the Holiday and Saturday Short Breaks service will be considered and a Gateway 1 seeking approval for the preferred procurement route will be presented at a later date.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: As well as providing meaningful, fulfilling activities for children and young people with Special Educational Needs and Disabilities (SEND) and respite for parents and carers, Short Breaks play a vital role in family cohesion and support. Short Breaks are important as a preventative service, without which an increased number of children and young people with SEND are more likely to be subject to care orders when families are unable to continue to fulfil their caring responsibilities due to the physical, mental and emotional strain of the role.
- 

## Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Children and Young People
- 

## Financial

1. Cost of proposal: Estimated Cost: **£1,372,399** over seven years.
  2. Ongoing costs: Recurring Cost
  3. Budget head/performance centre: Group Based Short Breaks/Safeguarding and Care Planning West
  4. Total current annual budget for this head: **£197k** (for 2021-23)
  5. Source of funding: Revenue
- 

## Personnel

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

## Legal

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

## Procurement

1. Summary of Procurement Implications: Formal tender for contracted service for up to seven years
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 160+ CYP
- 

## Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The current service operates for 22 Saturdays per year and for 25-30 days during summer, Easter, Christmas and February half-term school holidays. Children and young people who are able to access the scheme are typically allocated anywhere between 6 days to 35 days per year. As a general principle, younger children who are just starting on the scheme are allocated fewer days to start with, as their allocation is expected to grow over time as they get older. The maximum allocation in the past year of the service has been 35 days for a small number of older children with very high needs. The current service can support children from the age of 8 to 18 years old. Eligibility for the service is only via referral from the Children's Disability Service and is only for children whose needs reach the social care threshold, given the specialist nature of the service.
- 3.2 The current service provides a wide range of activities tailored for individual children's needs including many different sports, arts and crafts and trips out to a number of different venues. Please see Appendix 3 for a list of some of the recent activities offered by the service.
- 3.3 There are wider Children's Disability Service (CDS) plans to develop a more specialised and diversified offer, which is expected to include a high needs service which is aimed at children and young people with behaviour that challenges services. This will be under a separate contract via the proposed Short Breaks framework. There are around 25 young people currently reaching the service threshold whose needs fit this category. This type of service is expected to relieve some pressure on the demand for the current service.
- 3.4 Additionally there is also an intention to develop 16-25 age Short Breaks services via the framework which could also provide an alternative service for some of the older users of the Saturday and Holiday Short Breaks service.
- 3.5 The proposal to recommission this service will help to fulfil one of the five key priorities of [Making Bromley Even Better 2021-31](#); 'For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.' In seeking best value as well as the highest quality of provision this proposal will also support another key priority; 'To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.'

### 4. SUMMARY OF THE BUSINESS CASE

- 4.1 There are approximately 400 Children and Young people with Disabilities in Bromley whose needs are sufficiently high to reach the social care threshold and are therefore eligible for a service from the Children with Disabilities Team. There are an estimated 6,000 children and young people with SEND in Bromley and over 3,000 children and young people with an Education, Health and Care Plan (EHCP).
- 4.2 The Saturday and Holiday Clubs to be recommissioned have been run by Riverside School since June 2010. Demand for places continues to exceed the number of places available. Most families benefit from 2-3 Saturdays per each half of school terms during the year and 1 or 2 days per week of operation during the holidays. Additional days are accommodated where possible for families in the greatest need, especially where such respite could help to support the family and avoid crisis which could lead to young people requiring out of Borough or residential placements. The scheme is wholly funded by the contract with no direct charge to service users. The service is only able to run for three weeks during the summer.
- 4.3 The current service is very successfully meeting needs, but it is limited in the amount of days on which it can run and by the physical limits of the school site. One of the elements which maintains the high quality of the service is the presence of school staff who are prepared to work during school holidays and weekends, but like anyone else, they require time off in order to avoid burn-out. Similarly although it would extend capacity to be able to operate on another site, for instance, Riverside Beckenham, this has not a viable option to date. Safety is of course a paramount concern and it has been felt that in terms of management capacity this could not be adequately maintained over two sites. It has also been



challenging to try to recruit enough suitably qualified staff, even with additional capacity drawn from outside of the school staff.

- 4.4 In order to attempt to address these issues, a new approach is to be taken regarding this procurement. Rather than only tendering for a complete solution from one provider, it is proposed that the Holiday and Weekend Short Breaks tender will be composed of Lots as follows:
- 4.5
- 1) Provider Lot: This will include staffing and management of the Short Breaks provision.
  - 2) Venue Lot: This will entail providing a safe and suitable venue with caretaker support as required
  - 3) Provider and Venue Lot: This will include provision of both 1) and 2) as detailed above.
- 4.6 It will then be possible for commissioners and service leads to determine the approximate amount and level of resources available to support Short Breaks in the borough. It is hoped that this approach will stimulate the market and reach potential school, college and community service providers in the Bromley area.
- 4.7 This procurement approach will also give commissioners the potential to consider the most economically advantageous elements of a Short Breaks service in each Lot.
- 4.8 There could be advantages in spreading provision across a variety of locations, possibly in collaboration with more than one organisation. Initial discussions with the current provider and other specialist providers indicates a potential willingness to share expertise and leadership in order to facilitate this development, but this approach also carries significant risks in terms of potentially increasing management and overhead costs and the potential need for providers to adapt services to a space which is not purpose built for this client group, unlike the current venue.
- 4.9 This also raises the issue of how the current level of nursing support could be maintained with a less centralised model of provision. The current provider is able to offer this support as part of the service package at no extra cost to commissioners, due to the existing NHS South East London CCG Bromley funded nursing service provided to Riverside school. Whether this could be replicated elsewhere would need further discussion and may depend on whether a potential venue is able to benefit from a similar arrangement, as a small number of special schools do currently.
- 4.10 A further potential risk stems from the high degree of parental satisfaction with the current service. The knowledge that the service may be tendered out and potentially result in a new provider and service model may cause concern among families that trust and rely on the current service to meet the needs of their children, some of which are very complex. Additionally, the service has built up a great deal of local systemic knowledge and the service is very well embedded within the overall CDS/SEND offer in Bromley. New providers, however skilled and knowledgeable on best practice for working with children with SEND, would take time to build up to the current high level of service quality and synchronicity with other parts of the SEND system in Bromley.
- 4.11 A Project Initiation Notice (PIN) has been issued to give potential providers advance warning of the tender and potentially to stimulate interest in bidding for the service. To date sixteen providers have viewed the PIN, including some from large national providers, although it remains to be seen whether any of these are likely to translate into actual bids should a formal tender be launched. Two providers have responded to the request to return the Soft Market Testing Questionnaire (SMTQ) which was included with the PIN. One of the responses queried the effectiveness of a Lot based strategy as outlined in 4.4 and 4.5 above.

## **5 SERVICE PROFILE/DATA ANALYSIS**

- 5.1. The current service is able to take advantage of school resources in terms of both the purpose built physical space and the specialist skills of staff employed by the school during term times. Staff and children and young people also benefit from existing relationships formed during school time. However, it is important to note that the service also accepts referrals for children who attend other schools as well as their own. During the year 2019-20, the scheme was attended by 147 children and young

people from 16 different schools and units. 128 children and young people attended the scheme between April and August 2021. See Appendix 3 for a list of activities undertaken in recent years.

- 5.2 Dedicated, full-time nursing staff, commissioned by Bromley CCG and employed by the school, are also available to support children attending the service, which ensures that children with a wide range of medical needs can be supported to enjoy activities safely, and that parents and carers can have peace of mind that a suitable level of skills and experience are available throughout each day attended.
- 5.3 See Appendix 1 for the complete contract and pricing history of the current service

## 6 OPTIONS APPRAISAL

- 6.1 Option 1: Test the market with a full open tender. In light of the current service being delivered by the incumbent provider for over a decade, and the service limitations noted in 4.3 above, it is proposed that, as part of the overall service drive to develop and improve the current Short Breaks offer, the contract for this service should be subject to full market competition following a period of co-production and market engagement.
- 6.2 Option 2: Bring the service in house. While this option might provide a greater degree of council involvement and influence on this service, the recruitment, overhead and management costs of internalising the service are likely to be prohibitive and may also expose the council to TUPE liabilities for staff in the existing service. For these reasons this option is not recommended.
- 6.3 Option 3: Do Nothing. The current contract terminates on 31<sup>st</sup> March 2023. Failure to renew this contract would leave a considerable number of families without the support they need and is likely to increase the numbers of families in crisis. It would also pose a risk to the reputation of the Bromley Autism Partnership and the council generally in relation to ensuring a robust short breaks offer in accordance with the Breaks for Carers of Disabled Children Regulations 2011 and other legislation (section 8 below). Another likely outcome would be an increase in the use of personal assistants to support families at a higher cost and an increase in social isolation for vulnerable children and young people. For these reasons this option is not recommended.
- 6.4 Option 4: Two Stage Process - A Project Initiation Notice (PIN) has been issued in order to engage with the market for any possible providers including local schools and other educational settings. Based on the previous experience of tendering for this service and of more recent tenders for childrens' disability services, it is uncertain whether there will be many credible alternatives to the current provider available from the market. Therefore, depending on the response to the PIN and further discussions with LBB service leads, it may be prudent to take the decision, in accordance with Reg. 32 of the Public Contract Regulations 2015, that it would not be justifiable to continue with the officer time and expense entailed in a tender for the service if it will not generate sufficient competition or produce a service that is as good or better than the current service provision. Instead, a direct award to the current provider, via a negotiated procedure, could be expedited relatively quickly, with governance via a further gateway report to explain the circumstances of the award. Should there be sufficient interest in the tender, then Option 1 above could be followed. **This is the recommended option.**

## 6.5 PREFERRED OPTION

- 6.5.1 The preferred option is 6.4, Option 4 – Two stage process using a PIN to decide whether a full tender is justified.. This will enable the council to ensure that it has made sufficient effort to engage the market in search of the best quality and best value provision available, without committing itself to a lengthy tender for minimal reward.

## 7 MARKET CONSIDERATIONS

- 7.1 There are other potential Short Breaks providers in the local, regional and national market. However, the features that make the current service as successful as it is include staff with a developed knowledge of the children and young people with whom they are working, and a specially adapted permanent site with which they are familiar.
- 7.2 As part of an ongoing review of Short Breaks provision, the current service has been tested for value for money by reviewing it against the unit costs of other comparable services. The average figure for a days attendance at the service is **£117.27**. When considering the high level of complexity of both medical and behavioural needs that the service is able to accommodate, and the high level of quality achieved by the service, this is considered to be a very competitive daily rate.
- 7.3 The tender will seek to achieve the same high quality service and the best possible price, (60/40 Price/Quality) and commissioners will apply the Prior Information Notice (PIN) process via the procurement portal to engage potential providers. Commissioners will also alert and work with Community Links Bromley and Bromley Well to engage the voluntary sector and schools fora in order to maximise competition.
- 7.4 Given that the service will potentially run for seven years until 2030 it is very likely that, given the rising levels of demand and complexity observed for specialist children’s services and overall population pressures expected, a growth bid will be required during this period in order to ensure that the service remains appropriately resourced throughout the life of the proposed contract term.
- 7.5 The following Bromley SEND population projection table (produced by the Head of Corporate Programmes (Demand Management)) indicates that the 0-25 population needing a specialist intervention, with EHCP numbers as an indicator, is likely to grow considerably during the initial contract term.

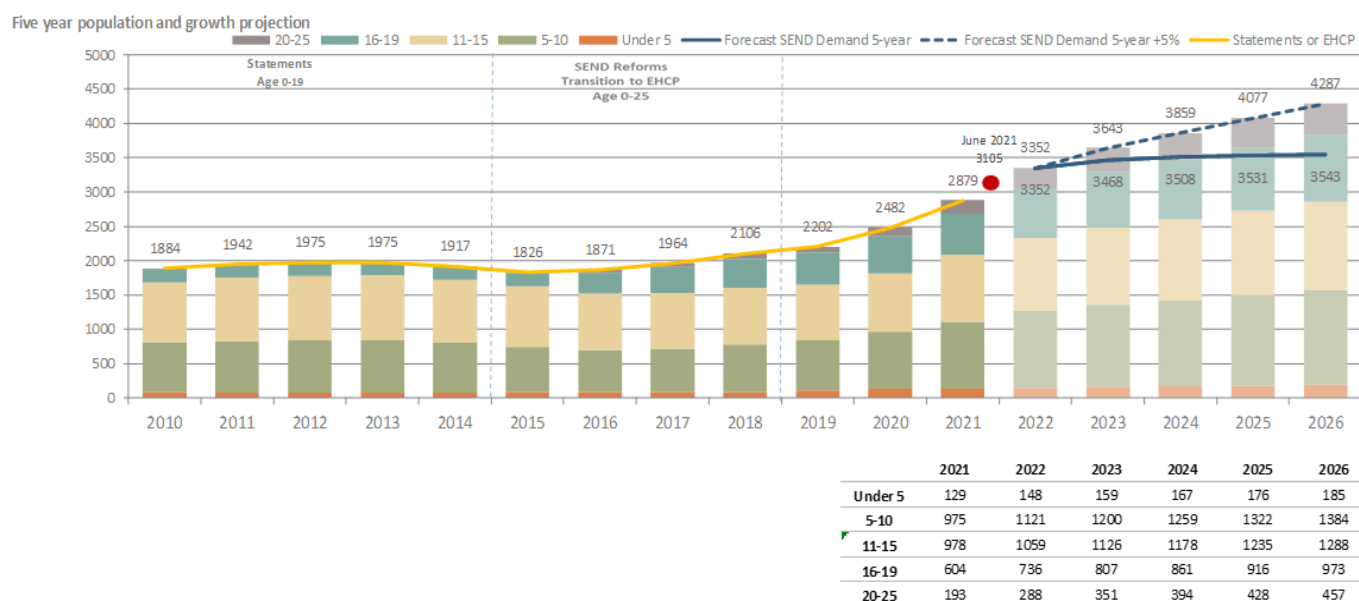


Fig 1. SEND Population Growth Projection 2021 - 2026

## 8. STAKEHOLDER ENGAGEMENT

- 8.1 The current service regularly receives very positive feedback from parents and children. The service is assiduous in communicating with families, referrers and other relevant practitioners, giving daily written

updates to parents for all days when their children have attended the service. Being embedded in the school as the service is, it is able to make really valuable contribution to the overall system in supporting children to stay safe and reach development goals.

- 8.2 A program of co-production is to be undertaken during the spring in order to ensure that service users views have been taken into account when commissioning the service. Bromley Children and Families Forum, Bromley Parents Voice and Your Voice in Health and Social Care are expected to be involved in supporting families to have their voices heard about this service.

## 9. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS

9.1 **Estimated Contract Value – £1,372,399**

9.2 **Other Associated Costs – N/A**

9.3 **Proposed Contract Period – Seven Years (If extension options are utilised).**

9.4 **Proposed Project Timescale:** A summary timescale is provided below. See Appendix 2 for the full project timescale

Activity	By Whom	By When
GW1 Proceeding to Procurement: Executive Sign-Off	Integrated Strategic Commissioner, Service Leads, Portfolio Holder, Leader of the Council	24 March 2022
Market Engagement, Co-Production. Tender Documents Produced	LBB/CCG Procurement/ Commissioners/ Service Leads	April – June 2022
Tender Go Live	LBB/CCG Commissioners/ Procurement	July 2022
Tender Closing Date	Potential Providers/ LBB/CCG Commissioners/ Procurement/ Service Leads	August 2022
GW2 Contract Award Approval	Integrated Strategic Commissioner, Service Leads, Portfolio Holder, Chief Officer	October 2022
Contract Award Date	LBB/CCG Commissioners/ Procurement/ Service Leads	November 2022
Contract Mobilisation Completion	LBB/CCG Commissioners/Provider(s)	March 2023
Contract Commencement Date	LBB/CCG Commissioners/ Procurement/ Successful Provider(s)	1 April 2023

## 10. SUSTAINABILITY AND IMPACT ASSESSMENTS

- 10.1 As well as providing meaningful, fulfilling activities for children and young people with SEND and respite for parents and carers, Short Breaks have been shown to play a vital role in family cohesion and support. Many parents have reported that Short Breaks, particularly overnight respite, are vital in allowing them time away from their caring responsibilities. In this sense, Short Breaks are incredibly important as a preventative service, without which an increased number of children and young people with SEND are more likely to be subject to care orders when families are unable to continue to fulfil their caring responsibilities due to the physical, mental and emotional strain of the role.
- 10.2 An Equalities Impact Assessment has been completed and the outcome is Equality Neutral.
- 10.3 This service will potentially bring social value and stimulate the local economy by offering work experience opportunities, apprenticeships and liaising with schools and colleagues to promote caring as a career. The provider will also support the LBB carbon neutrality priority.

## 11. POLICY CONSIDERATIONS

## 11.1 National Policies

- 11.1.1 Breaks for Carers of Disabled Children Regulations 2011
- 11.1.2 Children and Families Act 2014
- 11.1.3 Carers Act 2014
- 11.1.4 SEND Code of Practice 2015

## 11.2 Local Policies

- 11.2.1 Making Bromley Even Better (corporate strategy) 2021 - 31
- 11.2.2 Joint SEND Strategic Vision and Priorities 2019-22
- 11.2.3 LBB ECHS Portfolio Plan 2018-22
- 11.2.4 LBB Children and Young Peoples Plan 2018-21

## 12. IT AND GDPR CONSIDERATIONS

- 12.1 All documentation and processes were reviewed and amended (where required) when GDPR regulations were introduced. The successful bidder will continue to ensure compliance with regulations.

## 13. PROCUREMENT RULES

- 13.1 This report seeks authorisation to proceed to procurement for a Short Breaks Services contract in July 2022, subject to the outcome of a PIN which has been published with a closing date of 04/03/2022 to gauge market interest. The proposed initial contract duration is three years with options to extend by a further four years on a 2 + 2 year basis (seven years in total if all extensions are utilised). The annual estimated cost of the contract is £196k with a total value if it runs the full number of years proposed including extensions will be £1.4m. It is proposed the requirements will be divided into "Lots" as suggested at 4.5 above for which further documents such as appropriate Specification and pricing schedules will be developed and communicated in tendering documents.
- 13.2 The procurement process to be used, in the event of proceeding to full tender, will be disclosed in the Gateway 1 document. However, for a contract of this value which is above the threshold of a Light Touch regime as this service is, there will be flexibility on whichever tender process is used.
- 13.3 Health, social and related services are covered by Schedule 3 of the Public Contracts Regulations 2015, and thus any tender would be subject to the application of the "Light Touch" regime (LTR) under those regulations. This procurement is above the threshold where it is deemed LTR services would be likely to be of cross border interest. Relevant advertisements will be placed in both Find a Tender Service (FiTS) and Contracts Finder as it is a requirement to advertise above threshold tenders in FiTs and any tender above £25 in Contracts Finder. The procurement must also comply with the 2015 Public Contracts Regulations Treaty principles of transparency and equal treatment.
- 13.4 The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain the approval of the Portfolio Holder following the formal Agreement of the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 13.5 In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), if this proceeds to full tender, this procurement must be carried out using the Council's e-procurement system.
- 13.6 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

## **14. FINANCIAL CONSIDERATIONS**

- 14.1 The current contract value is £196k per annum. The proposal is to relet the contract for up to seven years (3+2+2) with a proposed cumulative value of £1,372k.
- 14.2 There is sufficient budget within the service to contain a contract of this size.
- 14.3 Any issues regarding growth will have to be addressed in future reports to the Executive, once further work has been carried out regarding potential demand and costs. Growth would need to be agreed by the Executive as part of the Medium Term Financial Strategy.

## **15. PERSONNEL CONSIDERATIONS**

- 15.1 N/A

## **16. LEGAL CONSIDERATIONS**

- 16.1 The Council has the power to receive and spend any Government Grant outlined in this report. The Council has various legal/statutory duties and powers for the provision of vulnerable children and young people with disabilities and their families which is reflected in the 'National Policies' as per Clause 8.1 and 'Local Policies' as per 8.2 of the Report. In furtherance of these powers, the Council has the legal power to enter into a new Contract for a Weekend and Holiday Short Breaks Service and may also provide and commission through the services outlined in this report.
- 16.2 This Report seeks approval to proceed to procurement for a new Contract for a Weekend and Holiday Short Breaks service for the provision of children with disabilities. The current Contract period commenced on 01.04.21 and is due to expire on 31.03.23 (which had all options to extend further exhausted). It is further proposed that if the initial 3 year term and both extension clauses (2 +2) years are utilised (i.e over a 7 year period), the proposed Contract period would commence from 01.04.23 till 31.03.30. The estimated annual value of the current Contract is £196,057. The whole life cost of the Contract (inclusive of all extension options over a 7 year period) is £1,372,399.
- 16.3 Under the Public Procurement Regulations 2015, the Council can also consider the use of the Light Touch Regime for specific health and social care related services. Hence, this Contract can be awarded as an over-threshold contract accordingly under the Light Touch regime.
- 16.4 Under the Council's Contract Procedure Rules, the Council's requirement for Proceeding to Procurement is in accordance to CPR 1.3 where advice should be sought from the Procurement Team, Legal Services (Contracts) and the relevant Head of Finance for any procurement with a value of £5k or over. Advice should also be sought from Human Resources, Information Technology and Strategic Property as required. In addition, the formal advice of the Assistant Director Governance and Contracts, the Director of Corporate Services and the Director of Finance must be sought for a Contract where the total value exceeds £100k.
- 16.5 The decision to commence an award of this value of the Contract and authorisation for such procurement actions are at the approval of the Executive (who is recommended to delegate the authority to approve the contract award, via Gateway 2 report following the completion of the tender in late 2022, to the Chief Officer-Director of Children, Education and Families), in consultation with the Portfolio Holder and subject to agreement of the Assistant Director of Governance and Contracts, the Director of Corporate Services and the Director of Finance for a Contract of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 16.6 In accordance to 3.6.1 of the Council's Contract Procedure Rules, all Officers are required to make use of the Council's eProcurement System when carrying out any Contracting activity which has an estimated value of £5,000 and above, unless otherwise agreed with the Head of Procurement.

- 16.7 For a Contract holding a threshold value over 25k, a Contract award notice will need to be published via Contracts Finder within 30 days of awarding the Contract.
- 16.8 The Contract can be awarded in accordance with the Council's Contract Procedure Rules and the Public Procurement Regulations 2015. Officers should ensure they comply with all Grant conditions.

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

## Appendix 1

### Service Contract and Pricing History 2010 - 2023

<b>Date</b>	<b>Contract type</b>	<b>Value (p.a. unless stated)</b>	<b>Total Value</b>
1 April 2010 to March 2012 (option to extend)	Open market tender - Service Level Agreement	£238,405	£476,810
1 April 2012 to 31 March 2014	Awarded on basis of exemption	£249,004	£498,008
1 April 2014 to 30 September 2014	Awarded on basis of extension	£113,937 (6 months, inc summer holiday)	£113,937
1 October 2014 to 31 March 2015	Further contract extension	£79,917 (6 months exc. Summer holiday)	£79,917
1 April 2015 to 31 March 2018	Awarded on the basis of an exemption for 3 years until March 2018	£171,493	£514,479
1 April 2018 to 31 March 2021	Awarded on the basis of an exemption for 3 years + 2 years optional extension until March 2021	£192,213	£576,639
1 April 2021 to 31 March 2023	2 years optional extension with 2% uplift utilised until March 2023	£196,057	£392,114
	<b>Current Contract (Whole Life Value inc. Extension)</b>		<b>£968,753</b>
	<b>Total Service Cumulative Value (at Contract End)</b>		<b>£2,651,904</b>

**Fig.2 Riverside Short Breaks Service Contract and Pricing History 2010 - 2023**



## Appendix 2 - Full Project Timescale 2022-23

GW0 Options Paper: Draft Report to Head of Service, Community Living Commissioning	Integrated Strategic Commissioner	19/1/2022
GW0:Options Paper: Draft Report to AD Integrated Commissioning	Integrated Strategic Commissioner	24/1/2022
Prior Information Notice (PIN) to be issued	Integrated Strategic Commissioner. Procurement	February 2022
GW0: Options Paper: CEF SLT Dispatch	Integrated Strategic Commissioner, Legal, Finance & Procurement	14/02/2022
GW0: Options Paper: CEF SLT Sign-off	Integrated Strategic Commissioner, SLT Members	17/02/2022
GW0 : Options Paper Comments on report received	Legal, Finance & Procurement	02/03/2022
GW0: Options Paper: CEF PDS Dispatch	Integrated Strategic Commissioner/Service Leads/Procurement	04/03/2022
GW0: Options Paper: CEF PDS Meeting	Integrated Strategic Commissioner/Service Leads/Procurement	15/03/2022
GW0:Options Paper: Executive Sign-Off	Integrated Strategic Commissioner, Service Leads, Portfolio Holder, Leader of the Council	24/03/2022
Co-production with service users and service leads	Integrated Strategic Commissioner/Service Leads/Service Users	March – April 2022
Draft Tender Documents produced (If Applicable)	LBB/CCG Procurement/ Commissioners/ Service Leads	April 2022
Pre-Tender Market Engagement	LBB/CCG Commissioners/ Service Leads/Providers	May 2022
Contract, Service and Delivery Model, Tender Plan & Documents Co- Produced.	LBB/CCG Commissioners Procurement, Legal, Finance / Service Leads/YP/Providers/BPV	June 2022
Tender Go Live (If Applicable)	LBB/CCG Commissioners/ Procurement	July 2022
Documents made available from	LBB/CCG Commissioners/ Procurement	1 July 2022
Closing date for clarification questions	LBB/CCG Commissioners/ Procurement	12 Noon on 29 July 2022
Closing date for Return of Tenders	LBB Procurement	12 Noon on 5 August 2022
Evaluation of submitted tenders	LBB/CCG Commissioners/ Procurement/Legal/Finance/Service Leads	Week commencing 8 August – Week commencing 29 August 2022
Clarification Interviews (if required)	LBB/CCG Commissioners/ Procurement/ Service Leads	September 2022
Draft GW2 Contract Award	LBB/CCG Commissioners	September 2022
GW2 Contract Award Agreed	Executive Committee / LBB/CCG Commissioners/ Procurement/Legal/Finance/Service Leads	September / October 2022
Anticipated date to advise Tenderers	LBB Procurement	Week commencing 7 November 2022
Anticipated Standstill Period	LBB Procurement	Ends Week commencing 14 November 2022

Anticipated Award date	LBB Procurement	Week commencing 21 November 2022
Contract Mobilisation Start	LBB/CCG Commissioners/ Successful Provider(s)	December 2022
Contract Mobilisation Completion	LBB/CCG Commissioners/Provider(s)	March 2023
Contract Commencement Date	LBB/CCG Commissioners/ Procurement/ Successful Provider(s)	01/04/2023

## Appendix 3

### Saturday and Holiday Club Activities

With the use of school facilities and minibuses, all attendees have been able to benefit from:

Swimming	Party/discos
Trampoline	Pizza club
Soft play	Films Clubs
Bouncy Castle	World cup football competitions
Cookery	Board games
Willy Wonka seaside day	Breakfast Club
Water Disco	Costume Making for our Carnival
Sports day	Foam parties
Wii games	European Championship Football
Willy Wonka Carnival week	Seaside/Water sport
Art-Including amazing carnival outfits	Ice cream van visits
Ice skating trips	Alfresco Burger and chips day
Starlight and sensory room and trolley	Limbo dancing
ELLIE Room	500 water balloons fun day
Multiplay, swing and outside areas	Reggae day
Music therapy	Relaxation
Drumming	Ball Pit
Peter Pan Panto show	Friendship building
Sand and water play	Chicken and Veggie kebab day
Messy Play	Easter egg hunts
Outside ball games and bikes	Cake competitions
Dressing up	

**Visits included:** Walk to McDonalds; Nugent Centre and local shops; Adventure playground in the park; Visit to Pets at home; Ice skating and Ruxley Manor Garden Centre.

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Report No.  
HPR2022/017

## London Borough of Bromley

### PART 1 - PUBLIC

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**Decision Maker:** **EXECUTIVE**  
For Pre-decision scrutiny by the Renewal, Recreation and Housing Committee on 16<sup>th</sup> March 2022

**Date:** 30<sup>th</sup> March 2022

**Decision Type:** Urgent Executive Key

**Title:** **AGREEMENT FOR THE USE OF VARIOUS TENANCY AGREEMENTS FOR BROMLEY OWNED HOUSING**

**Contact Officer:** Lynnette Chamielec, Assistant Director of Housing  
Lead Officer Tel: 0208 313 4009 E-mail:  
[Lynnette.chamielec@bromley.gov.uk](mailto:Lynnette.chamielec@bromley.gov.uk)

**Chief Officer:** Sara Bowrey, Director of Housing, Planning & Regeneration.

**Ward:** All

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## 1. REASON FOR REPORT

- 1.1 As a result of the Council owning its own Housing Stock Officers are seeking formal approval for the Council to adopt the use of a variety of Tenancy Agreements for Bromley Owned Housing.
- 

## 2. RECOMMENDATION(S)

- 2.1 The Renewal, Recreation and Housing PDS Committee are asked to note the report and provide their comments for consideration by the Executive.

The Executive are asked to:

- 2.2 Agree for Housing officers to grant the following Tenancy Agreements to Bromley Residents residing in Bromley owned housing as set out in para 3.10 of this report.
- 2.3 Delegate Authority to the Director of Housing, Planning & Regeneration in consultation with the Director of Corporate Services to finalise the Tenancy Agreements and implement and issue to individual tenants.

- 2.4 To note that Officers are working with Campbell Tickell to produce a full suite of amended and/or new Policies and Procedures that will come back to the Executive in June/July 2022 that will support the Councils statutory obligations with regards to its own housing.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The Council's house building programme is focused on affordable housing and seeks to ensure that vulnerable adults and young people are supported to remain in their own homes wherever possible or to secure alternative suitable and sustainable accommodation solutions.
- 

### Corporate Policy

1. Policy Status: Existing Policy: The new tenancy agreements support existing priorities set out in the Council's Housing Strategy to support Bromley Residents into permanent homes.
  2. BBB Priority: Children and Young People Excellent Council Safe Bromley Supporting Independence:
- 

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Housing Needs Budget
  4. Total current budget for this head: £7.7m (2022/23)
  5. Source of funding: Existing Revenue Budget
- 

### Personnel

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

### Legal

1. Legal Requirement: Statutory Requirement: See Section 8
  2. Call-in: Applicable:
- 

### Procurement

1. Summary of Procurement Implications: N/A
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): There are approximately 1,700 households in Temporary Accommodation to whom the Council owes a statutory duty, of which around 1,166 are in costly forms of nightly paid temporary accommodation.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable

2. Summary of Ward Councillors comments: N/A



### **3. COMMENTARY**

- 3.1 The Council transferred its housing stock to Clarion Housing Association (formerly known as Broomleigh) in 1992. In July 2020 Council approved the re-opening and setting up of a Housing Revenue Account (“HRA”) for the provision of affordable housing.
- 3.2 The Council was registered as a provider of social housing by the regulator on 29 September 2020 (Reg no: 5103). Under the regulations the Council can hold up to 200 units of accommodation outside of the HRA. The Council have the authority of the Secretary of State to hold the initial 60 units that are currently being developed within the General Fund.
- 3.3 The Executive approved the initial 3 Council led developments at Burnt Ash Lane Kevin Fenton Mews), Bushell Way (Chris Whitty Place) and Anerley Car Park (George Grove Road). Under the Housing & Regeneration Act 2008 and the Housing and Regeneration Act 2008 (Registration of Local Authorities) Order 2010 despite the initial 60 properties being held in the General Fund and regardless of the management and accounting arrangements in place for the social housing stock, as the Council is the landlord of the social housing they will be regulated as a registered provider and are required to satisfy certain legal requirements.
- 3.4 In September 2021, the Director of Housing, Planning and Regeneration through the Assistant Director of Legal awarded a contract via an exemption from competitive tendering to Trower’s & Hamlin to author a number of Tenancy Agreements for the use for tenants residing in Bromley owned properties with a view to Discharging the Council’s statutory housing duties.

#### **Summary of Business Case**

- 3.5 The Council has an existing framework of policies through the Allocations Policy and Tenancy Strategy and Tenancy Management policy in addition to policies and procedures through existing contracts to manage our tenancies that support the use of Introductory and Secure Tenancy agreements for Bromley residents.
- 3.6 As the Council has not held its own stock for a considerable amount of time and are relatively new as a registered Social Housing Provider due to the small number of properties at this stage, these existing frameworks and contracts with Registered Providers will enable the robust and fair management of our tenancies and our ambition to sustain those tenancies .
- 3.7 As Bromley increases its own stock, we will need to develop a number of our own additional policies and procedures to support our robust management and to ensure that we continue to meet all of our statutory responsibilities in respect of being a Social Housing Landlord in addition to ensuring that we introduce a financially sustainable model now and in the future.
- 3.8 Officers are already working with Campbell Tickell on its policies and procedures in relation to the Council becoming a Social Housing Provider and owning its suite of policies and procedures to ensure compliance as a statutory landlord including the aligning of the Orchard & Shipman Policies and Procedures in the interim whilst they manage these properties on behalf of the Council. Further Policies, Procedures and Frameworks will be brought forward for Member’s consideration in early Summer 2022.
- 3.9 In addition to the Policies, Procedures and frameworks and given the nuances of the various different types of Bromley owned stock and the wider transformation programme Officers are proposing to bring a Gateway 0 report back to the Executive in Summer 2022 setting out the procurement principles with a Gateway 1 report to follow in the Autumn of 2022 setting out the

business case and details of any proposed Procurement for the longer-term Housing Management arrangements.

3.10 It is anticipated that the initial 60 properties will be ready for tenancing over the next 6 to 8 weeks and Officers are looking to grant the following tenancies to these households and all future households accommodated in Bromley owned stock moving forward in compliance with our statutory duties and tenancy policy to support the sustainment of households within longer term permanent accommodation:

- New tenants moving in to one of our homes will be offered an introductory tenancy for a period of 12 months.
- If the tenancy proves to be successful for all parties, then a tenant will be moved onto a Secure tenancy.
- If concerns are identified during the Introductory Tenancy a tenant will be offered a Fixed Term Tenancy for a further period of 4 years, to enable the Council and its partners to support the longer-term sustainability of that tenancy. (Although the Council reserves the right to end the tenancy if it is required).
- If the Fixed Term Tenancy is successful, the tenant will be converted to a Secure Tenancy after the fixed term period.
- Existing tenants who hold a Secure Tenancy will be offered the Secure Tenancy Agreement.
- As a last resort, if there is a breach of tenancy and the breach cannot be resolved by non-legal remedies, then we will take legal action to resolve the issue or to recover possession of the property. Where appropriate demotion of an already secure tenancy as a viable alternative to repossession may be considered.

### **Service Profile / Data Analysis**

3.11 More than 5,000 households' approach with housing difficulties which could lead to homelessness each year. There are currently approximately 1,700 Bromley households in Temporary Accommodation these are predominantly located outside, the borough. This includes c.1,166 households in costly and unsatisfactory nightly paid Temporary Accommodation. It costs the Council an average of £6,100 per household in Nightly Paid accommodation, this in turn puts a strain on LBB's budgets which impacts on other services.

## **4. IMPACT ASSESSMENTS**

4.1 The Management of these units will enable the Council to support residents to remain close to specialist services and schooling and minimise the cost of providing essential support services such as SEN transport. The units also enable the Council to maintain close access to employment for those that work locally. The proposed tenancies will assist in the robust management of our new housing stock with clearly detailed responsibilities for both tenants and the Council as the landlord.

## 5. POLICY CONSIDERATIONS

- 5.1 The Council has a number of statutory rehousing duties. This Contract will support the Council to ensure a sufficient supply of accommodation to meet its statutory rehousing duties as a statutory landlord.
- 5.2 The Council has a published Homelessness and Housing Strategies, which sets out the approved strategic policy in terms of homelessness and housing provision. This includes temporary accommodation and settled housing provision to reduce the reliance on nightly paid accommodation. The Council already works with a range of providers in the provision of affordable housing and the option of an HRA increases the range of options available to maximise access and supply to affordable housing provision.
- 5.3 The Council are working with Campbell Tickell on its suite of policies and procedures in relation to the Council becoming a Social Housing Provider and owning its own housing stock to ensure that all the required policies and procedures are in place to ensure compliance as a statutory landlord including the aligning of the Orchard & Shipman Policies and Procedures in the interim whilst they manage these properties on behalf of the Council.

## 6. IT AND GDPR CONSIDERATIONS

- 6.1 There are no direct IT or GDPR considerations as a result of agreeing to grant the different types of Tenancy agreements. The issuing of the Tenancy Agreements will be managed by the Council's appointed Managing Agent Orchard & Shipman where we have already covered of the exchange of data and the GDPR implications. Officers will continue to consult with the Head of Information as required.

## 7. PERSONNEL CONSIDERATIONS

- 7.1 There are no direct resource implications as a result of agreeing to grant the different types of Tenancy agreements. Any future resource requirements will be set out and addressed in future reports.

## 8. LEGAL CONSIDERATIONS

- 8.1 A tenancy agreement creates a legally binding contract between landlord and tenant. The Council needs to have in place the different types of tenancy agreements listed in paragraph 3.10 to distinguish between tenancy types. The terms and conditions of tenancy will specify the obligations and rights of landlord and tenant and set out other legal essential terms.

<b>Non-Applicable Sections:</b>	Financial Considerations, Procurement Rules, Strategic Property, Impact Assessments, Procurement and Project Timescales and Governance Arrangements, Stakeholder Engagement, Social Value and Local / National Priorities, Market Considerations, Options Appraisal and Preferred Option
Background Documents: (Access via Contact Officer)	[Title of document and date]



Report No.  
HPR2022/019

## London Borough of Bromley

### PART 1 - PUBLIC

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**Decision Maker:** EXECUTIVE WITH PRE DECISION SCRUTINY FROM  
RENEWAL, RECREATION & HOUSING POLICY  
DEVELOPMENT & SCRUTINY COMMITTEE

**Date:** 30 March 2022

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

**Title:** GATEWAY FOR PROCEEDING TO PROCUREMENT FOR  
ACCOMMODATION, SUPPORT AND TENANCY SUSTAINMENT  
SERVICES

**Contact Officer:** Lydia Lewinson, Head of Housing Options and Support  
Tel: 020 8313 3334 E-mail: lydia.lewinson@bromley.gov.uk

**Chief Officer:** Sara Bowrey, Director Housing, Planning and Regeneration  
Tel: 02028 313 4013 E-mail: sara.bowrey@bromley.gov.uk

**Ward:** Wards

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## 1. REASON FOR REPORT

- 1.1 The Council currently provides floating support and specialist accommodation-based support for ex-offenders. The specialist accommodation service has been provided by Hestia since 1 October 2016, offering supported accommodation for up to 9 ex-offenders and floating support for (up to) 100 tenants.
- 1.2 The 3 year contract at the value of £195k per annum was due to expire on 30 September 2019, however the Council enacted its option to extend the contract with the Provider for a further year, with an expiry date of 30 September 2020. The total contract value for the 4 years equated to approximately £780k.
- 1.3 In January 2020, the Renewal, Recreation and Housing PDS Committee approved a 6 month extension beyond term to 31 March 2021 be authorised for the Hestia contract, via exemption from competitive tendering, to enable the services to be amalgamated with Evolve Housing and put out to tender. However due to service pressures because of Covid, the tender was delayed. In September 2021, the Renewal, Recreation and Housing PDS Committee agreed to the Hestia contract being extended for a further 12 months and with Hestia's agreement, the contract was extended to September 2022. The total contract value for the 5.5 years equates to £1,072K.

- 1.4 A counter proposal in respect of the Evolve Housing contract was incidentally received and accepted by the Council in August 2021. Therefore the plan to amalgamate the respective Evolve and Hestia service contracts was curtailed.

This report is requesting authorisation to proceed to tender for the Accommodation, Support and Tenancy Sustainment Service.

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## **2. RECOMMENDATION(S)**

- 2.1 The Renewal, Recreation and Housing PDS Committee are asked to note and comment on the contents and recommendations contained within this report.
- 2.2 The Portfolio Holder and Executive is recommended to approve proceeding to a competitive tender, via a single stage, open procurement process, for the provision of accommodation, support, and tenancy sustainment services to vulnerable people. It is proposed the contract will be for a period of five years, with the option to extend for a further two periods, of two years each.
- 2.3 The estimated cost will be £234k per annum with a total contract value of £ 1,170k for the initial five year contract period and £2,106k for the full nine year period. The initial costs will be fixed for 5 years, but any further extensions will be subject to additional costs with an annual inflation rise in line with CPI, for the maximum period of 4 years.
- 2.4 Approval is also sought to extend the current contract for a further period of up to 6 months, should it be required, in the event that it is not possible to conclude award of contract and any mobilisation required prior to the end of the current contract. An extension of up to 6 months would be an estimated value of £95.5k, a cumulative whole life value of £1,170k.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: The Floating support service ensures that tenants are able to access early intervention in order to sustain their tenancy and avoid becoming homeless in the future. The Ex-offender service reduces the risk of re-offending and enables residents to transition successfully from supported into general needs accommodation.
- 

## Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Supporting Independence:
- 

## Financial

1. Cost of proposal: Estimated Cost: £ 1,170k for the 5 year contract period and £2,106k for the full nine year period. With fixed costs for first five years and then subject to annual inflationary increases at the rate of CPI, during any extension periods agreed by the Council, for up to four years.
  2. Ongoing costs: Estimated Cost: £234k per annum
  3. Budget head/performance centre: Supporting People
  4. Total current budget for this head: £1,070k per annum
  5. Source of funding: Draft 2022/23 budget
- 

## Personnel

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

## Legal

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

## Procurement

1. Summary of Procurement Implications:
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The contract will provide accommodation and support to 9 ex-offenders and floating support for (at least) 100 tenants who have been identified as vulnerable and requiring support to maintain existing temporary accommodation and social tenancies, reducing the pressure on housing services and helping to ensure that the number of presentations from households losing their tenancies remains low.
-

## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments:

Councillor Ryan Thomson, Ward Councillor for Crystal Palace is supportive of the re-tendering of this service and passionately agrees that the housing provision should be available within the borough to support vulnerable people and assist in reducing offending, including gang related offences and the prevention of homelessness. Councillor Angela Wilkins, also Ward Councillor for Crystal Palace has declared an interest in the project and therefore is unable to provide any comment.



### **3. COMMENTARY**

- 3.1 The Housing Act 1996 (as amended by the Homelessness Reduction Act 2017) places a legal duty on Councils to provide advice and assistance to those who are homeless or at risk of homelessness. For those to whom the Council owes a statutory rehousing duty, the legislation also sets out clear criteria on the provision and suitability of accommodation and also the support that must be provided to enable households to sustain that accommodation.
- 3.2 The accommodation provided by the Home Group has been in place since 1st October 2016 and offers support and accommodation for up to 9 ex-offenders (mixed gender). Support staff are based at the scheme during the day with a concierge/security service overnight. Ex-offenders are assessed through the Options and Support Service, often prior to release from prison.
- 3.3 Being able to provide stable accommodation to ex-offenders reduces the potential of them returning to crime and reduces offending, without this accommodation there is the potential that those released from prison will drift towards rough sleeping. Often rough sleepers are marginalised by society and excluded from accommodation services, employment and therefore support and rehabilitation is required to reduce rough sleeping and vagrancy and also to allow access to substance misuse and mental health services.
- 3.4 The owner of the property in which the scheme is located is The Home Group who are a registered provider (RP). This accommodation is used as a direct alternative to nightly paid temporary accommodation specifically for ex-offenders, as part of the Housing Departments, Single Homelessness Pathway. The Home Group has provided confirmation of availability and utilisation of the property for new tender period, and agreement to enter into a new contract with the successful provider.
- 3.5 The floating support element of the new service contract is scoped to avoid tenants in temporary accommodation and general needs social housing losing their existing tenancies. This has a positive impact on reducing the pressure on housing services and ensuring that the number of presentations from households losing their tenancies remains low. The current service provision is not a frontline homelessness service, however short-term advice and support is offered to intervene prior to crisis in order to resolve problems and prevent escalation.
- 3.6 Under the terms of the current contract, Hestia are required to support up to 100 tenants at any one time. Following the impact of the pandemic, and other socio-economic factors it is envisaged an increased level of support will be required for vulnerable people/households across the borough.
- 3.7 The contract enables the Council to fulfil its statutory obligation to meet the needs of eligible vulnerable adults with regard to their housing. The contract is relatively low value and bolsters the early intervention work of the Housing Options and Support service to prevent homelessness.

### **4. SERVICE PROFILE/DATA ANALYSIS**

- 4.1 55% of those who approach the Council between April 2021-December were single, of which 535 went onto make applications for housing. 61 of the 535 were ex-offenders and the Council accepted a housing duty to 8. The Options and Support Service were able to find a re-housing option for a further 29, which includes placements in Orwell House, managed by Hestia.

4.2 This provision reduces the reliance on insecure forms of costly nightly paid accommodation. There are currently approximately 1,692 households in temporary accommodation of which approximately 1161 households are in nightly paid.

4.3 The services are monitored and reviewed via the Council's Contract Compliance and Monitoring service annually. Contracts are scored in accordance with an A-D rating, A being high. The majority of areas reviewed for the contracts being awarded a B grading or above. The conclusions of the most recent monitoring report were as follows:

*"Hestia: (the Manager) and his team are doing a good job and are adhering to the development and delivery of the service. They scored well on the QAF and they are ensuring that the service is carried out in compliance with all relevant legislation."*

#### 4.4 The Supported Accommodation Service at Orwell House

- I. Over the lifetime of the contract the provision has generally been at full capacity. There have been short periods where for example, a service user may have returned to custody or needed inpatient mental health treatment, where this has impacted on the figures. However, outside of this the provision is fully utilised.
- II. The move on numbers from the provision has been lower than expected over the last 3 years. In 2019/20, the average stay for a service user was over two years, the Pandemic has been a contributory factor to this. Hestia has also advised that social housing providers are more likely to reject nominations for high risk offenders, leaving them to reside in Orwell House, for longer periods. In 2021/22 (Q1-Q3) the move on rate increased with 55% of residents moving on to independent living.
- III. Move on rates and other KPI's will be closely monitored in the new contract to ensure the provision has a fluid move on system and maximises the access and opportunities for those vulnerable people who need this support.
- IV. Hestia deliver a range of activities and support for residents including:
  - Access to drug rehabilitation project
  - Hosting Black history month events - where all the staff and residents participate
  - Move on to permanent housing
  - Newly decorated hallways and lounge - colours/fixtures picked and decorated by residents
  - Service continuity plans and risk assessments completed during Covid
  - Food parcels, PPE and emergency funding available during Covid
  - Communal House meetings
  - Staff training on the new case management system, coaching and the Hestia Approach
  - 'You Said We Did' Initiative - residents feedback feeds into service development
  - Volunteering programmes.

#### 4.5 The Floating Support Service

The number of households utilising the service has been generally good across the lifetime of the contract, however, incidentally has decreased to 75%, in the current year 2021/22 (Q1-Q3).

Whilst initial feedback records the Pandemic as a possible cause, this moves the Housing Division to widen the scope of the referrers and referral criteria to maximise referrals going forward. Between April 2019 and Dec 2021, 72% of service users were reported to be living independently after being engaged with the Floating Support Service.

- 4.6 Both elements of the service represent value for money when compared to alternative nightly paid accommodation and contribute to the low rates of repeat homelessness and repeat offending. The Floating Support Service provides early intervention, which in turn reduces repeat homelessness, allowing Bromley residents to settle and retain their accommodation.
- 4.7 New key performance indicators and service outcomes for users will be introduced into the new contract, along with review and scoping of the service specification. This will track the impact and outcomes of the person-centred approach enlisted for all service users.

## **5) SUMMARY OF BUSINESS CASE**

- 5.1 It is proposed to put the service out to a competitive tender for a contract of five years and the option to extend the contract for a further 2 periods of two years each at an estimated cost of £234k per annum with a total contract value of £2,106k. This represents an estimated 20% uplift on the last contract price, which accounts for salary increases, caters for modifications to the service specification and other increases in service delivery costs.
- 5.2 Key elements and modifications of the new service will include:
  - Increase access to re-housing options and permanent accommodation for ex-offenders
  - Robust move-on rates
  - Increase engagement and access to employment, training and volunteering opportunities
  - Deliver life skills and tenancy sustainment training
  - Meaningful use of time of residents
  - Money and debt management
  - Support for households placed in temporary accommodation.
- 5.3 The revolving door of homelessness places a greater cost on public services. The Floating Support Service element of the contract is pivotal to preventing tenancy breakdown, and supporting households to maintain their accommodation. Reducing rent arrears and providing links to local advice/ support agencies reduces evictions and the impact on health and well being of residents. The Floating Support service helps the Council in fulfilling its statutory role in supporting vulnerable families across the borough.

## **6. MARKET CONSIDERATIONS**

- 6.1 The contract is going out to tender as a two stage restricted process.
- 6.2 A soft market test exercise will be undertaken, with results available at the beginning of March.

## **7. SOCIAL VALUE AND LOCAL / NATIONAL PRIORITIES**

- 7.1 The new service assists the Council in its plans to meet key government priorities E.g., Ending rough sleeping by 2025 and to protect those fleeing domestic abuse as set out in the Domestic Abuse Bill 2021. The provision of offender accommodation and associated support services, helps to build safer communities for local residents.
- 7.2 In accordance with the Homelessness Reduction Act 2017, the Housing Department is developing a single homelessness pathway to ensure person-centered help and assistance is available to support people to secure and sustain accommodation.
- 7.3 The Council has participated in the Department of Levelling Up and Homes and Communities (DLUHC) - Accommodation for ex-offender programme and has found it very difficult to re-house offenders into the private rented accommodation. The process is not as swift as we would have hoped. Therefore, this accommodation is a much-needed resource to assist with the placement and rehabilitation of offenders whilst they wait for a permanent accommodation.

## **8 OPTIONS APPRAISAL**

### **8.1 Option 1:- Decommission the service**

This option is not recommended as the service meets the Council's legislative duties to access and provide more meaningful assistance to all people who are eligible and homeless or threatened with homelessness, due to their priority need status.

### **8.2 Option 2:- Conduct a competitive procurement exercise**

This would provide the opportunity to carry out a competitive procurement exercise and establish value for money along with any efficiencies in service delivery. A single stage, open procurement route is proposed, this is due to the market being limited and also with the aim to encourage local and voluntary sector providers. The weighting to be applied is 60% price and 40% quality.

### **8.3 PREFERRED OPTION**

The preferred option is Option 2 as the service is required and the contract is coming to an end.

## **9. STAKEHOLDER ENGAGEMENT**

- 9.1 Consultation is currently underway through the Bromley Homelessness Forum and internal colleagues.
- 9.2 Hestia conduct annual resident surveys and the feedback is also being included in the development the new service specification, to ensure the voice of the service user is taken into consideration.

**10. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS**

10.1 **Proposed Procurement Action:** Compliant tender through an two stage restricted tender process

10.2 **Estimated Value of Proposed Action:** £234k per annum with an estimated whole life value of £2,106k

The proposed evaluation ratio is 60% price and 40% quality. The proposed quality evaluation criteria and weightings are set out in the table below:

Criteria	Weighting
Financial	5%
General Data Protection Regulations (GDPR) & Information Governance	5%
Service Delivery	25%
Support to Service Users	20%
Implementation	15%
Innovation	5%
Quality Assurance	20%
Social Value	5%

10.3 **Other Associated Costs:**

There are currently no other costs associated with this contract.

10.4 **Proposed Contract Period:**

10.5 The initial contract period of 5 years will run from September 2022 to September 2027. However, with the option for the Council to extend for a further 2 periods of upto 2 years each.

10.6 The table below provides an indicative procurement timetable

Find a Tender and Contracts Finder Notices Issued	31 <sup>st</sup> March 2022
Closing date for clarification questions	12 Noon on 20 <sup>th</sup> April 2022
Closing date for return of tenders (responses to both SQ & ITT)	12 Noon on 28 <sup>th</sup> April 2022
Evaluation of submitted tenders	Commencing 2 <sup>nd</sup> May 2022
Potential Clarification Interviews	23 <sup>rd</sup> May - 26 <sup>th</sup> May 2022
Anticipated date to advise Tenderers	30 <sup>th</sup> May 2022

## **11. IMPACT ASSESSMENTS**

- 11.1 Any changes to the specification are intended to improve the outcomes for ex-offenders accessing the service. The new Provider would be engaged with local support services and have committed to improving life skills and personal outcomes for individuals. There would be no foreseen impact for those with protected characteristics.

## **12. POLICY CONSIDERATIONS**

- 12.1 Housing Act 1996 (as amended by the Homelessness Reduction Act 2017); the Crime and Disorder Act 1998; The Children's Act 1989; The Domestic Abuse Act 2021.
- 12.2 The housing objectives are set out in the Council's relevant business plans and Housing and Homelessness strategies. These objectives are compliant with the statutory framework within which the Council's housing function must operate.
- 12.3 The legislation pertaining to homelessness requires appropriate advice and support to be provided to households at risk of homelessness and suitable accommodation and support to those households to whom the Council owes a statutory rehousing duty. These services play a key part within the overall provision of homeless intervention, prevention, and accommodation services.

## **13. IT AND GDPR CONSIDERATIONS**

- 13.1 A Data Privacy Impact Assessment will be completed as a part of the procurement process Any Provider will need to demonstrate they adhere to all current GPR and data storing requirements.

## **14. STRATEGIC PROPERTY**

- 14.1 N/A

## **15. PROCUREMENT RULES**

- 15.1 This report seeks to proceed to procurement for the provision of Accommodation, Support & Tenancy Sustainment for a contract period of 5 years, with the option to extend for 2 periods of 2 years at a total contract value of £2,106k.
- 15.2 This is an above threshold contract, covered by Schedule 3 of the Public Contracts Regulations 2015. A 2 stage restricted tender process will be used and a timetable is included at section 10.6 of this report.
- 15.3 The Council's specific requirements for authorising proceeding to procurement are covered in Rules 1 and 5 of the Contract Procedure Rules with the need to obtain the formal Approval of the Executive with Agreement from the Portfolio Holder, Assistant Director Governance & Contracts, the Director of Corporate Services, the Director of Finance and the Chief Officer for

a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.

- 15.5 In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council's e-procurement system.
- 15.6 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.
- 15.7 The report additionally seeks a variation to extend the current contract beyond the contract term of up to a further 6 months, in the event it is not possible to conclude award of contract and any mobilisation in the time available. The value of the proposed variation being an estimated £95.5k with a total cumulative spend of £1,17k.
- 15.8 This was originally procured as an above-threshold contract following a competitive tendering process. The variation stated above can be completed in compliance with Regulation 72 of the Public Contract Regulations which allows modifications within certain parameters and limits.
- 15.9 The Council's requirements for authorising a variation are covered in CPR 23.7 and 13.1. For a contract of this value, Executive Approval with formal Agreement of the Portfolio Holder, Assistant Director Governance & Contracts, the Director of Corporate Services, the Director of Finance and the Chief Officer must be obtained. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 15.10 Following Approval, the variation must be applied via a suitable Change Control Notice, or similar, agreed with the Provider.
- 15.11 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

## **16. FINANCIAL CONSIDERATIONS**

- 16.1 The estimated cost of the proposed contract is £234k per annum with a whole life value of £2,106k over the maximum 9 year period. With fixed costs for first five years and then subject to annual inflationary increases at the rate of CPI, during any extension periods agreed by the Council, for up to four years.
- 16.2 Although this is a significant increase over the current contract cost of £195k per annum, it should be noted that the value of that contract has been fixed for 5 years and that providers will price in future inflationary pressures inline with CPI, as well as additional costs as referred to in paragraph 5.1.
- 16.3 This estimated increase can be contained within the existing Supporting People budget which is £1,070k (draft 2022/23 budget).

## **17. PERSONNEL CONSIDERATIONS**

- 17.1 TUPE is likely to apply if there is a service provision change at the commencement and/or at the cessation of any of the services.

## **18. LEGAL CONSIDERATIONS**

- 18.1 This Gateway Report demonstrates a legally compliant procurement procedure. This procurement exercise may be conducted under the 'light touch' regime under the Public Contracts Regulations 2015.
- 18.2 The relevant officer has worked with Legal Services to prepare appropriate terms and conditions for this proposed procurement exercise.

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



Report No.  
ES20165

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:** Executive

**For Pre-decision scrutiny by:**  
Environment and Community Services PDS Committee  
**Decision by Executive Committee on**

**Date:** 21<sup>st</sup> March and 30<sup>th</sup> March 2022

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

**Title:** CROYDON ROAD RECREATION GROUND BANDSTAND RESTORATION

**Contact Officer:** Peter McCready, Assistant Director – Environment  
Email: [peter.mccready@bromley.gov.uk](mailto:peter.mccready@bromley.gov.uk)

**Chief Officer:** Colin Brand, Director of Environment and Public Protection  
Email: [colin.brand@bromley.gov.uk](mailto:colin.brand@bromley.gov.uk)

**Ward:** Kelsey and Eden Park

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1. Reason for report

To outline the restoration proposals for the Bandstand within Croydon Road Recreation Ground, Beckenham, and to recommend that the scheme be added to the Council's Capital Programme to enable works to proceed.

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2. **RECOMMENDATION(S)-**

**2.1. The Environment and Community Services PDS is asked to review and comment on the following recommendations and the Executive is asked to:**

**2.1.1. Approve the proposals for the Bandstand at a cost of £236k including a contingency budget of £27k, and to request to the Executive an addition to the Capital Programme.**

**2.1.2. Note that a five year maintenance plan has identified a liability of £18k which includes redecoration works to uphold the restored condition of the bandstand, this will be funded as set out in paragraph 3.13.**

- 2.1.3. Note that subject to Executive Agreement as to recommendation 2.1.1, the Director of Environment and Public Protection is given delegated authority to award contracts for the Bandstand Restoration following the tendering process.**
- 2.1.4. Note that subject to Executive agreement as to recommendation 2.1.1, the Assistant Director of Carbon Management and Greenspace is given delegated authority to approve spend on contingency fund.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The restored bandstand will be used for inclusive community events that Vulnerable Adults and Children can attend.

### Corporate Policy

1. Policy Status: Existing Policy.
  2. MBEB Priority: Business and Enterprise.
- 

### Financial

1. Cost of proposal: £236k capital costs.
  2. Ongoing costs: £18k maintenance costs over 5 years.
  3. Budget head/performance centre: New capital programme for the Croydon Road Recreation Ground Restoration scheme.
  4. Total current budget for this head: new scheme
  5. Source of funding: External grants and contributions plus use of earmarked reserves.
- 

### Staff

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

### Legal

- 1.
  - 2.
- 

### Customer Impact

1. Estimated Number of users/beneficiaries (current and projected): All visitors using Croydon Road Recreation Ground.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Cllr Harris is supportive of the restoration proposals.

### 3. COMMENTARY

#### The Bandstand

- 3.1. The Bandstand in Croydon Road Recreation Ground, Beckenham, is estimated to have been constructed in 1905, to a design by McCallum and Hope of Glasgow. It is a rare example of intricate cast iron work, notable for the quality of its design, with the execution of its pattern work and casting believed to be the only remaining example in Britain.
- 3.2. In 2019 the Bandstand was listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural and historic interest.
- 3.3. The Bandstand has been the venue for many musical performances, and holds an historic association with David Bowie, who played on the bandstand at the Beckenham Free Festival at the park in 1969.
- 3.4. The Bandstand has been subject to several alterations and modifications since its original construction many of which are evident upon viewing the bandstand. Condition survey's conducted by Stonewest Limited in 2013, Amey PLC in 2018 and the Morton Partnership in 2022 have identified that the condition of the bandstand has been deteriorating, and that significant repair works are required to prevent further decline.
- 3.5. Despite its increasing state of deterioration, the Bandstand is very much appreciated by the local community, with consultation and feedback demonstrating significant local support for the restoration. This includes (but is not limited to) the Friends of Croydon Road Recreation Ground, who in partnership with other partners including the Memory of a Free Festival, have been actively fundraising to contribute towards the cost of repair works.

#### Restoration Proposals.

- 3.6. The restoration project has been through several different iterations with a range of options pursued over the years in an attempt to secure the funds needed to restore the bandstand as outlined previously in Committee Papers ES15075 and ES18072. The desire for the restoration project, subject to budgetary constraints is to restore the bandstand to that of its original design/construction (thus respecting its heritage and links to David Bowie) whilst also facilitating its use as a community facility and ensuring that the facility is practicable for the Council to maintain following its restoration.
- 3.7. The Council awarded a contract to Purcell Architecture in October 2020 to develop detailed restoration proposals that fit the brief in 3.6. against which costs may be obtained, whilst also engaging with local stakeholders and utilising its expert knowledge in the development of proposals and a restoration plan.
- 3.8. Initial proposals were presented to the Friends of Croydon Road Recreation Ground at their AGM on Tuesday 30<sup>th</sup> November 2021, and were warmly received by the group. Feedback from the group, along with input from colleagues in the Council's Property, Planning and Principal Conservation divisions have also been fed into the final designs.
- 3.9. The draft proposals for the restored bandstand are included as Appendix A to this report and include:
  - The insertion of an octagonal pathway around the bandstand to maximise space and increase the variety and number of musical acts that can utilise the bandstand. This shall be laid at a slope to aid drainage of rainwater.

- The circular pathway shall be composed of engraved bricks bearing the names of benefactors as part of the 'buy-a-bandstand- brick' scheme outlined in Section 3.11.
- Proposed low level planting in a 1-metre zone immediately surrounding the bandstand, to provide natural drainage of rainwater discharging off the roof.
- The use of resin bonded gravel to extend to the outer perimeter to increase the area of hard standing landscape to accommodate larger performances, whilst also allowing easy general maintenance.
- The removal of gutters and downpipes in order to revert to the original design feature of the roof whereby it acts as an umbrella to discharge rainwater clear from the existing structure to the ground.
- The replacement of the existing felt roof covering with an appropriate material which balances the original heritage and maintenance, of which discussions are still ongoing. For the purposes of this report terre coated stainless steel has been suggested.
- A replication of the bandstands original paint scheme to its ironwork, decorative elements and corona.
- The repair of the existing boundary fence, but with the existing gate locked open to facilitate access by the public to the personalised engraved bricks at all times. A new iron gate to the bandstand will provide a physical barrier and deterrent in lieu of removing the existing gate.
- Stone steps and platform cleaned and repaired as necessary to improve the general appearance of the bandstand.
- The repair of the roof antefix, a 'David Bowie' Mosaic and a lighting scheme as 'optional extras' should budgets allow or additional funding become available.

### Costings and Maintenance

3.10. The total estimated cost of the above proposals is £236k (inclusive of £205k construction costs, a £25k contingency budget, and £6k assigned to the Purcell contract for overseeing the delivery of the works). In addition a total of £16k (with a £2k additional contingency currently unspent) has been incurred to the Purcell contract for the delivery of the proposals to RIBA Stage 4.

3.11. To date a total of c£254k of funds have been obtained and reserved:

- £80k from the Council's Earmarked Reserve for Friends Groups Initiative and Community Funds as agreed in Committee Report ES18072.
- £57k grant received from the Ministry of Housing, Community and Local Government.
- £10k grant to be claimed from the Heritage of London Trust once works are complete on site.
- £107k received in Donations and Community fundraising, which includes the 'Buy-a-bandstand brick' scheme which enables members of the public, community groups and businesses to purchase personalised bricks to be incorporated into the circular pathway around the newly restored bandstand. It also includes David Bowie inspired concerts organised by Memory of a Free Festival, other community events, individual donations and collection tins located in shops in Beckenham High Street. An earmarked reserve to hold the monies obtained by donations and fundraising was agreed in Committee Paper ES15075

where it was also anticipated that fundraising will continue once the structure is restored through a continuation of the 'Buy-a-bandstand brick' scheme.

- 3.12. Therefore the total estimated cost for the scheme can be covered by the funds available, including a contingency allowance of £27k for which delegated authority is requested for the Assistant Director of Carbon Management and Greenspace to spend. In the event that the costs of the scheme at any stage are projected to exceed available funding, officers will see if any grant funding or donations are forthcoming to cover any shortcomings, report back to the Director of Environment and Public Protection in order to seek permission for further Council funding from Members or explore options to contain costs within existing available funding.
- 3.13. An outline maintenance cost review produced for this project shows an indicative maintenance cost of £18k for the first 5 years (which includes c£13k of enhanced cyclical maintenance in Year 5) which includes decoration to uphold the restored conditions. It was previously agreed in ES18072 that £5k of redecoration works would be funded by Streetscene and Greenspace budgets every 5 years and the rest will sought to be managed through Operational Building Maintenance budgets.
- 3.14. It is envisaged that a total saving of £1.8k is likely to be made from the Grounds Maintenance budget due to an approximate reduction of 58 square metres of floral bedding surrounding the Bandstand, balanced against the equivalent increase in sweeping and washing of the new pathway.
- 3.15. An indicative cost of £300 is also envisaged to install new inscribed bricks on 2 occasions each year, the cost of which will be met through the sales of the bricks themselves.
- 3.16. It is envisaged that the current proposal would have a lifespan of 75 years were the maintenance plan outlined in 3.13 to be implemented. The original Consultant brief did envisage a minimum 100 year life-span to be achieved, however the materials that would be required to achieve this have been balanced against the risks such an approach would have presented to the Council (e.g the risk of theft or vandalism of high value materials).

#### Forward Plan

- 3.17. Upon agreement by the Executive, the Conservation Consultant will finalise their proposals and look to undertake a joint Listed Building Consent and Planning Application (if required) and prepare a tender for the restoration proposals.
- 3.18. The works shall then be put out to a open tender as per the Council's Procurement processes with a tender evaluation based on 60% cost vs 40% quality. Any clarification required to enable the contract award for repair works shall be complete by an anticipated deadline of June/July 2022. The Director of Environment and Public Protection will award contracts for the restoration of the bandstand once the tendering process has completed.
- 3.19. It is anticipated that works will begin to the Bandstand in September 2022 for around 6 months, with an estimated completion in April 2023.
- 3.20. Once restored and open to the general public, it is anticipated that income from the brickscheme will contribute towards an events and activities programme to both maximise the potential of the Bandstand as a community facility, whilst also contributing towards its general maintenance as agreed in Committee Paper ES15075.

#### **4. SUSTAINABILITY / IMPACT ASSESSMENTS**

- 4.1. The bandstand will look to incorporate high standards of restoration that are in keeping with its listed status and heritage. Applications will be made for the relevant permissions where required and all works will look to adhere to guidelines with regards to the bandstand's architectural and historic interest.
- 4.2. The restoration project will abide by the Council's sustainable procurement policy during the tendering process.
- 4.3. The bandstand proposals have been reviewed by the Council's Property, Principal Conservation and Planning divisions.
- 4.4. The restored bandstand will be an inclusive community facility, including as a site where budding musicians may gain exposure and networking opportunities.

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

- 5.1. The Bandstand will be used for inclusive community events that vulnerable adults and children will be able to attend.

#### **6. POLICY IMPLICATIONS**

- 6.1. The 'Making Bromley Even Better' objectives of 'Business and Enterprise' refers to the Council's intentions to ensure that it progresses with its vision to build on the borough's heritage so that it continues to represent the best of town and country.
- 6.2. The restoration of the Bandstand is an Action Point mentioned under Strategic Objective 2 within the Council's Open Space Strategy, through which it aims to develop programmes for the protection, conservation and enhancement of the unique historic assets contained within its Portfolio.

#### **7. FINANCIAL IMPLICATIONS**

- 7.1. The report sets out a total cost for this scheme of £236k, including a contingency allowance of £27k, and Executive will be requested to make an addition to the capital programme.
- 7.2. In addition to the estimated capital costs, costs of £16k have already been incurred on the revenue budget this year, with a further £2k provided for, in respect of the delivery of the proposals to RIBA Stage 4.
- 7.3. The total costs of the scheme are therefore estimated at £254k. This will be funded from the various grants and contributions of £174k as set out in 3.11, of which all but £10k has been received. A further £80k will be funded by the Council from the earmarked reserves for Friends Groups Initiatives and Invest to Community, as previously reported to the Environment & Community Services PDS Committee on 18 October 2018 (Committee Report ES18072) and agreed by the Portfolio Holder.
- 7.4. Officers estimate maintenance costs to be £18k over 5 years, which includes enhanced cyclical costs of c£13k in year 5. Members previously agreed that Streetscene and Greenspace

budgets would contribute £5k over 5 years redecoration works, and officers will continue to seek to manage remaining annual and reactive repairs needs from the existing operational maintenance budget.

- 7.5. In the event that projects scheme costs are anticipated to exceed the funding available, officers will need to report back to Members and set out options to complete the scheme within the existing total budget or identify further funding

## **8. LEGAL IMPLICATIONS**

- 8.1 The Council has the legal power to hold, maintain and develop its landholdings and buildings in connection with its functions, including powers available under various Parks and Open Spaces legalisation. In furtherance of these powers the Council may provide and commission through a contract, the works outlined in this report for the provision of restoration works to Croydon Road Recreation Ground Bandstand.
- 8.2 The commissioning of such a works contract, is a public works contract within the meaning of the Public Contracts Regulations 2015 (Regulations). Due to the value of the works such a procurement will not be governed by the Regulations. However, in accordance with its fiduciary duty the Council has a legal duty to manage funds contributed by taxpayers efficiently and to use such funds to the best advantage of the Council.
- 8.3 The procurement strategy can be agreed in line with the Council's Contract Standing Orders (CSO 5 and Guidance) where the value is between £200k and £500k (here £254k) by the Chief Officer with the agreement of the delegated budget holder, Assistant Director of Legal Services, Director of Finance and the Assistant Director of Governance and Contracts. However, as this report is seeking authority of the Executive to agree an increase in capital budget for this project, it makes sense for the Executive to agree the procurement strategy as well.
- 8.4 Any further delegation to approve the award of the contract delegated to the Director of Environment and Public Protection must be carried by way of an Officer Gateway Report.
- 8.5. It would appear from the content of this report that the Council's fiduciary duty will be met through following the proposed procurement strategy, together with complying with the CPR's. Officers should ensure the tender for works contract and subsequent use of the Bandstand is in conformity with any grant conditions. Officers have mentioned elsewhere in this report the need to comply with all Planning and Listed Buildings legislation

## **9. PROCUREMENT IMPLICATIONS**

- 9.1 This report seeks to proceed to procurement for the Croydon Road Recreation Ground Bandstand Restoration with a total value of £254k and a contract duration of 6 months beginning September 2022 to April 2023.
- 9.2 Open process to be used.
- 9.3 This is a works contract and the value of this procurement falls below the thresholds set out in Part 2 of the Public Contracts Regulations 2015, so is only subject to Part 4 of the Regulations.



- 9.4 As per 8.2.1 of the Council's Contract Procedure Rules, this procurement must make use of public advertisement, and therefore must also be advertised on Contracts Finder.
- 9.5 The procurement must comply with PCR 2015 principles of transparency and equal treatment. Any time limits imposed, such as for responding to adverts and tenders, must be reasonable and proportionate.
- 9.6 The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain approval of the Chief Officer the formal Agreement of the Assistant Director Governance & Contracts, the Director of Corporate Services, the Director of Finance and the budget holder for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 9.7 In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council's e-procurement system.
- 9.8 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

## **10. STRATEGIC PROPERTY IMPLICATIONS.**

- 10.1 This report seeks agreement for the delivery of works to restore the historic bandstand located in Croydon Road Recreation Ground. The Council owns the freehold for Croydon Road Recreation Ground, Croydon Road, Beckenham, BR3 3PR, and the bandstand structure is part of this title.
- 10.2 A condition survey undertaken by the Morton Partnership in 2021 has identified a number of defects associated with the bandstand structure. It is understood that these defects will be redressed through the completion of these planned restoration works.
- 10.3 This project has also commissioned a maintenance plan which has identified £17,800 of recommended maintenance activity over a five year period following the completion of the planned restoration works. Currently, the structure's maintenance is funded from the council's Operational Maintenance Budgets which funds maintenance of built assets across the council's operational estate. This budget allocation must be prioritised to manage statutory compliance and essential or urgent repairs. The allocation for the planned programme includes only the very highest priority schemes and is sometimes reallocated to deal with any in year emergencies. Therefore, members should note that the future maintenance activity identified in the maintenance plan cannot be guaranteed from this budget allocation; it would be considered in the context of the other maintenance needs from within the rest of the Council's operational estate.
- 10.4 It is noted that it is intended to fundraise via the brick scheme to support future maintenance costs and that any monies raised will be set aside in an earmarked reserve (as agreed in ES15075). It has also previously been agreed (ES18072) that the Operational Maintenance Budgets will be used to manage minor reactive repairs and that Greenspace budgets would contribute £5k over a five year period to pay for redecoration works. This report recommends that Greenspace revenue budgets will be used to undertake the planned maintenance identified in the five year maintenance plan should the funds not be available from the Operational Building Maintenance budget.

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	<b>ES15075 Croydon Road Recreation Ground Bandstand Restoration.</b> <b>ES18072 Croydon Road Recreation Ground Bandstand Restoration.</b>



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CROYDON ROAD RECREATION GROUND BANDSTAND  
LONDON BOROUGH OF BROMLEY  
RIBA STAGE 3 ARCHITECTURAL PROPOSALS - DRAFT  
MARCH 2022

**DRAFT ISSUE**





The Croydon Road Recreation Ground children's playground sits at the heart of the grounds and features an outdoor splash pool.

Croydon Road is a busy thoroughfare throughout the week.

Pedestrian and vehicular access point into the grounds.

The Bandstand, circled in red, sits at the South-West corner of the recreation grounds.

Whitmore Road is a residential street and generally quieter than Croydon Road.

The 'Beck Rec cafe' provides refreshments throughout the year to visitors to the recreation ground.

Male and Female public toilet block for visitors.

Residential neighbourhoods to the east, south and west boundaries of the recreation ground, which generates a high communal value for the area.

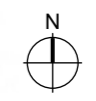
To the north of the grounds, retail outlets and premises make up the bulk of the building stock.

Beckenham Bowling Green providing social amenities for the local community.

The Croydon Road Recreation Ground plays host to a variety of events and social activities throughout the year and is therefore a well-used and much-loved space

Comprising over 8 acres, the Croydon Road Recreation Ground provides a large expanse of green space in an otherwise built-up suburb of London. It is therefore a popular space to visit for locals.

Tennis courts, for public use, line the south-east corner of the grounds.





# CROYDON ROAD RECREATION GROUND BANDSTAND

## VISIBILITY

With established trees and foliage lining the west and south boundaries of the recreational grounds, external visibility of the Bandstand is limited. During late autumn through to winter, this aspect changes slightly when the trees lose their leaves and obstructed views are permitted. The Bandstand itself sits proudly in the centre of its landscape, acting as the focal point for visitors entering and staying within the grounds and is therefore highly visible.

Views from nearby properties on the recreation grounds' western border can be gained at high level only, although this will increase during the time of year when the trees lose their leaves. The inhabitants of the houses are one of a variety of a park community that act as the eyes and ears for the site.

Pedestrian and vehicular entrance to grounds.

The Bandstand is a focal point. Once in this area of the Croydon Road Recreation Ground it is clearly visible from all vantage points.

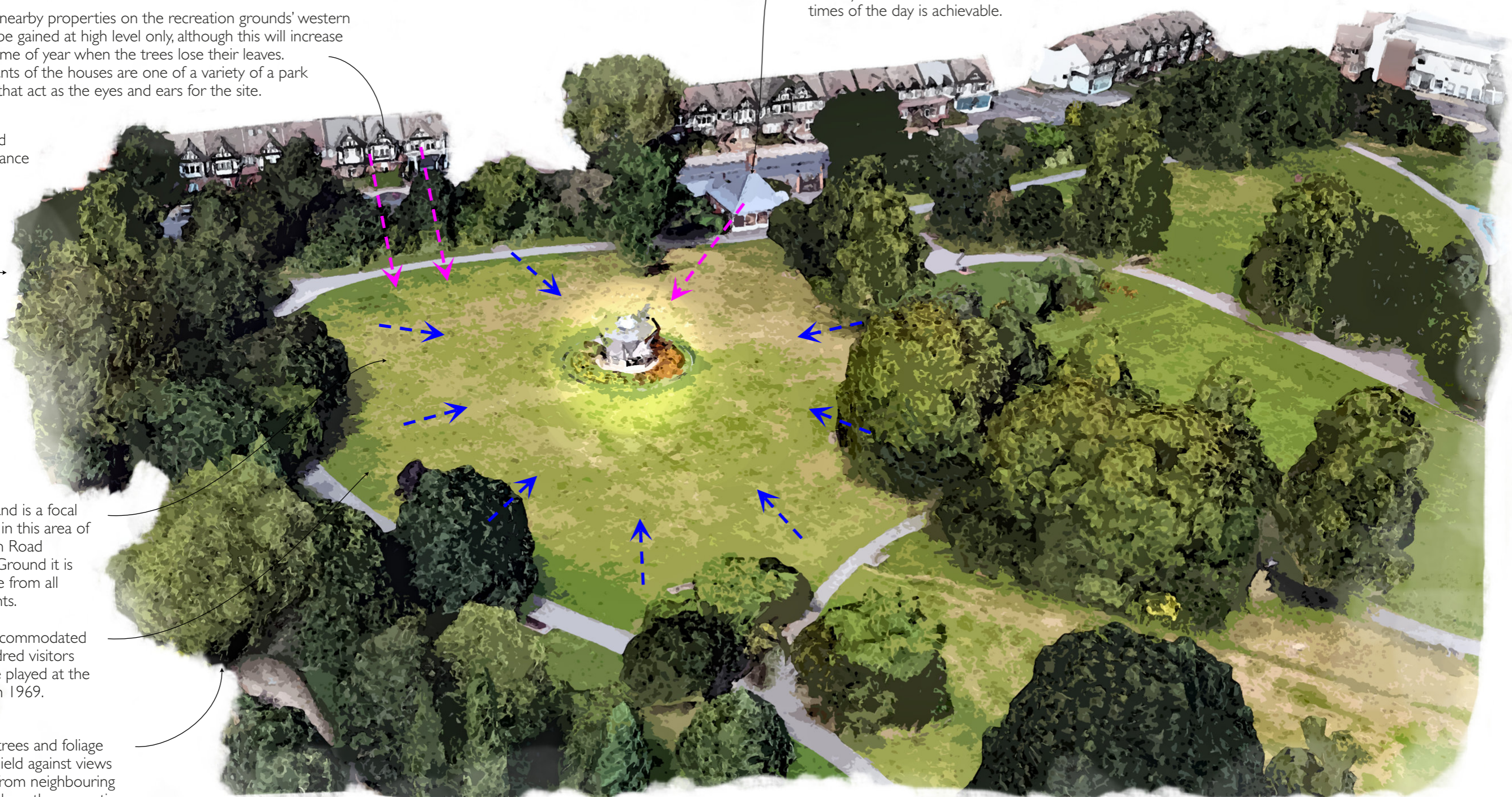
The lawn accommodated several hundred visitors when Bowie played at the Bandstand in 1969.

Established trees and foliage provide a shield against views and access from neighbouring properties along the recreation grounds' southern border.

With this property inside the grounds now inhabited, good visibility of the Bandstand at all times of the day is achievable.

### Key

- ◀- Visibility (for surveillance)
- ◀- Visibility (for performance)





# CROYDON ROAD RECREATION GROUND BANDSTAND

## LANDSCAPING

DRAFT ISSUE

PURCELL 

The existing planted arrangement enhances the visual appearance of the overall enclosure but requires maintenance and is not of any practical benefit. The client team therefore have committed to the idea of inserting personalised, engraved bricks or stones into the ground. The engravings will bear the names of those who have invested in the project and the conservation of the Bandstand.

Discrete directional light fittings submerged into ground to provide means of lighting performances that might be held after dusk.

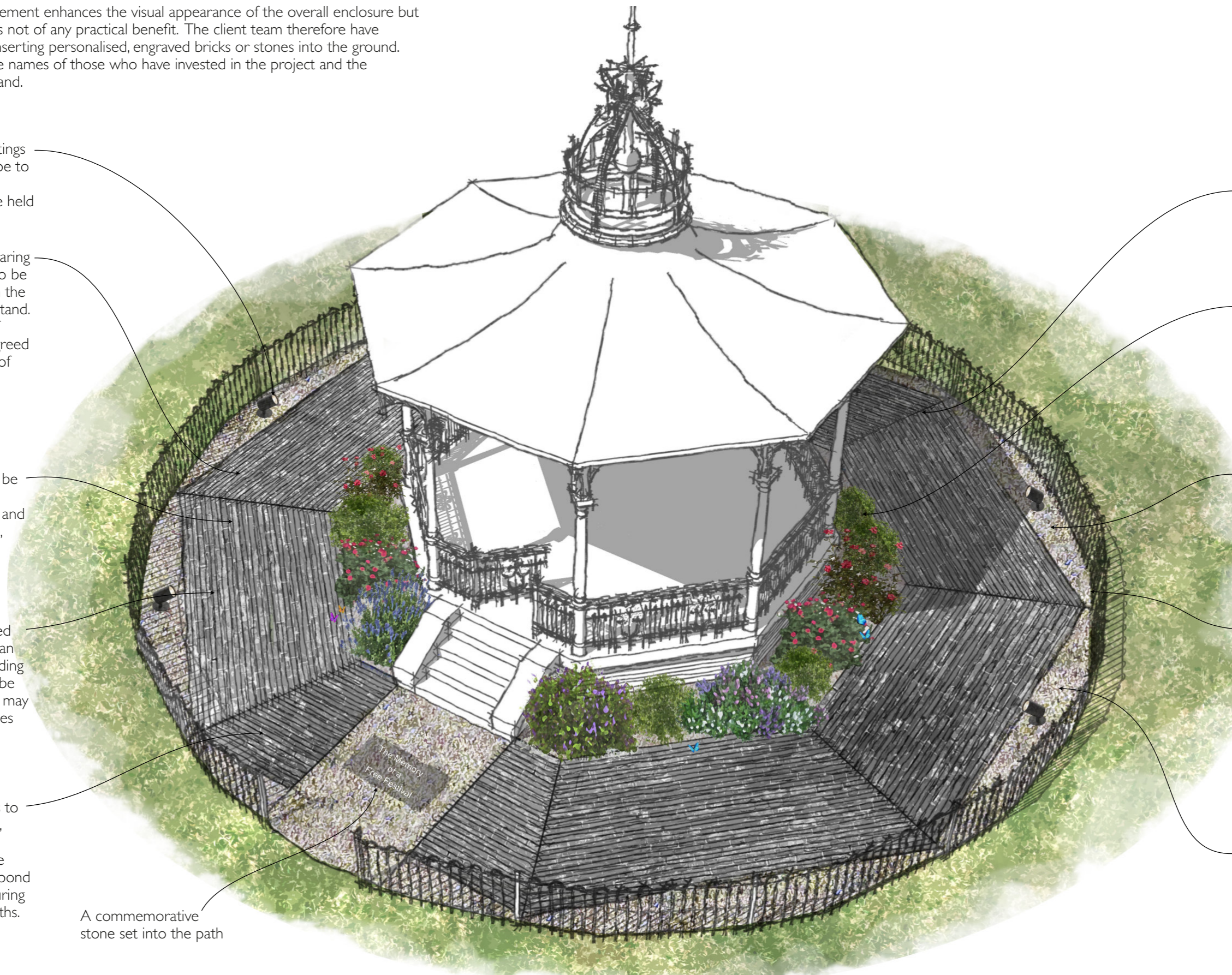
Engraved bricks / stones bearing the names of benefactors to be embedded in the ground in the area surrounding the bandstand. Final material and colour of engraved masonry to be agreed with The London Borough of Bromley and idVerde.

Engraved bricks / stones to be arranged in an octagonal manner, reflecting the form and geometry of the Bandstand,

The addition of the engraved bricks / stones will provide an increased area of hard-standing for larger performances to be held at the bandstand. This may include orchestras, ensembles and drama performers.

All engraved bricks / stones to be laid on a gentle gradient, sloping away from the Bandstand. This is to ensure rainwater does not sit and pond which could be a hazard during the colder and wetter months.

A commemorative stone set into the path



Anti-skate studs inserted into ground along spines of octagonal form, to mitigate anti-social behaviour.

Proposed low level planting in a 1-metre zone immediately surrounding the bandstand. This will provide natural drainage of rainwater discharging off the roof. Plants to be seasonal which will change the appearance of the bandstand over the year.

Resin bonded gravel is preferred over loose gravel given the tendency for loose gravel to spill beyond its intended boundary. The resin bound will negate this issue and will therefore be better for general maintenance.

Resin bonded gravel to extend to the outer perimeter, providing a neat termination at the retained fence line. A shallow, narrow channel to be dug into the lawn around the fence perimeter will provide a clear separation of ground material and will aid the ongoing maintenance of the landscape.

The use of resin bonded gravel will increase the area of hard-standing landscape surrounding the Bandstand to accommodate larger performances.



# CROYDON ROAD RECREATION GROUND BANDSTAND

## ROOF & RAINWATER STRATEGY

The original design of the Bandstand did not feature rainwater gutters or downpipes. Instead, the roof would have acted very much like an umbrella, throwing rainwater clear from the structure to the surrounding ground. The proposal seeks to revert to this earlier design intent, aided by the proposed landscaping to ensure water is well drained and does not pond at the base of the Bandstand.

**NOTE:** Various discussions have taken place with key stakeholders within the council, following widespread concern of the previously proposed use of lead as the primary roof covering. It was advised the lead would be a target for vandalism and hence alternative roofing materials have been considered, with terne coated stainless steel proving to be a viable substitute, for reasons as stated on this drawing.

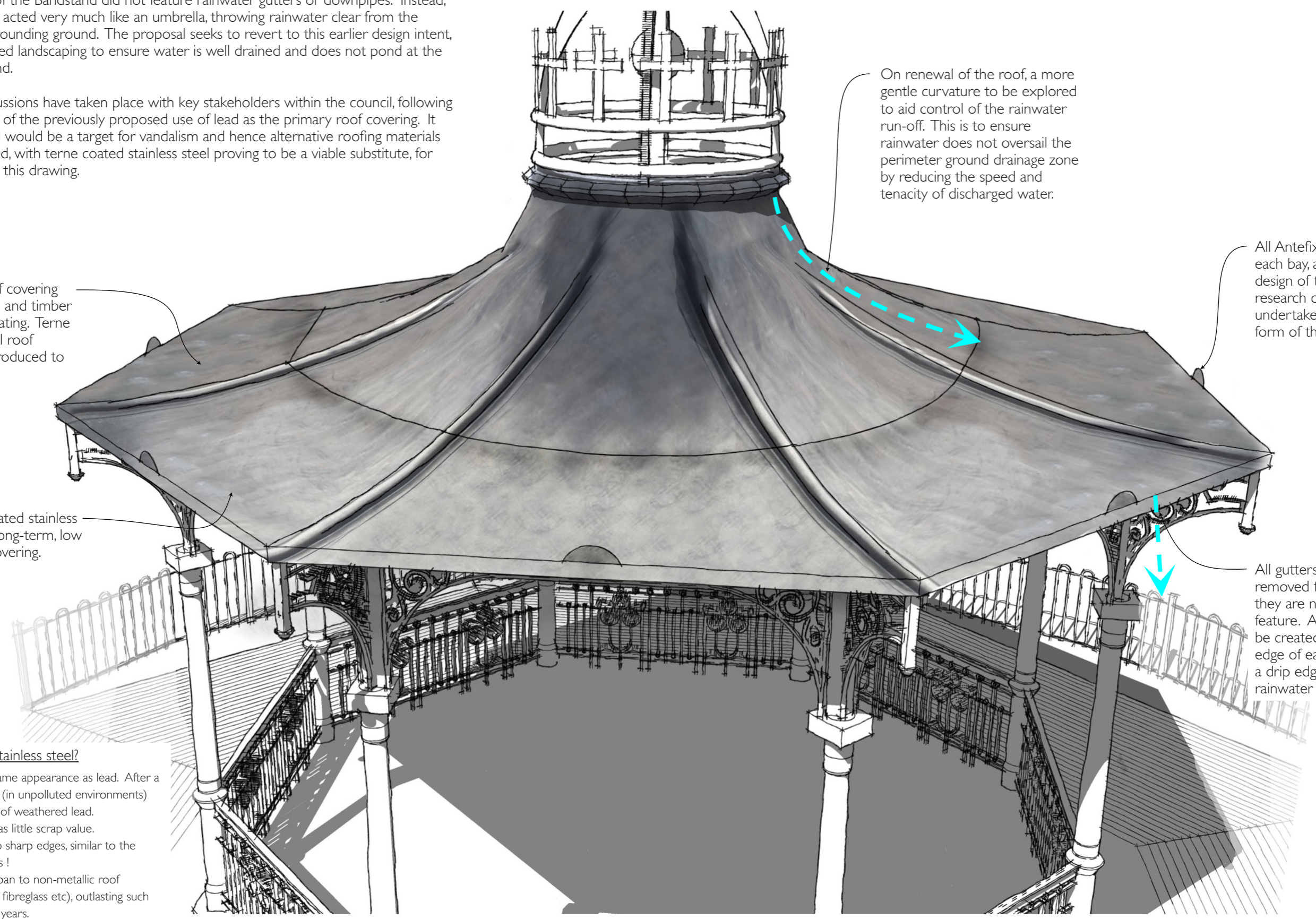
The existing felt roof covering has a limited lifespan and timber substrate is deteriorating. Terne coated stainless steel roof coverings will be introduced to the Bandstand.

The use of terne coated stainless steel will provide a long-term, low maintenance roof covering.

On renewal of the roof, a more gentle curvature to be explored to aid control of the rainwater run-off. This is to ensure rainwater does not oversail the perimeter ground drainage zone by reducing the speed and tenacity of discharged water.

All Antefix to be reinstated to each bay, as per the earlier design of the Bandstand. Further research currently being undertaken to deduce exact form of these lost features.

All gutters and downpipes to be removed from the Bandstand as they are not an original design feature. A 75mm downstand to be created to the perimeter edge of each lead bay, to provide a drip edge for the control of rainwater discharge.



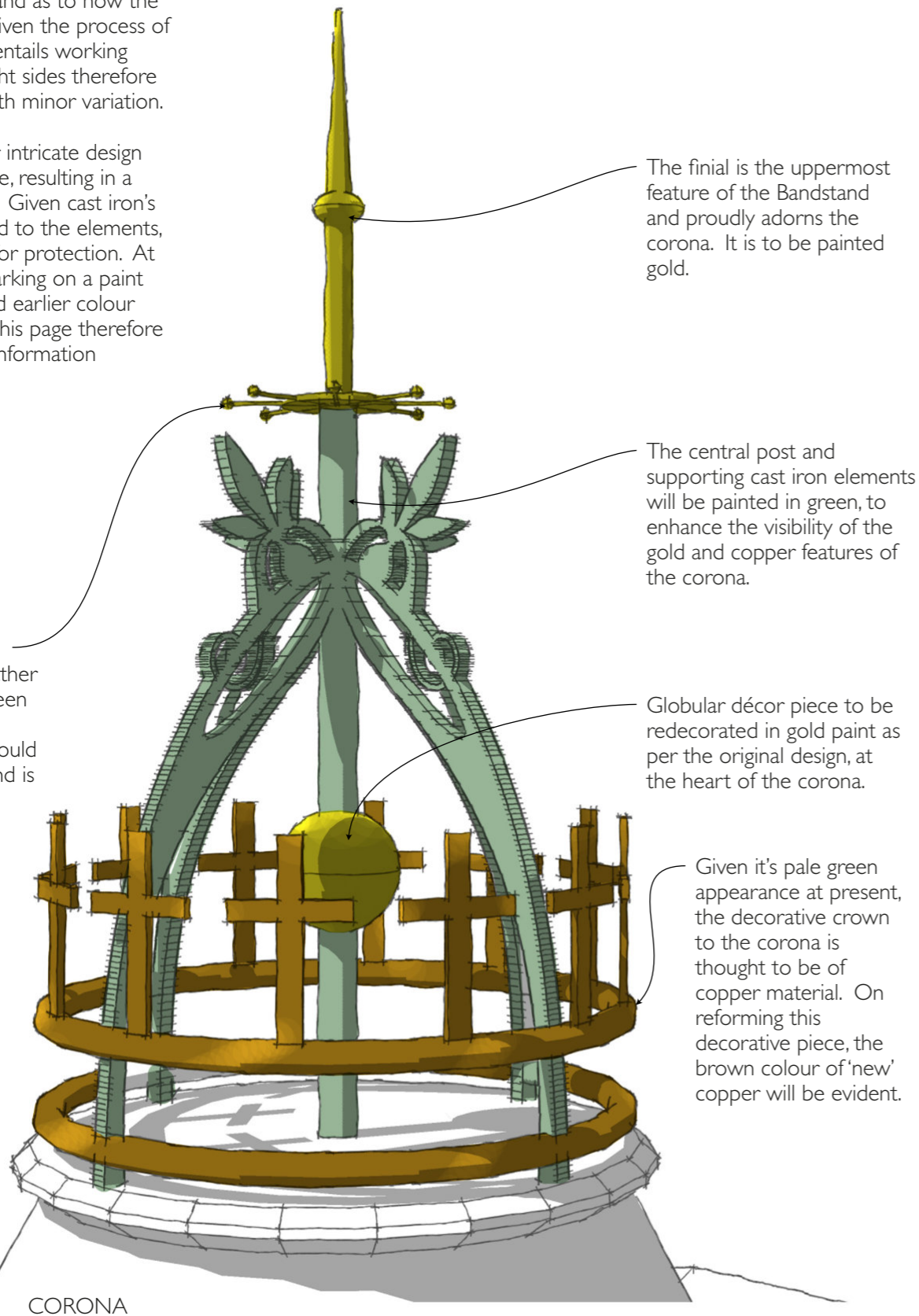
- Why terne coated stainless steel?**
- Will, in time, give the same appearance as lead. After a few years of patination (in unpolluted environments) the colour mimics that of weathered lead.
  - Very thin material so has little scrap value.
  - Removal is risky due to sharp edges, similar to the handling of razor blades!
  - Has a far superior lifespan to non-metallic roof coverings (membranes, fibreglass etc), outlasting such coverings by at least 50 years.



As a cast iron structure, thought was given when designing the Bandstand as to how the form could be templated, given the process of working with this material entails working with a cast. Each of the eight sides therefore are regular and modular, with minor variation.

The use of a cast allows for intricate design details to be easily replicable, resulting in a highly decorative structure. Given cast iron's performance when exposed to the elements, a paint coating is required for protection. At present, the team are embarking on a paint analysis study, to understand earlier colour schemes. The material on this page therefore has been informed by the information currently available.

Consideration was given to redecoration in gold leaf, rather than paint. Gold leaf has been proposed as it has a more robust nature, however; it could be a target for vandalism and is an expensive option.



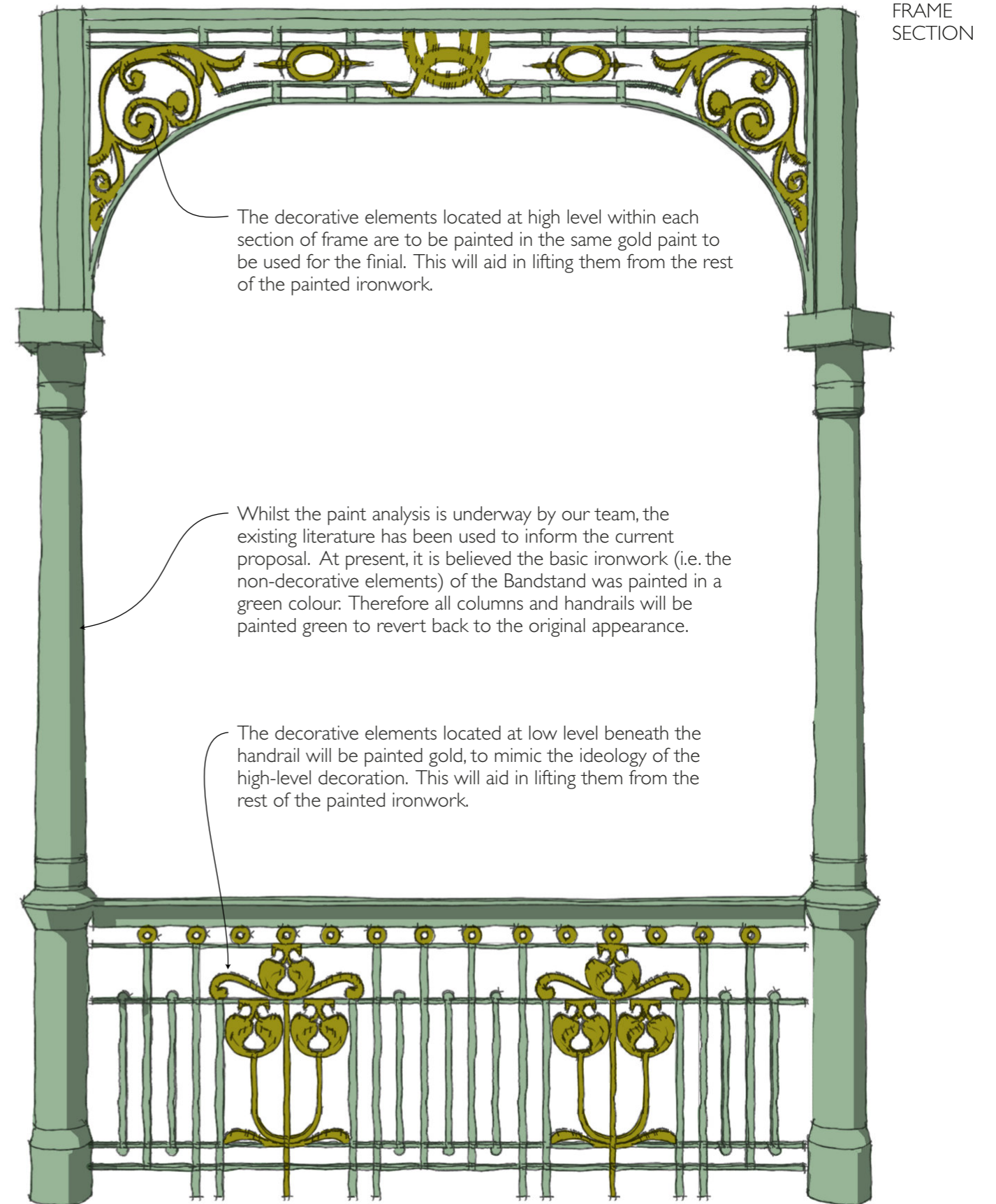
The finial is the uppermost feature of the Bandstand and proudly adorns the corona. It is to be painted gold.

The central post and supporting cast iron elements will be painted in green, to enhance the visibility of the gold and copper features of the corona.

Globular décor piece to be redecorated in gold paint as per the original design, at the heart of the corona.

Given it's pale green appearance at present, the decorative crown to the corona is thought to be of copper material. On reforming this decorative piece, the brown colour of 'new' copper will be evident.

CORONA



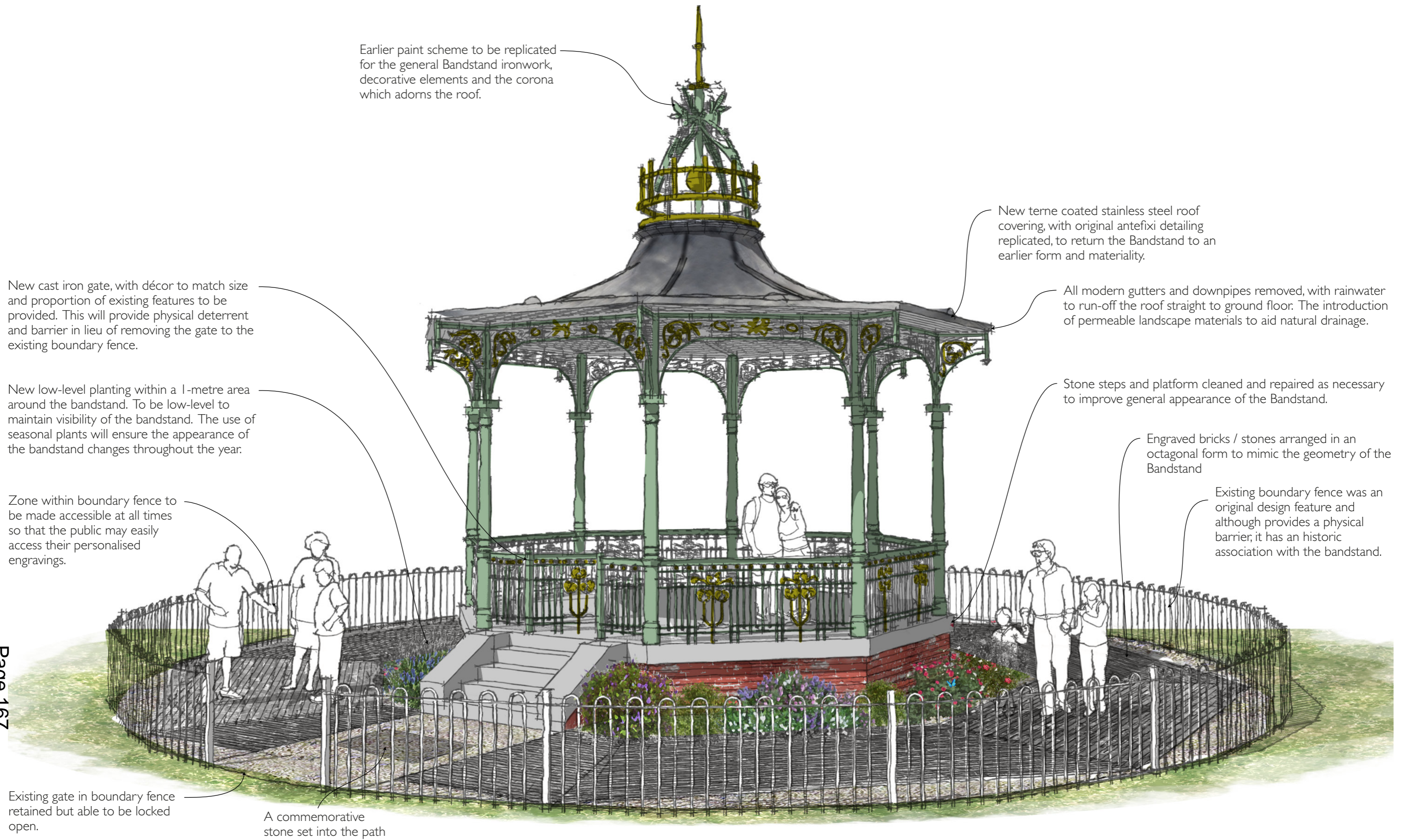
FRAME SECTION

The decorative elements located at high level within each section of frame are to be painted in the same gold paint to be used for the finial. This will aid in lifting them from the rest of the painted ironwork.

Whilst the paint analysis is underway by our team, the existing literature has been used to inform the current proposal. At present, it is believed the basic ironwork (i.e. the non-decorative elements) of the Bandstand was painted in a green colour. Therefore all columns and handrails will be painted green to revert back to the original appearance.

The decorative elements located at low level beneath the handrail will be painted gold, to mimic the ideology of the high-level decoration. This will aid in lifting them from the rest of the painted ironwork.





Earlier paint scheme to be replicated for the general Bandstand ironwork, decorative elements and the corona which adorns the roof.

New terre coated stainless steel roof covering, with original antefixi detailing replicated, to return the Bandstand to an earlier form and materiality.

All modern gutters and downpipes removed, with rainwater to run-off the roof straight to ground floor. The introduction of permeable landscape materials to aid natural drainage.

Stone steps and platform cleaned and repaired as necessary to improve general appearance of the Bandstand.

Engraved bricks / stones arranged in an octagonal form to mimic the geometry of the Bandstand

Existing boundary fence was an original design feature and although provides a physical barrier, it has an historic association with the bandstand.

New cast iron gate, with décor to match size and proportion of existing features to be provided. This will provide physical deterrent and barrier in lieu of removing the gate to the existing boundary fence.

New low-level planting within a 1-metre area around the bandstand. To be low-level to maintain visibility of the bandstand. The use of seasonal plants will ensure the appearance of the bandstand changes throughout the year.

Zone within boundary fence to be made accessible at all times so that the public may easily access their personalised engravings.

Existing gate in boundary fence retained but able to be locked open.

A commemorative stone set into the path

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Report No.  
ACH22-007

## London Borough of Bromley

### PART 1 - PUBLIC

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<b>Decision Maker:</b>	<b>EXECUTIVE WITH PRE-DECISION SCRUTINY FROM ADULT CARE &amp; HEALTH POLICY DEVELOPMENT &amp; SCRUTINY COMMITTEE</b>		
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>		
<b>Decision Type:</b>	Non-Urgent	Executive	Key
<b>Title:</b>	<b>AWARD OF CONTRACT PRIMARY AND SECONDARY INTERVENTION SERVICE</b>		
<b>Contact Officer:</b>	Ola Akinlade, Integrated Strategic Commissioner Early Intervention, Prevention and Community Services Commissioning, Programmes Division.		
<b>Chief Officer:</b>	Kim Carey, Interim Director of Adult Social Care, London Borough of Bromley Angela Bhan, Managing Director, Bromley Clinical Commissioning Group		
<b>Ward:</b>	All Wards		

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## 1. REASON FOR REPORT

- 1.1 This report seeks Executive approval to award the Primary and Secondary Intervention service (PSIS) contract, scheduled to commence on 1<sup>st</sup> October 2022, to the successful bidder.
- 1.2 This request to award follows on from the approval by Executive on the 30<sup>th</sup> of June 2021, for commissioners to re-tender the PSIS contract to enable the commencement of a new service contract from 1<sup>st</sup> October 2022. The Service is jointly commissioned by the London Borough of Bromley (LBB) and South East London Clinical Commissioning Group (SELCCG) with LBB as the lead commissioner for the service.
- 1.3 This award report sets out the results of the tendering process for the provision of the PSIS contract which resulted in negotiated dialogue with the sole bidder and recommends the award of Contract. This Report should be read in conjunction with the Part 2 award Report.

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## 2. RECOMMENDATION(S)

- 2.1 Adult Care and Health Policy Development & Scrutiny Committee (ACH PDS) are asked to review this report and provide comments prior to the report proceeding to Executive for decision.
- 2.2 Executive is recommended to:
- 2.2.1 Approve award of contract for the provision of the Primary and Secondary Intervention Service as detailed in the accompanying Part 2 Report. The proposed contract will commence on 1st October 2022 for the period of five years plus the option to extend for up to two years.
- 2.2.2 Approve delegated authority to the Director of Adult Services to apply the 2-year contract extension, subject to agreement with the Portfolio Holder, the Director for Corporate Services, the Director of Finance and the Assistant Director, Governance and Contracts as determined by Contract Procedure Rules.



### Impact on Vulnerable Adults and Children

1. Summary of Impact: This Service offers a wide range of third sector early intervention and prevention support services, aimed at delaying and preventing crises and supporting local people to remain independent. The service is aimed at Adults but also includes direct provision for children, which positively, but indirectly benefits the whole community.
- 

### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Supporting Independence Healthy Bromley and supports all of the 5 Making Bromley Even Better ambitions.
- 

### Financial

1. Cost of proposal: Detailed in Part 2
  2. Ongoing costs: Detailed in Part 2
  3. Total current budget for this head: £2.850m
  4. Source of funding: Better Care Fund, Adult Social Care, South East London Clinical Commissioning Group
- 

### 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: Non Statutory-Government Guidance:
  2. Call-in: Not applicable
- 

### Procurement

1. Summary of Procurement Implications: The procurement was undertaken in compliance with the requirements of the Public Contracts Regulations 2015. This report recommends the award of a contract, following a compliant tender process, for a 5 + 2 contract.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 10,000 clients per annum
- 

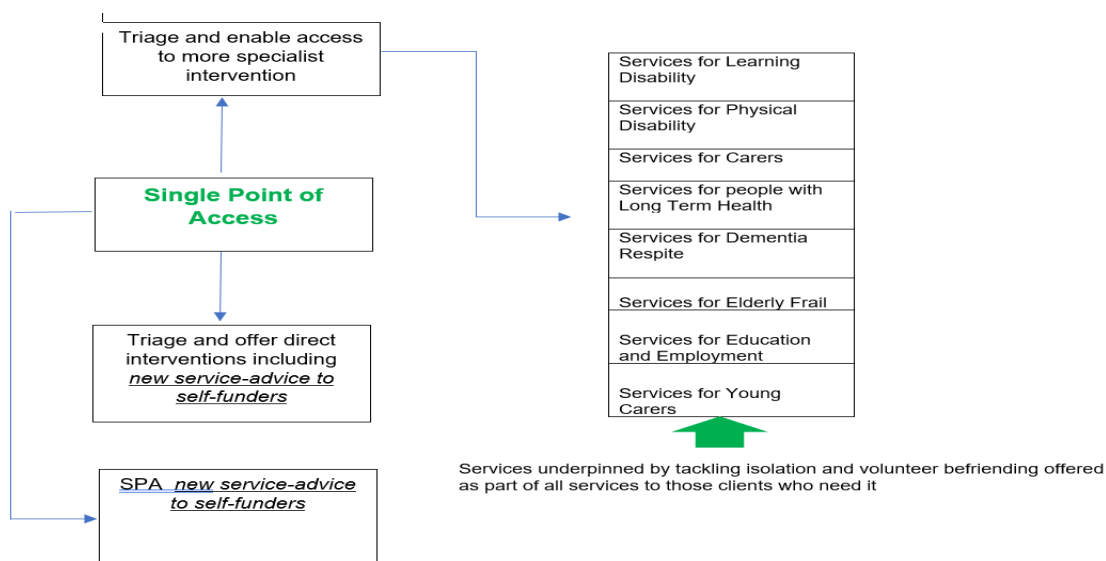
### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1. The Primary and Secondary Intervention Service (PSIS) targets Bromley residents who may be at risk of requiring long term packages of care, at risk of a hospital admission or increased involvement from statutory health and/or social care services and offers prevention and early intervention services across nine care and service pathways, with the aim of reducing this risk. The service also addresses wider issues that affect residents' personal outcomes such as housing issues, dealing with debt and maximising income, managing health conditions and other health and social care issues. The service offer includes a single point of access that acts as a triage point and more specialist prevention and early intervention services for those residents who require it following triage. The service is mainly for adults aged 18 or over although it also offers a young carers pathway. (These services detailed below in sections 3.5 and 3.6 of this report.)
- 3.2. The Gateway Report No. (CS/7033) secured approval from Bromley Executive for the award of the current PSIS contract which commenced on 1 October 2017. The service helps to support the delivery of the Local Authority duties under the Care Act 2014<sup>1</sup> with a focus on a prevention and early intervention offer and promotion of health and wellbeing for the residents of Bromley. The contract is jointly commissioned by London Borough of Bromley (LBB) with the then Bromley CCG (now SELCCG.) with LBB as the lead commissioner.
- 3.3. There are no further options to extend the current contract and a procurement exercise has been undertaken following Executive approval of the recommendations set out in the Gateway Report No. ACH21-030 on the 30<sup>th</sup> of June 2021 to tender for the contract via open tender procedure. Details of the procurement exercise process (including the open Tender process) are included in Part 2 of this report.
- 3.4. The procurement process has been undertaken in accordance with the timescales, service pathways and criteria set out in the June 21 Gateway Report and the planned service pathways for the tendered service are detailed below in Diagram 1

#### 3.5 *Diagram 1 PSIS Service Pathway*



<sup>1</sup> [40573\\_2902364\\_DH\\_Care\\_Guidance\\_accessible\\_pdf \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/902364/40573_2902364_DH_Care_Guidance_accessible_pdf_publishing.service.gov.uk)



### 3.6 Each of the nine service pathways above are described below:

- *Single Point of Access*: This pathway acts as a triage point for residents accessing PSIS and provides information advice and guidance, enables access to specialist PSIS pathways and acts as a point of referral to wider non-PSIS services in the community.
- *Elderly Frail Pathway*: This pathway provides support to elderly frail residents and supports discharges from hospital, provides hospital aftercare, sitting services for those discharged from hospital and a handyperson service.
- *Long Term Health Conditions Pathway*. This pathway provides support to residents with long term health conditions through the delivery of healthy living workshops, advice on how to manage long term health conditions and information, advice, and guidance,
- *Education and Employment Pathway*: This pathway provides education and employment support for residents with a focus on those with learning and physical disabilities to improve education and employment outcomes.
- *Physical Disabilities Pathway*: This pathway supports people with physical disabilities who experience an impairment that affects their mobility, functioning or dexterity and helps residents to improve and maintain their independence.
- *Learning Disability Pathway*: This pathway supports those residents with a learning disability with low level interventions, including advice, guidance, and support with accessing mainstream services to improve their confidence.
- *Young Carers Pathway*: This pathway supports young carers enabling them to access carers assessments as well as support in terms of their education and training and with information advice and guidance.
- *Adult Carers Pathway*: This pathway supports adult carers enabling them to access respite services and supporting them to maintain their independence.
- *Dementia Respite Pathway*: This pathway provides Dementia Respite services for carers of those with Dementia.

### 3.7 Key Service changes

The Gateway Report No. ACH21-030 proposed and secured PDS approval for the following key changes to be made to the current contract :

- The provision of a consistent and comprehensive Information, Advice and Guidance offer to social care self-funders living in the borough.
- The development of a PSIS Central Programme Management office for more effective co-ordination of projects.
- The development of a more effective customer relationship management system to enhance data flow and improve the evaluation of the impact of PSIS on key service outcomes.
- The development of a service offer to reduce isolation and loneliness and enhance the service befriending offer across all pathways

- The enhancement of the service digital offer and customer interface with services enabling access to self-assessments as appropriate.
- The removal of the Mental Health pathway from the new service contract and alignment to the Mental Health Hub whilst retaining a wellbeing offer across all pathways
- The inclusion of a Dementia Respite pathway.
- The adoption of strength-based approach to enhance the independence of residents

3.8 These service changes are also reflected in the development of additional Key Performance Indicators<sup>2</sup> for the new service commencing 1st October 2022 including:

- Setting targets to ensure that service users receive timely assessments
- Measuring income maximisation activity to improve residents independence and wellbeing.
- Measuring how many residents are supported into volunteering
- Measuring the number of residents who receive befriending interventions as well as self-report around the reduction in feelings of loneliness and isolation.
- Providing information, advice, and guidance to self-funders to improve access to consistently high levels of support and advice to self-funders.
- Demonstrating added social value.

3.9 Detailed below is a high-level mobilisation plan.

April 22	May 22	June 22	July 22	August 22	September 22	October 22
Review of service mobilisation plan submitted as part of tender	Review of mobilisation plan with successful bidder	Review actions from Month 1 and 2				
Development of Communication plan	Initiate project plan and project groups	Confirm final 90-day mobilisation plan with successful bidder and stakeholders	Implement mobilisation plan, review operational delivery of service pathways, capture of KPIs and Governance Arrangements			
Stakeholder engagement	Review of actions from previous month					
Risk Planning						
Initial project plan						
						New Service commences

The mobilisation process as well as the contract will be monitored by LBB and SELCCG commissioners via quarterly meeting with the provider and with the support of the LBB Quality Assurance Team

<sup>2</sup> A list of KPIs is detailed in Appendices 1 and 2  
Contract Award Report Member Decision  
June 2021

### 3.10 Market Considerations

Bromley Council's current Primary and Secondary Intervention service has been delivered by Bromley Third Sector Enterprise (BTSE) since 1<sup>st</sup> October 2017. To stimulate interest from potential suppliers and to gain feedback on the commissioning proposals, two virtual soft market engagement events were held in May and August 2021 via TEAMS. These events were attended by 11 organisations. The events comprised of presentations by key Commissioners from the Council and SELCCG and group discussions that were used to help finalise the service specification, tender documents and encourage providers to form new partnerships. The events indicated that there was significant interest in delivering the service although there were variations in provider experience of delivering across all the pathways.

Following the engagement events, Community Links Bromley were asked to support interested Bromley based organisations and voluntary sector providers to develop consortia or partnerships in order to stimulate bids for the Service.

### 3.11 Stakeholder Engagement

Service user engagement has been a key component of this service and extensive stakeholder engagement forms part of quarterly monitoring reports (Fourteen three-monthly client feedback sessions over the life of the current contract) and this feedback has been incorporated into service redesign. In particular, feedback has demonstrated high satisfaction levels with the current service provision and feelings of improved independence following service pathway intervention.

As part of the service review which commenced in July 2019, surveys were conducted with service users across all pathways which again highlighted high levels of satisfaction with the delivery of services while advocating increased access to peer led support and workshops which is reflected in the new service offer. The findings of the review were also reported at the October 2019 PDS meeting.

Between January 2020 and August 2021 commissioners conducted in excess of 10 events across LBB and SELCCG engaging with Adult Social Care and SELCCG staff including clinical and care management groups. The events looked at the service offer, outcome data from the PSIS service, proposals for delivering the service models, gaps in services provision and the incorporation of feedback as part of reviewing the new service offer.

The feedback from these stakeholder events was incorporated into the service model which was further refined via potential supplier events attended by 11 interested suppliers

Stakeholder feedback supported the following:

- The development of the offer to self-funders, to take account of the large number of self-funders in the Borough
- Adoption of a strength-based model of service delivery (these will be in line with changes made to LBB social care practice in 2020 and subsequent updates)
- Increased focus on reducing isolation and loneliness intervention across all pathways in alignment with the new strategy to tackle loneliness
- Incorporation of the Dementia Respite at Home offer into the new service model to bring together in a single pathway a set of respite provisions and other support to older residents

- The removal of the mental health pathway which sits within the current service offer and realignment of this pathway with the new Mental Health Hub service and management of the transition of services and service users while maintaining a wellbeing offer within the new service.

### 3.12 Social Value

The service aims to develop its social value offer through improving employment and education opportunities as well as tackling loneliness and isolation. A key element of service delivery will also include ensuring residents have access to job and volunteering opportunities emerging from the delivery of this service.

## 4. **CONTRACT AWARD RECOMMENDATION**

- 4.1 Recommended Provider(s): Detailed in Part 2 of this Report
- 4.2 Recommended Provider: Detailed in Part 2 of this Report
- 4.3 Estimated Contract Value: Detailed in Part 2 of this Report
- 4.4 Proposed Contract Period: Five years with an option to extend for a further two years.

### The Tender Process

- 4.5 The tender process was undertaken electronically using the ProContract London Tenders Portal and in accordance with the recommendations set out in the Gateway Report approved by Executive on 30<sup>th</sup> June 2021 and the Council's Contract Procedure Rules.
- 4.6 Evaluation of the bid was undertaken using the Council's standard 40% Quality and 60% Price split. The results were then fed into the evaluation matrix based on the Chartered Institute of Public Finance & Accountancy (CIPFA) Evaluation Model.
- 4.7 The Tender Evaluation Panel consisted of staff from Information Governance, Adults Social Care, Finance, LBB Commissioning and SELCCG commissioning. The bidder's response to the tender was also considered by subject matter experts across LBB (including Children and Young People) and SELCCG who advised on the specific service pathways.
- 4.8 The governance for the tender process resides with members of the Primary and Secondary Intervention Service procurement Board chaired by the Assistant Director of Integrated Commissioning with lead representatives from the stakeholder services including the LBB Procurement, Finance, Commissioning, Adults and Children's Operational and Public Health leads. Project Working Groups were chaired by the Head of Community Commissioning.
- 4.9 The Tender was evaluated on the bidder's responses in accordance with the Public Contract Regulations 2015. A summary of the results of the evaluation process are detailed in the Part 2 Report.
- 4.10 The outcome of the Tender process is that commissioners recommend the award of contract to the bidder, subject to the provider meeting all contractual requirements as detailed in their bid at the point of award

## 5. POLICY CONSIDERATIONS

- 5.1 The Service will support the delivery of a range of Council policies including Bromley's Health and Wellbeing strategy 2019-2023, Bromley's Ageing Well strategy, Bromley's Tackling Loneliness strategy 2022 to 2026 and the Integrated Mental Health Strategy. It will also support the delivery of Better Care Fund Plan priorities and performance measures i.e., supporting discharge from hospital, reducing avoidable admissions, supporting access to reablement and reducing the numbers of admissions to care homes.
- 5.2 The Local Government and Public Involvement in Health Act 2007 places great emphasis on the role of the third sector and explicitly states that local authorities have a duty to inform, consult and involve local citizens, local voluntary and community groups and businesses. It sets out clear expectations that the third sector should be involved in designing and shaping key decisions across the country, and that the sector should be a key partner to local government in creating strong and sustainable communities. The London Borough of Bromley has embraced the responsibilities defined under the Act, establishing innovation by supporting the development of the current voluntary sector provider

The commissioning approach supports the following Corporate Operating Principles:

- Delivering Value for Money; The Council's services will be provided by whoever offers customers and council taxpayers excellent value for money
- Supporting Independence; The Council will enable and encourage citizens to take more responsibility for their own lives, with the most vulnerable being provided with the help they need.
- Making Bromley Even Better; through enabling adults to age well and maintain independence and enabling businesses including the third sector, to prosper

## 6. IT AND GDPR CONSIDERATIONS

- 6.1 The Council, as part of its on-going commitment and sustaining a progressive approach to Data Protection and information management, requires the following be considered:
- Privacy By design – the Council shall undertake a Data Protection Impact Assessment and manage all residual risk
  - The Council must ensure that the contract and any information sharing agreements have robust clauses relating to data management
  - The Council must ensure that there is an appropriate exit strategy in relation to information retention requirements and transfer with the incumbent provider where necessary.
- 6.2 All of the above considerations were taken into account when evaluating the bidders tender to ensure compliance

## 7. PROCUREMENT RULES

- 7.1 This Report seeks to award a Contract for the Provision of the Primary and Secondary Intervention service to the Provider detailed in the Part 2 Report. The Contract will be for a period of five years, with an option to extend for a further period of two years. The estimated whole life cost of the proposed contract award is set out in the Part 2 Report.

- 7.2 This is a Service that is covered by Schedule 2 of the Public Contract Regulations 2015, and the procurement was undertaken in accordance with the 'Light Touch Regime' (LTR) of these Regulations. A summary of the consensus scores against the Quality criteria is set out in the Part 2 Report
- 7.3 The tender process was carried out in line with the requirements of the Public Contract Regulations 2015, and the Council's Contract Procedure Rule 8.2.1. In accordance with the Contract Procedure Rules 2.1.2, Officers must take all necessary professional advice.
- 7.4 The Council's requirements for authorising an award of contract are covered in Contract Procedure Rule 16. For Contracts of the values set out in the Part 2 report, the Approval of Executive, following Agreement by the Portfolio Holder, Chief Officer, the Assistant Director of Governance & Contracts, the Director of Corporate Services and the Director of Finance
- 7.5 Following the decision, a Find a Tender Award Notice will be issued and, as the Contract values are over £25,000, an award notice will be published on Contracts Finder. A mandatory Standstill Period will be observed in accordance with the Public Contract Regulations 2015
- 7.6 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their current content

## **8. FINANCIAL CONSIDERATIONS**

- 8.1 The cost of the proposed contract is included in Part 2 of this report.
- 8.2 In addition to the proposed contract, there is the Innovation Fund which will now be managed by the Council rather than included in the contract as it is currently. The budget for the Innovation Fund remains the same as currently at £384k per annum.
- 8.3 As set out in section 3.7 above, the Dementia Respite at Home service has now been included in this contract. This service is funded from the Protection of Social Care element of the Better Care Fund (BCF) with a budget of £179k.
- 8.4 As noted in the Gateway 1 report in June 2021, in the event that the recommended contract to be awarded resulted in a saving then this would be split pro-rata between the Council and CCG. If it resulted in additional costs then consideration would first be given to any option to increase the BCF allocation before the Council and CCG elements.
- 8.5 Although there is an increase in costs compared to the 2022/23 budget for the service, there is a surplus of BCF funding from inflation whilst the current contract has remained static. The BCF allocations for 2022/23 have not yet been announced, but assuming inflation of 4% in line with the Council's 2022/23 budget, then would be a surplus of £165k. This results in an overall saving which will be split between the Council and CCG.

## **9. PERSONNEL CONSIDERATIONS**

- 9.1 No LBB staff are employed to deliver the contract.

## **10. LEGAL CONSIDERATIONS**

- 10.1 This report demonstrates a compliant procurement procedure. Further details are included in the Part 2 report.

<b>Non-Applicable Sections:</b>	NA
Background Documents: (Access via Contact Officer)	Key Performance Indicators Appendices 1 & 2

## Appendix 1 Key Service indicators/outcomes

It should be noted that commissioners will carry out further work with the successful bidder during the mobilisation period (Mobilisation timescales are detailed in section 3.9 above) to ensure service outcomes are refined prior to commencement of contract on the 1<sup>st</sup> of October 2022 as well as in the first year of contract delivery and as required. This is in line with LBB Contract Regulation rules and the Terms and Conditions of the new PSIS contract

Detailed below are a summary of key outcomes as well as individual pathway outcomes

### Summary of key outcomes

KPI Description	Outcome	Mode of Measurement	Frequency of reports	How will the KPI be monitored
Service users receive timely assessments to ensure timely access to intervention required	Service users have easy access to timely and high-quality information, advice, guidance, and other support that enables their good health, wellbeing, self-care, and independence	Evidence of timely access-90% of people seen within 3 days of being assessed.  Evidence of surveying service users regarding ease of access and timely interventions in an annual survey	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers
a. Proportion of service users who received support to maximise their income b. Proportion of which were successful in their application c. Value of income maximised	Increased financial independence	Total number of service users receiving support to maximise their income  Total number of successful income support cases  Total value of income maximised	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers
Residents who are supported into employment and /or education	Resident are supported in accessing paid and unpaid employment and educational opportunities	Total number of service users into employment across services  Total number of service users into education across services	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers



KPI Description	Outcome	Mode of Measurement	Frequency of reports	How will the KPI be monitored
		Total number of service users with LD and PD accessing employment and education across services		
Residents who are supported to avoid an avoidable hospital admission	Reduction in unplanned admissions to support the partnership delivery of BCF Metric 1: Reduction in unplanned admissions	Identify and list the number of service users who have more than 4 repeat admissions to hospital.  Identify the support provided to these service users  Identify and list the number of service users who attend hospital following intervention (as a number of proportions of 1) above.	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers
Residents who are supported to remain in their own homes	Enable most residents to remain in their own homes in line with BCF 3 and 4 metrics around being discharged to place of residence and reduction in admissions to residential and care homes	Identify and list all service users at home at the point of accessing the service  Identify and list the proportion of service users still at home three, six and nine months after first accessing the service	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers
Residents who are supported to remain in their own homes following a discharge from hospital	Enable most residents to remain in their own homes in line with BCF 3 and 4 metrics around being discharged to place of	List total number of discharged with support from services  List total number of those service users who are still at	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers

KPI Description	Outcome	Mode of Measurement	Frequency of reports	How will the KPI be monitored
	residence and reduction in admissions to residential and care homes	home three months after discharge		
Supporting residents to reduce loneliness and isolation	Residents report a reduction in loneliness and isolation	<p>List total number of service users reporting loneliness at initial assessment</p> <p>List total number of service users reporting isolation</p> <p>List reduction or increase in feeling following end of "case work"</p> <p>Annual survey of service users regarding feelings of isolation</p>	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers
Supporting voluntary sector capacity	Enhance the capacity and capability of local volunteers and voluntary, social and community organisations	<p>List number and spread of volunteers across pathways</p> <p>List number of service users volunteering internally with the organisation and externally with other organisations</p>	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers
Reducing pressure on Adult Social Care	Reduction in referrals to adult social Care	<p>Report the number of referrals to ASC</p> <p>Report the number of referrals from ASC</p> <p>Report the number of self-referrals from the community</p>	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers

KPI Description	Outcome	Mode of Measurement	Frequency of reports	How will the KPI be monitored
Supporting Carers to access services	Carers receive respite where required	<p>Total number of carers</p> <p>Total number of carers who reported that they had as much social contact as they would like</p> <p>Overall satisfaction of carers with carer services</p> <p>The proportion of carers who find it easy to find information about services</p> <p>Total number of people supported to have a Carers Assessment</p>	Quarterly	Quarterly Contract meetings or as agreed between commissioners and providers

## Appendix 2

## Single Point of Access Draft KPIs

Service Users	Measurement	How will this be measured
	Record how service users accessed the service	Via quarterly KPI feedback as part of contract meeting
	Numbers of those referred from ASC and Hospital discharge compared to overall numbers of service users referred in a quarter	Via quarterly KPI feedback as part of contract meeting
	Improve outcomes for self-funders	Via quarterly KPI feedback as part of contract meeting
	Number of service users referred to Adult Social Care	Via quarterly KPI feedback as part of contract meeting
	Number of people who self-refer to the SPA	5000 (annually)
	Number referred by other routes	4000 (annually)
	Income Maximisation generated	£75,000 (quarterly)
	Legal advice and guidance	2000 annually
	Number of self-funders supported	500 annually
Information, advice and guidance	Number of phone enquiries (broken down by unique service users, repeat engagement and reason for contacting the SPA). Repeat engagement will be service users calling more than once irrelevant of category of service accessing	Via quarterly KPI feedback as part of contract meeting
	Number of enquiries categorised by RAG rating	Via quarterly KPI feedback as part of contract meeting
	% of calls that go unanswered	Via quarterly KPI feedback as part of contract meeting
	% of calls measured by satisfaction of caller	Via quarterly KPI feedback as part of contract meeting
	% of people accessing by phone	Via quarterly KPI feedback as part of contract meeting
	% of people accessing via walk in	Via quarterly KPI feedback as part of contract meeting

	% of people accessing website	Via quarterly KPI feedback as part of contract meeting
Measurement of reduction in loneliness and isolation	<a href="#">Loneliness-Measurement-Guidance1.pdf</a> ( <a href="http://campaigntoendloneliness.org">campaigntoendloneliness.org</a> )	To be agreed with Commissioners
Specialist support	At least 1 monthly face to face support sessions available in each of the Integrated Care Network locations of Bromley, Beckenham, and Orpington	Via quarterly KPI feedback as part of contract meeting
	Evidence of the impact of basic assistance (e.g. tenancy gained, payment plan established) through case studies demonstrating outcomes	Via quarterly KPI feedback as part of contract meeting
	Evidence of positive impact of legal advice through case studies demonstrating outcomes	Via quarterly KPI feedback as part of contract meeting
Referral pathways	Number of referrals made to each service	Via quarterly KPI feedback as part of contract meeting
	Number of referrals which lead to support by the service	Via quarterly KPI feedback as part of contract meeting
	Number of referrals signposted to services not delivered by the provider	Via quarterly KPI feedback as part of contract meeting

### Long Term Health Conditions Pathway Draft KPIs

Service users	Record how service users accessed the service	How will this be measured
Information, advice and guidance	100% of referrals are acknowledged by the Provider within 2 working days of referral from the Single Point of Access	Via quarterly meetings
	100% contact made with service users within 5 working days of referral from the Single Point of Access	Via quarterly meetings
	% of interactions that have resulted in improved outcomes for service users	Via quarterly meetings
	Create an annual map of activities for people with long term health conditions	Via an annual report
	Details of what services and/or organisations service users are signposted to	Via quarterly meetings

	Create a directory of useful contacts for people with long term health conditions	Via quarterly meetings
Practical support	240 new referrals	
	At least 200 people benefit from the self-management courses/sessions	Via quarterly meetings
	Support people with LTHC to gain employment and education opportunities.	Via quarterly meetings
	Number of support and care plans developed	Via quarterly meetings
	Evidence of the impact of the care plans at 6 and 12 months	Via quarterly meetings
Emotional support	Number of 1-2-1 sessions offered	Via quarterly meetings
	Number of service users supported to attend services	Via quarterly meetings
	Number of home visits provided	Via quarterly meetings
	10 peer support groups supported annually	Via quarterly meetings
	500 service users supported with their Long-Term Health condition by telephone, skype and social media	Via quarterly meetings
Measure the extent to which services reduce loneliness and /or isolation amongst service users	<a href="#">Loneliness-Measurement-Guidance1.pdf</a> <a href="http://campaigntoendloneliness.org"> (campaigntoendloneliness.org)</a>	To be agreed with commissioners
Planning for the future	Number of emergency cards developed	Via quarterly meetings
	Number of emergency cards used	Via quarterly meetings

### Elderly Frail Draft KPIs

Service Users	Record how serviceusers accessed the service	Via quarterly meetings
Information, Advice and Guidance	Details of what services and/or organisations service users are signposted to	Via quarterly meetings
	% of interactions that have resulted in improved outcomes for service users	Via quarterly meetings
	900 referrals for information advice and guidance (annual)	Via quarterly meetings
Practical support	90% of service users with improved outcomes using the outcome star	Via quarterly meetings
	A minimum of 500 service users receiving the Take Home and Settle service annually	Via quarterly meetings

	240 receiving take home and support annually	Via quarterly meetings
	A minimum of 280 service users receiving sitting services in Year 1, increasing to a minimum of 365 service users access sitting services in subsequent years	Via annual report
	Number of readmissions to hospital after using the Take Home and Settle and the sitting service 1 month and 3 months	Via annual report
Emotional support	A minimum of 1000 befriending telephone calls annually	Via annual report
	A minimum of 50 unique service users receiving emotional support through the telephone helpline and evidence of the outcomes of this support	Via quarterly meetings
	A minimum of 100 unique service users attending peer support groups annually	Via annual report
Measure the extent to which services reduce loneliness and /or isolation amongst service users	<a href="#">Loneliness-Measurement-Guidance1.pdf</a> ( <a href="http://campaigntoendloneliness.org">campaigntoendloneliness.org</a> )	Via quarterly meetings

### Employment and Education Draft KPIs

Service Users	Record how Service Users accessed the service	How will this be measured
Learning Disabilities	A minimum of 20 Service Users securing paid employment annually	Via quarterly meetings
	A minimum of 20 Service Users securing volunteering placement annually	Via annual report
	A minimum of 40 Service Users accessing Job Club, accessible courses and information sessions monthly	Via annual report
	An average of 3 months paid employment secured and retained for learning disabilities service users	Via quarterly meetings
Physical Disabilities	A minimum of 15 Service Users securing paid employment or	Via annual report

	gaining an apprenticeship annually	
	A minimum of 30 Service Users securing volunteering placement annually	Via annual report
	A minimum of 50 Service Users accessing Job Club, accessible courses, and information sessions annually	Via annual report
Long Term Health Conditions	A minimum of 15 service Users securing paid employment annually A minimum of 30 Service Users securing volunteering placements annually A minimum of 50 Service Users accessing Job Club, accessible courses, and information sessions annually	Via annual report
Mental Health	A minimum of 50 unique Service Users referred to Talk Together Bromley or Recovery Works, or any other replacement services that are introduced, to access Education and Employment advice and guidance.	Via annual report
Measure the extent to which services reduce loneliness and /or isolation amongst service users	Measure the extent to which services reduce loneliness and /or isolation amongst service users	

### Adults with Learning Disabilities Draft KPIs

Service users	Measurement	How will this be measured
	A minimum of 300 service users annually.	Via annual report
	Record how service users accessed the service	Via quarterly report
Information, Advice and Guidance	A minimum of 520 unique service users supported by Information, advice and guidance services annually	Via annual report
	Details of what services and/or organisations service users are signposted to	Via quarterly report
	90% of service users who report an improvement in independence through feedback surveys	Via quarterly report



	90% of service users who report an improvement in wellbeing through feedback surveys	Via quarterly report
	Case studies of service intervention including reason for accessing service, interventions and services accessed and evidence of outcomes.	Via quarterly report
	A minimum of 12 workshops held annually	Via annual report
Emotional Support	A minimum of 30 unique service users participating in peer support groups	Via annual report
	A minimum of 260 unique service users receiving face to face support sessions and/or home visits	Via annual report
	Via annual report	
	A minimum of 4 outreach sessions delivered per year and details of issues addressed	Via annual report

### Adults with Physical Disabilities Draft KPIs

Service users	A minimum of 300 service users annually	via annual report
	A minimum of 60 of service users that are new to the service each quarter	Via quarterly report
	An average length of intervention of 6 weeks	Via quarterly report
	Record how service users accessed the service	Via quarterly report
Information, Advice and Guidance	A minimum of 520 unique service users supported by Information, advice and guidance services	Via quarterly report
	Details of what services and/or organisations service users are signposted to	Via quarterly report
	Evidence that service users have understood and acted on the information, advice and guidance	Via quarterly report
Practical Support	A minimum of 30 unique service users using self-management techniques	Via quarterly report
	90% of service users who report an improvement in independence through feedback surveys. The survey will ask if the service user feels their independence has improved through intervention.	Via quarterly report

	90% of service users who report an improvement in wellbeing through feedback surveys. The survey will ask if the service user feels their wellbeing has improved through intervention.	Via quarterly report
	Case studies of service intervention including reason for accessing service, interventions and services accessed and evidence of outcomes.	Via quarterly report
	A minimum of 12 workshops held annually	Via quarterly report
Emotional Support	A minimum of 30 unique service users participating in peer support groups	Via quarterly report
	A minimum of 260 unique service users receiving face to face support sessions and/or home visits	Via quarterly report
	Evidence of outcomes from emotional support	Via quarterly report
	A minimum of 4 outreach sessions delivered per year and details of issues addressed	Via quarterly report
Measure the extent to which services reduce loneliness and /or isolation amongst service users	Measure the extent to which services reduce loneliness and /or isolation amongst service users	Via quarterly report

### Carers Draft KPIs

Service Users	600 carers supported annually	via quarterly report
	90% of service users in the annual survey will agree with statements developed with the Authorised Officer	via annual report
	Development of a carers register (number of new members, total number of members, breakdown by age, gender, ethnicity, ward, disability, details of cared for)	Via quarterly report
	Record the number of new carers accessing the service	via annual report
	Record how the carer accessed the service (e.g. AEIS, self-referral, through the SPA)	via annual report

Information, Advice and Guidance	Number of contacts at weekly surgeries	Via quarterly report
	Evidence that carers have understood and acted on the information, advice and guidance	Via quarterly report
	Evidence of online services being set up, available and accessed	Via quarterly report
Practical support	Number of carers referred to the Employment and Education service	Via quarterly report
	Attendance at practical Awareness courses	Via quarterly report
	Attendance of Carers Forum	Via quarterly report
	Attendance at forum and evidence of impact	Via quarterly report
Percentage of young carers who feel they are reaching their life goals	85%	Via quarterly report
Measure the extent to which services reduce loneliness and /or isolation amongst service users	Measure the extent to which services reduce loneliness and /or isolation amongst service users	Via quarterly report
Emotional support	Number of emotional support sessions provided (phone, instant messaging and face to face) - both overall number and per service user	Via quarterly report
	Number of home visits	Via quarterly report
	Evidence that service has facilitated a minimum of 4 carers peer support groups each month that meet the needs of each of the following groups: <ul style="list-style-type: none"> <li>• Carers who support individuals with a learning disability</li> <li>• Carers who support individuals with a physical disability</li> <li>• Carers who support individuals with a mental health condition</li> <li>• Carers who support individuals with a long term health conditions</li> <li>• Carers who support individuals who are elderly frail</li> </ul>	Via quarterly report
Planning for the future	Number of emergency cards completed	Via quarterly report
	Evidence that the cards have been used	Via quarterly report

	Record the number of carers referred for a carers assessment (LBB monitor)	Via quarterly report
	Record the number of carers who refused to be referred for a carers assessment	Via quarterly report
	Number of carers registered on GP lists (CCG)	Via quarterly report
Awareness	Deliver outreach through at least one clinic-based service each week	Via quarterly report
	Promote the needs of carers by attending at least 12 networking events a year	Via annual report
	Deliver at least 6 professional Awareness sessions per year that reach 100 professionals	Via quarterly report
	Evidence of engagement with health, social care and education professionals	Via quarterly report
	No. of GP practices engaged with	Via quarterly report
	Number of referrals from schools	Via quarterly report

### Young Carers Draft KPIs

Young Carers	Number of young carers engaging with the service	Via quarterly report
	Deliver a minimum of 12 leisure activities, one per month, attended by a minimum of 150 young carers annually with young carers able to access more than one leisure activity as desired or required.	Via quarterly report
	A minimum of 100 young carers being supported to complete a young carers assessment tool annually	Via quarterly report
	A minimum of 120 young carers receiving emotional support annually	Via annual report
	Uptake of 30 school referrals annually	Via annual report
	Evidence of use of young carers app	Via annual report
	Attendance at young carers forum and evidence of outcomes	Via annual report
	At least 4 information events delivered annually	Via annual report
	A minimum of 120 young carers attending monthly Awareness workshops annually	Via annual report

**Dementia Draft KPIs**

Service Users	<i>Measure</i>	Numbers (if appropriate)
	Numbers of client reviews	150 annually
	Number of new assessments done	30
	Number of new service users receiving the service	18 per month
Carers	Number of carers on register during quarter	100
	Number of hours booked per week	310
	Actual Hours delivered	260

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