



THE LONDON BOROUGH  
www.bromley.gov.uk

BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Kerry Nicholls  
*Kerry.Nicholls@bromley.gov.uk*

DIRECT LINE: 020 8461 7840

FAX: 020 8290 0608

DATE: 6 March 2024

To: Members of the  
**RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND  
SCRUTINY COMMITTEE**

Councillor Tony Owen (Chairman)

Councillor Thomas Turrell (Vice-Chairman)

Councillors Josh Coldspring-White, Will Connolly, Christine Harris, Colin Hitchins,  
Tony McPartlan, Chris Price, Alison Stammers and Pauline Tunnicliffe

Non-Voting Co-opted Members

Tommy Velvick, Bromley Youth Council (Part 1 only)

A meeting of the Renewal, Recreation and Housing Policy Development and Scrutiny  
Committee will be held Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH on  
**THURSDAY 14 MARCH 2024 AT 7.00 PM**

TASNIM SHAWKAT

Director of Corporate Services & Governance

**Paper copies of this agenda will not be provided at the meeting. Copies can  
be printed off at <http://cds.bromley.gov.uk>. Any member of the public  
requiring a paper copy of the agenda may request one in advance of the  
meeting by contacting the Clerk to the Committee, giving 24 hours notice  
before the meeting.**

**Items marked for information only will not be debated unless a member of the  
Committee requests a discussion be held, in which case please inform the  
Clerk 24 hours in advance indicating the aspects of the information item you  
wish to discuss**

# A G E N D A

## **PART 1 AGENDA**

**Note for Members:** Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

## **STANDARD ITEMS**

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

### **2 DECLARATIONS OF INTEREST**

### **3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, members of the public may submit one question each on matters relating to the work of the Committee. Questions must have been received in writing 10 working days before the date of the meeting - by **5.00pm on Thursday 29 February 2024.**

Questions seeking clarification of the details of a report on the agenda may be accepted within two working days of the normal publication date of the agenda – by **5.00pm on Friday 8 March 2024.**

#### **a QUESTIONS FOR THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER**

#### **b QUESTIONS FOR THE CHAIRMAN OF RENEWAL, RECREATION AND HOUSING PDS COMMITTEE**

### **4 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 31 JANUARY 2024 (Pages 5 - 14)**

### **5 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME (Pages 15 - 22)**

### **6 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT**

#### **a PORTFOLIO HOLDER'S UPDATE**

### **7 PRE-DECISION SCRUTINY OF RENEWAL, RECREATION AND HOUSING PORTFOLIO REPORTS**

#### **a BUDGET MONITORING 2023/24 (Pages 23 - 30)**

#### **b CAPITAL PROGRAMME MONITORING - QUARTER 3 2023/24 (Pages 31 - 38)**

#### **c CONTRACT AWARD EXEMPTION: HOMELESS PREVENTION FUNDS CREDIT UNION (Pages 39 - 50)**

d BELLEGROVE HOUSING DEVELOPMENT - APPROVAL TO APPOINT PROFESSIONAL SERVICES - PART 1 (PUBLIC) REPORT (Pages 51 - 60)

8 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

a LIBRARY REPAIR WORKS PROGRAMME (Pages 61 - 68)

b PROVISION OF AFFORDABLE HOUSING IN WEST WICKHAM (Pages 69 - 76)

9 POLICY DEVELOPMENT AND OTHER ITEMS

a LOCAL LONDON ANNUAL UPDATE (Pages 77 - 84)

b CONTRACT REGISTER (Pages 85 - 94)

**PART 2 (CLOSED) AGENDA**

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

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

	<b>Items of Business</b>	<b>Schedule 12A Description</b>
11	<b>EXEMPT MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE HELD ON 31 JANUARY 2024</b> (Pages 95 - 96)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
12	<b>PRE-DECISION SCRUTINY OF PART 2 (EXEMPT) RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER REPORTS</b>	
a	<b>BELLEGROVE HOUSING DEVELOPMENT - APPROVAL TO APPOINT PROFESSIONAL SERVICES - PART 2 EXEMPT) REPORT</b> (Pages 97 - 102)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

.....

This page is left intentionally blank

## **RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Minutes of the meeting held at 7.00 pm on 31 January 2024

### **Present:**

Councillor Tony Owen (Chairman)  
Councillor Thomas Turrell (Vice-Chairman)  
Councillors Josh Coldspring-White, Will Connolly,  
Christine Harris, Colin Hitchins, Tony McPartlan,  
Chris Price, Alison Stammers and Pauline Tunnicliffe

Tommy Velvick, Bromley Youth Council (Part 1 only)

### **Also Present:**

Councillor Yvonne Bear, Portfolio Holder for Renewal,  
Recreation and Housing

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

There were no apologies for absence.

#### **47 DECLARATIONS OF INTEREST**

There were no additional declarations of interest.

#### **48 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

One question for oral reply and two questions for written reply were received at the meeting. A copy of those questions, together with the Portfolio Holder's responses can be viewed as Appendix A to these Minutes.

#### **49 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 15 NOVEMBER 2023**

**RESOLVED:** That the minutes of the meeting held on 15 November 2023 be agreed and signed as a correct record.

#### **50 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME Report CSD24013**

The report set out progress against outstanding actions from previous meetings and the Committee's Forward Work Programme.

The Chairman reported that he had spoken with Network Rail and had invited them to attend a future meeting of the Committee to discuss development opportunities. Network Rail was actively working with a developer to bring forward plans to develop a site adjacent to Bromley North Station in tandem with a planned development of an adjacent Local Authority-owned site. Network Rail was not taking forward any other development plans at present but had agreed to provide an overlay of its landownership in Bromley to the Local Authority. Once this was received, work would be undertaken to identify whether there were any further development opportunities, particularly in relation to adjacent sites where development could go forward in partnership. Network Rail had confirmed it was not interested in developing land at Orpington Station used as a car park.

A Member thanked Officers for arranging a Member visit to Crystal Palace Subway for which the major restoration project had recently been completed. The Chairman suggested that the works team be invited to the formal opening ceremony and this was supported by the Committee.

**RESOLVED: that the report be noted.**

#### **51 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT**

The Portfolio Holder for Renewal, Recreation and Housing provided an update to the Committee on her activities.

The Bromley Business Growth initiative had been launched in December 2023 and would provide free advice and assistance to Bromley businesses, including two new local support services available via the Local Authority's partners at Goldsmiths, University of London and Newable. The Good Work Bromley Exchange had also been launched and brought together a range of partners to support people into employment through SWAPs and Work Skill Programmes, including those with additional needs. The majority of projects being delivered across the Portfolio were on schedule with the renovation of ten tennis courts across the Borough successfully completed and four out of the six Changing Places facilities funded by the Department for Levelling Up, Housing and Communities Changing Places scheme now live.

In response to a question from a Member, the Portfolio Holder explained that the sale of the Civic Centre site came within the remit of the Portfolio Holder for Resources, Commissioning and Contract Management.

**RESOLVED: That the update be noted.**

**A HOUSING, PLANNING AND REGENERATION PORTFOLIO  
PLAN UPDATE - 2023/24 Q3 UPDATE  
Report HPR2024/005**

The report presented the 2023/24 Quarter 3 update to the Housing, Planning and Regeneration Portfolio Plan.

In considering the update, a Member asked about households moving into permanent accommodation. The Assistant Director: Housing explained that the ongoing limited availability of social housing and private rental properties impacted the Local Authority's ability to move households into permanent accommodation and that this was exacerbated by the reluctance of some households to engage with the bidding system for permanent housing, particularly as the quality of temporary accommodation continued to improve. Going forward, it was planned to make more direct offers of permanent accommodation as well as to work with social and private landlords to maximise available properties. Homelessness prevention would continue to be a priority with the aim of supporting households to sustain existing accommodation arrangements and reduce the pressure on temporary accommodation.

In response to a question from a Member on rough sleeping, the Assistant Director: Housing confirmed that the Housing Service worked closely with Department for Levelling Up, Housing and Communities Changing Places to maximise the use of the Rough Sleeping Initiative 5 grant funding. This grant was currently funding the entire front-line Rough Sleeping Team as well as services specific to the needs of this vulnerable group that were commissioned from a range of specialist partners, including Thames Reach.

**RESOLVED: That progress on the actions associated with the Housing, Planning and Regeneration Portfolio Plan for Quarter 3 of the 2023/24 financial year be noted.**

**52 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS**

The Committee considered the following reports on the Part 1 (Public) agenda for the meeting of the Council's Executive on 7 February 2024:

**A HOUSING ALLOCATION SCHEME AND CHOICE BASED  
LETTINGS (APPROVAL TO ADOPT NEW POLICY)  
Report HPR2024/002**

The report presented the findings and outcomes of the statutory eight-week public consultation on the draft Housing Allocations Scheme alongside the final proposed scheme for which the approval of the Council's Executive was sought.

In considering the report, a Member queried what happened if an offer of housing was refused. The Assistant Director: Housing explained that the

Local Authority had a statutory duty to support households into suitable accommodation. While every effort was made to ensure that housing was appropriate, including suitability and affordability assessments, there were cases where households chose to refuse the housing offered. In these limited cases, the Local Authority's duty came to an end, although further offers of housing could be made in very limited circumstances including households whose requirements were complex or had changed. The Member suggested that some households might refuse housing where properties were located out of the Borough. The Assistant Director: Housing agreed but underlined the need to manage expectations as the reality was that there were very few homes available in Bromley and it was important to communicate this to those seeking accommodation through the Local Authority.

**RESOLVED: That the Council's Executive be recommended to:**

- 1) Review the results of the consultation exercise and note any amendments in relation to the proposed Housing Allocation Scheme; and,**
- 2) Approve the proposed Housing Allocations Scheme for adoption by the Local Authority.**

**B AFFORDABLE HOUSING - POLICY AND STRATEGY  
DOCUMENTS  
Report HPR2024/001**

The report presented the findings and outcomes of the statutory eight-week public consultations on the draft Tenancy Strategy and Tenancy Management Policy which the Local Authority was required to produce and adhere to as a stock holding authority alongside the final proposed documents for which the approval of the Council's Executive was sought.

**RESOLVED: That the Council's Executive be recommended to:**

- 1) Review the result of the consultation exercises and note any amendments in relation to the proposed Tenancy Strategy and Tenancy Management Policy; and,**
- 2) Approve the proposed Tenancy Strategy and Tenancy Management Policy for adoption by the Local Authority.**

**C HOUSING MANAGEMENT CONTRACT (AWARD) PART 1  
(PUBLIC) REPORT  
Report HPR2024/003**

The report sought approval from the Council's Executive to agree a short extension of terms with Pinnacle, the existing provider of the Housing Management Contract, from 1 April 2024 to 30 June 2024 and agree that a



new contract commencing on 1 July 2024 be awarded in principle as set out in the accompanying Part 2 (Exempt) report).

**RESOLVED: That the Council's Executive be recommended to:**

- 1) Approve the short extension of terms with Pinnacle for a period of 12 weeks commencing 1 April 2024 and expiring 30 June 2024 at an estimated value set out in the accompanying Part 2 report;**
- 2) Approve award of contract in principle, as detailed in the accompanying Part 2 report;**
- 3) Grant delegated authority to the Director of Housing, Planning and Regeneration to finalise the award of contract subject to heads of terms being agreed, in agreement with the Director of Corporate Services and the Director of Finance; and,**
- 4) Grant delegated authority to the Director of Housing, Planning and Regeneration, subject to agreement with the Assistant Director: Governance and Contracts, the Director of Corporate Services, the Director of Finance and the Portfolio Holder for Renewal, Recreation and Housing, to apply the extension option in due course.**

## **53 POLICY DEVELOPMENT AND OTHER ITEMS**

### **A RENEWAL, RECREATION AND HOUSING PORTFOLIO DRAFT BUDGET 2024/25 Report FSD24008**

The report considered the Portfolio Holder's draft 2024/25 Budget which incorporated the future cost pressures, planned mitigation measures, savings from transformation and other budget options reported to the Council's Executive on 17 January 2024. Members were requested to consider the initial draft budget being proposed and to identify further action that might be taken to reduce cost pressures facing the Local Authority over the next four years with a view to the Council's Executive making recommendations to Council on the 2024/25 Council Tax levels. There were still outstanding issues and areas of uncertainty remaining and any further updates would be included in the 2024/25 Council Tax report to the meeting of the Council's Executive on 7 February 2024.

In response to a question from a Member on the high demand for temporary accommodation, the Head of Finance: Adults, Health and Housing agreed that growth pressures remained challenging but that a projected increase of twenty households per month had been factored into the draft 2024/25 budget which would help contain costs. The Member asked whether selective licensing for private rented properties that were not Houses in Multiple Occupation (HMO) had been explored as an option and the Portfolio Holder confirmed that all

housing options were considered but that licensing came under the remit of the General Purposes and Licensing Committee. The Chairman further advised the Committee that Gareth Bacon MP had recently contacted the Home Office to highlight pressures on temporary accommodation in the London region from the placement of asylum seekers in local hotels.

**RESOLVED: That:**

- 1) The update on the financial forecast for 2024/25 to 2027/28 be noted;**
- 2) The initial draft 2024/25 budget be noted as a basis for setting the 2024/25 budget; and,**
- 3) The Council's Executive be recommended to note the comments of the Renewal, Recreation and Housing PDS Committee on the initial draft 2024/25 budget at its meeting on 7 February 2024.**

**54 RENEWAL, RECREATION AND HOUSING INFORMATION BRIEFING**

The items comprised:

- Park Buildings Lease Process and Grant Payments
- Empty Homes in Bromley

In response to a question from a Member on the Empty Homes in Bromley Information Briefing, the Head of Regeneration explained that empty properties were primarily reported to the Council Tax service but could be identified in other ways, such as through untidy site enforcement. Whilst the Local Authority had the power to serve compulsory purchase orders, such measures had a significant cost implication and work was underway to develop a more affordable support package that would bring vacant properties back into active usage. The Local Authority had recently submitted a bid to the Mayor of London's Council House Acquisition Programme which could fund the purchase of additional homes for use as social housing if it was successful.

**RESOLVED: That the Information Briefing be noted.**

**PART 2 (CLOSED) AGENDA**

**55 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**

**56 EXEMPT MINUTES OF THE RENEWAL, RECREATION AND  
HOUSING PDS COMMITTEE HELD ON 15 NOVEMBER 2023**

The exempt minutes of the Renewal, Recreation and Housing PDS Committee meeting held on 15 November 2023 were agreed as a correct record.

**57 PRE-DECISION SCRUTINY OF PART 2 (EXEMPT) EXECUTIVE  
REPORTS**

The Committee considered the following reports on the Part 2 (Exempt) agenda for the meeting of the Council's Executive on 7 February 2024:

**A HOUSING MANAGEMENT CONTRACT (AWARD) PART 2  
(EXEMPT) REPORT**

The Committee considered a Part 2 (Exempt) report on the Housing Management Contract.

The Meeting ended at 7.43 pm

Chairman

This page is left intentionally blank

**RENEWAL, RECREATION AND HOUSING PDS COMMITTEE  
31 JANUARY 2024**

**QUESTIONS FOR ORAL REPLY**

**1. From Councillor Will Connolly to the Portfolio Holder for Renewal, Recreation and Housing**

Following the Mayor of London's activation of the Severe Weather Emergency Protocol (SWEP) in January 2024, what actions are being taken to protect vulnerable people sleeping rough through additional emergency accommodation and how is it planned to spend the £89k Homelessness Reduction Grant (carried forward) for services for young people?

**Reply:**

*The Council provides a robust response to SWEP through our Single Homelessness Pathway. Emergency cover is provided outside of office hours by our Housing Team.*

*Each individual supported during the SWEP period is provided with emergency accommodation. Where appropriate those placed will either go on to have a full homelessness assessment or be signposted to a relevant agency for support. We work with a number of partner agencies across the borough and commission ThamesReach to provide outreach services; responding to sightings of rough sleepers and supporting them into accommodation and linking them with services.*

*With regard to the £89k Homelessness Reduction Grant for young people, we are exploring a number of options which are yet to be finalised. These include the delivery of tailored training and information sessions to schools and workshops for young people including our Care Leavers. Plans are being explored with Bromley and Croydon Women's Aid, LBB Community Safety, Health and other partners working with young people. A proposal will be coming forward in March.*

**Supplementary Question:**

Can the Portfolio Holder guarantee that the Homelessness Reduction Grant will be spent within the 2023/24 financial year?

**Reply:**

*This grant will be spent before expiry. The Local Authority has no intention of returning any grant funding.*

## QUESTIONS FOR WRITTEN REPLY

### 1. From Stuart Mayer to the Portfolio Holder for Renewal, Recreation and Housing

Orpington is classified as a Major Centre in the London Plan - yet the current provision of goods and services doesn't fulfil this designation.

What measures are being put in place to improve the town's ability to adequately serve those living within its catchment, and ensure that provision isn't further eroded?

#### Reply:

*Planning policy provides a framework for assessing planning applications that are submitted to the Council, but it cannot force applications to be submitted, nor dictate what types of retail or services are provided. Applications for new retail, commercial and leisure uses in Orpington Town Centre would be supported in principle, in line with policy objectives and the overarching Major centre designation. Conversely, proposals involving a loss of retail, leisure or commercial provision would need to justify loss against policy requirements, including demonstrating that this loss does not harm the function of the town centre.*

*The Council is currently reviewing the Local Plan and will be updating evidence on local needs to inform the policies of the new plan.*

### 2. From Councillor Alisa Igoe to the Portfolio Holder for Renewal, Recreation and Housing

DWP allocated £3,735,765 to Bromley's Household Support Fund (closes March 2024). Council papers show £1,320,639 was spent by end-September 2023. At this rate of use, with £2,412,126 for October to March, an underspend is possible. Was this reviewed in October, as stated in Item 11, Executive 29/03/23, and what was the decision?

#### Reply:

*The scheme opened to applications from targeted groups referred by a set group of partners in June 2023. During the period June to September 2023 applications were only accepted from referrals made by the set group of partners. The October return represents these applications processed and the free school meals holiday vouchers. The scheme opened to applications from those who met the eligibility criteria on the first of October and the return for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2023 (which includes applications from targeted groups as well as all other applications) shows that 81% of the total budget has now been spent. We are consequently on target to spend the whole of the allocation.*

# Agenda Item 5

Report No.  
CSD24042

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

**Date:** Thursday 14 March 2024

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

**Title:** MATTERS OUTSTANDING & FORWARD WORK PROGRAMME

**Contact Officer:** Kerry Nicholls, Democratic Services Officer  
Tel: 020 8461 7840 E-mail: kerry.nicholls@bromley.gov.uk

**Chief Officer:** Tasnim Shawkat, Director of Corporate Services and Governance

**Ward:** All Wards

---

1. Reason for report

1.1 This report deals with the Committee's business management including:

- Monitoring progress against actions arising from previous meetings; and,
- Developing the Committee's Forward Work Programme.

---

2. **RECOMMENDATION(S)**

2.1 **That the Renewal, Recreation and Housing PDS Committee reviews and comments on:**

- **Progress on matters arising from previous meetings; and,**
- **The Forward Work Programme, indicating any changes or particular issues that it wishes to scrutinise for the year ahead.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
- 

Transformation Policy

1. Policy Status: Not Applicable
  2. Making Bromley Even Better Priority (delete as appropriate): Not Applicable
- 

Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £366k
  5. Source of funding: Revenue Budget
- 

Personnel

1. Number of staff (current and additional): 6
  2. If from existing staff resources, number of staff hours: N/A
- 

Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable: Non-Executive reports are not subject to call-in
- 

Procurement

1. Summary of Procurement Implications: Not Applicable
- 

Property

1. Summary of Property Implications: Not Applicable
- 

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
- 

Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
- 

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Not Applicable
- 

Customer Impact

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

Ward Councillor Views

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



### 3. COMMENTARY

#### Matters Outstanding from Previous Meetings

3.1. **Appendix 1** sets out matters outstanding from previous meetings (if any).

#### Work Programme

3.2 Each PDS Committee determines its own work programme, balancing the roles of (i) pre-decision scrutiny and holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. ERC PDS Committee has the additional role of providing a lead on scrutiny issues and co-ordinating PDS work.

3.3 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a select committee style meeting focused on a single key issue, or another method.

3.4 **Appendix 2** sets out the RRH PDS Committee Work Programme for the current municipal year, including: the provisional report title (or activity); the Report Author; and Committee's role. The Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate.

3.5 Other reports will be added to the Work Programme as items arise. In addition, there may also be references from other committees, the Renewal, Recreation and Housing Portfolio Holder, or the Executive.

<b>Non-Applicable Headings:</b>	Impact on Vulnerable Adults and Children, Transformation/Policy Implications, Financial Implications, Personnel Implications, Legal Implications, Procurement Implications, Property Implications, Carbon Reduction/Social Value Implications, Impact on the Local Economy, Impact on Health and Wellbeing, Customer Impact, Ward Councillor Views
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

**MATTERS OUTSTANDING FROM PREVIOUS MEETINGS**

Minute Number/Title/Date	Action/PDS Request	Update	Action by	Expected Completion Date
None.	-	-	-	-

**RENEWAL, RECREATION & HOUSING PDS COMMITTEE  
WORK PROGRAMME 2023/24**

<b>Meeting Date: April 2024 (TBC)</b>	<b>Division</b>	<b>Committee Role</b>
Leisure Centre Major Works Programme – Approval to Proceed/Leisure Strategy	Culture and Regeneration	Executive Decision
York Rise Project Completion Contract Award Report	Culture and Regeneration	Executive Decision
<b>Meeting Date: 19 June 2024</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items
HPR Portfolio Plan Q4 Update, including grants register (additionally, Risk Register reported bi-annually)	Housing Compliance and Strategy	Holding PH to Account
Provisional Outturn 2022/23	Financial Management	PH Decision
Housing Assistance Policy – Joint Item with HWB, CEF PDS and ACH PDS	Housing Service	Executive Decision
Crystal Palace Park Regeneration Plan	Culture and Regeneration	Executive Decision
More Homes Bromley Annual Performance Report	Housing Service	PDS Committee
Contract Register ( <u>Public and Non-Public Reports</u> )	Culture and Regeneration	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
Bi-Annual Digital Infrastructure Work Plan Update	Housing, Planning and Regeneration	Information Item
Bi-Annual Provision of Libraries – Contract Performance Report	Culture and Regeneration	Information Item
<b>Meeting Date: 12 September 2024</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items
HPR Portfolio Plan Q1 Update, including grants register (additionally, Risk Register reported bi-annually)	Housing Compliance and Strategy	Holding PH to Account

Budget Monitoring Report	Financial Management	PH Decision
Capital Monitoring Programme Report	Financial Management	PH Decision
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
<b>Meeting Date: 12 November 2024</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items
HPR Portfolio Plan Q2 Update, including grants register (additionally, Risk Register reported bi-annually)	Housing Compliance and Strategy	Holding PH to Account
Budget Monitoring Report	Financial Management	PH Decision
Capital Monitoring Programme Report	Financial Management	PH Decision
Contract Register ( <u>Public and Non-Public Reports</u> )	Culture and Regeneration	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
Bi-Annual Provision of Libraries – Contract Performance Report	Culture and Regeneration	Information Item
Bi-Annual Digital Infrastructure Work Plan Update	Housing, Planning and Regeneration	Information Item
<b>Meeting Date: 23 January 2025</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items
Capital Monitoring Programme Report	Financial Management	PH Decision
Draft Budget 2025/26	Financial Management	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee

Meeting Date: 19 March 2025	Division	Committee Role
Matters Outstanding and Work Programme	Democratic Services	Standard Items
HPR Portfolio Plan Q3 Update, including grants register (additionally, Risk Register reported bi-annually)	Housing Compliance and Strategy	Holding PH to Account
Budget Monitoring Report	Financial Management	PH Decision
Capital Monitoring Programme Report	Financial Management	PH Decision
Local London Annual Update	Economic Development	PDS Committee
Contract Register ( <u>Public and Non-Public Reports</u> )	Culture and Regeneration	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
To be Scheduled	Division	Committee Role
Housing Statutory Homelessness Reviews	Housing Service	Executive Decision
S106/CIL update report	Planning Policy and Strategy	PDS Committee
HRA Business Plan and Policies	Financial Management	PDS Committee

This page is left intentionally blank

Report No.  
FSD24023

## London Borough of Bromley

### PART ONE - PUBLIC

---

**Decision Maker:** **PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING**

**Date:** **For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS Committee on 14 March 2024**

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

**Title:** **BUDGET MONITORING 2023/24**

**Contact Officers:** John Johnstone, Head of Finance (Adults, Health & Housing)  
Tel: 020 8461 7006    E-mail: [John.Johnstone@bromley.gov.uk](mailto:John.Johnstone@bromley.gov.uk)

Murad Khan, Head of Finance (Environment & Corporate Services)  
Tel: 020 8461 3458    E-mail: [Murad.Khan@bromley.gov.uk](mailto:Murad.Khan@bromley.gov.uk)

**Chief Officer:** Director of Housing, Planning and Regeneration

**Ward:** All Wards

---

1. Reason for report

1.1 This report provides the revenue budget monitoring position for 2023/24 for the Renewal, Recreation and Housing Portfolio based on expenditure and activity levels as at December 2023.

---

2. **RECOMMENDATION(S)**

2.1 **The Renewal, Recreation and Housing PDS Committee is requested to:**

- **Note the projected net overspend of £3,721k on controllable expenditure based on information as at December 2023.**

2.2 **The Renewal, Recreation and Housing Portfolio Holder is requested to:**

- **Note the projected net overspend of £3,721k on controllable expenditure based on information as at December 2023.**

## Impact on Vulnerable Adults and Children

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

## Corporate Policy

1. Policy Status: Sound financial management
  2. MBEB Priority: To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents
- 

## Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: RR&H Portfolio Budgets
  4. Total current budget for this head: £16.0m
  5. Source of funding: Existing revenue budget 2023/24
- 

## Personnel

1. Number of staff (current and additional): 190 Full time equivalent
  2. If from existing staff resources, number of staff hours: Not applicable
- 

## Legal

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

## Procurement

1. Summary of Procurement Implications: Not Applicable
- 

## Customer Impact

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

## Ward Councillor Views

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



### **3. COMMENTARY**

- 3.1 This report sets out the results of the quarterly revenue budget monitoring exercise for the 2023/24 financial year for the Renewal, Recreation and Housing Portfolio.
- 3.2 The position for quarter two for the Portfolio is showing a £3,721k overspend position based on financial information available at that time.
- 3.3 The projected outturn is detailed in Appendix 1A, which shows the forecast spend for each division within the Portfolio compared to the latest approved budget.
- 3.4 Appendix 1B provides further detail and commentary on each of the projected variations within each service.

### **4 COMMENTS FROM THE DIRECTOR OF HOUSING, PLANNING & REGENERATION**

- 4.1 £1,589k of growth was included in the housing budget for 2023/24 to reflect the continuing pressures in relation to homelessness and the provision of temporary accommodation. A total of £1,745k savings was also included to mitigate these pressures.
- 4.2 Whilst approaches remain high, the ongoing supply of acquired properties and prevention work has continued to slow the rate of growth in temporary accommodation. However, the number of approaches is starting to rise with an increase of 210 new approaches during the first half of 2023/24 compared to the same period in the preceding year. This is projected to equate to a 10% rise for the financial year. The supply of temporary accommodation is under increased pressure meaning that the majority of new placements can only be secured through the nightly paid market. There is increased pressure on nightly paid accommodation rates across London and the South East which have risen steeply during the past 12 months with roughly a 30% increase in average rates. This results in a £3,295k overspend on temporary accommodation, with a £3,270k 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.
- 4.3 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.
- 4.4 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.
- 4.5 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. In particular significant increases in the cost of procuring temporary accommodation.
  - ii) Increased rent arrears arising from inflation and increased costs of utilities and so forth.

- 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) Increases being seen in construction and maintenance costs.

**5 POLICY IMPLICATIONS**

- 5.1 One of the “Making Bromley Even Better” ambitions is to manage our resources well, providing value for money, and efficient and effective services for Bromley’s residents and to meet this we will need to maintain a relentless focus on efficiency, outcomes of services and prudent management of our finances..
- 5.2 The “2023/24 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised to minimise the risk of compounding financial pressures in future years.
- 5.3 Chief Officers and Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

**6 FINANCIAL IMPLICATIONS**

- 6.1 A detailed breakdown of the projected outturn by service area is shown in Appendix 1A with explanatory notes in Appendix 1B.
- 6.2 Overall, a £3,721k overspend position is projected based on the information available up to December 2023.

<b>Non-Applicable Headings:</b>	Social Care, Legal, Personnel, Property & Procurement Implications
Background Documents: (Access via Contact Officer)	2023/24 budget monitoring files within RR&H Finance section

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

2022/23 Actuals £'000	Division Service Areas	2023/24 Original Budget £'000	2023/24 Latest Approved £'000	2023/24 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>PLACE DEPARTMENT</b>							
	<b>Planning</b>							
27	Building Control	70	70	313	243	1	243	0
Cr 63	Land Charges	Cr 117	Cr 117	Cr 47	70	2	70	0
1,823	Planning	986	1,106	1,332	226	3	209	0
<b>1,787</b>		<b>939</b>	<b>1,059</b>	<b>1,598</b>	<b>539</b>		<b>522</b>	<b>0</b>
	<b>Culture &amp; Regeneration</b>							
1,384	Culture	1,120	1,120	1,032	Cr 88	4	0	0
5,570	Libraries	5,174	5,365	5,365	0		0	0
87	Town Centre Management	44	44	44	0		0	0
<b>7,041</b>		<b>6,338</b>	<b>6,529</b>	<b>6,441</b>	<b>Cr 88</b>		<b>0</b>	<b>0</b>
	<b>Operational Housing</b>							
1,276	Housing Strategy, Advice and Enabling	1,522	1,412	1,412	0		0	0
Cr 1,502	Housing Benefits	Cr 1,586	Cr 1,586	Cr 1,586	0		0	0
Cr 54	Housing Improvement	Cr 20	Cr 20	Cr 45	Cr 25	5	0	0
7,046	Allocations and Accommodation	5,356	5,358	8,653	3,295	6	2,557	5,636
921	Supporting People	1,134	1,134	986	Cr 148	7	Cr 148	Cr 148
1,095	Housing Options and Support	1,671	1,846	1,671	Cr 175	8	Cr 50	0
0	Housing Schemes	257	257	580	323	9	0	0
<b>8,782</b>		<b>8,334</b>	<b>8,401</b>	<b>11,671</b>	<b>3,270</b>		<b>2,359</b>	<b>5,488</b>
<b>17,610</b>	<b>Total Controllable</b>	<b>15,611</b>	<b>15,989</b>	<b>19,710</b>	<b>3,721</b>		<b>2,881</b>	<b>5,488</b>
Cr 412	<b>TOTAL NON CONTROLLABLE</b>	Cr 541	Cr 541	Cr 541	0		0	0
5,691	<b>TOTAL EXCLUDED RECHARGES</b>	5,583	5,583	5,583	0		0	0
<b>22,889</b>	<b>TOTAL RR &amp; H PORTFOLIO TOTAL</b>	<b>20,653</b>	<b>21,031</b>	<b>24,752</b>	<b>3,721</b>		<b>2,881</b>	<b>5,488</b>

<b>Reconciliation of Latest Approved Budget</b>	<b>£'000</b>
<b>Original budget 2023/24</b>	<b>20,653</b>
<b>Carry Forward Requests approved from 2022/23</b>	
Homelessness Reduction Grant	89
Homelessness Reduction Grant	Cr 89
Accommodation for ex-Offenders Expenditure	64
Accommodation for ex-Offenders Grant	Cr 64
Rough Sleepers Initiative Grant expenditure	43
Rough Sleepers Initiative Grant income	Cr 43
Homes for Ukraine Grant	2,200
Homes for Ukraine Grant	Cr 2,200
Defra Biodiversity Net Gain Grant	13
Defra Biodiversity Net Gain Grant	Cr 13
New Homes Bonus Funded LEP Programme	73
New Homes Bonus Funded LEP Programme	Cr 73
Local Plan Implementation	120
<b>Central Contingency Adjustments</b>	
2023-24 Accommodation for Ex-Offenders expenditure	74
2023-24 Accommodation for Ex-Offenders income	Cr 74
2023-24 Rough Sleepers Initiative Grant expenditure	214
2023-24 Rough Sleepers Initiative Grant income	Cr 214
2023-24 Rough Sleepers Initiative Grant expenditure confirmed total allocation	214
2023-24 Rough Sleepers Initiative Grant income confirmed total allocation	Cr 214
Homelessness Prevention Grant - 2023-24 additional allocation	361
Homelessness Prevention Grant - 2023-24 additional allocation	Cr 361
HPG– 2023/2024 Homes For Ukraine Funding Top-Up	1,117
HPG– 2023/2024 Homes For Ukraine Funding Top-Up	Cr 1,117
Inflation - Libraries contract	191
Energy Cost Inflation	67
<b>Other</b>	
<b>Latest Approved Budget for 2023/24</b>	<b><u>21,031</u></b>

**REASONS FOR VARIATIONS**

With higher interest rates and the cost of living affecting the economy, there is pressure on income budgets across the Property and Planning Divisions.

**1. Building Control Dr £243k**

Building Control fees were increased in 2022/23 in order to realign the budgeted income target with a more realistic outcome, but in 2023/24 an agreed saving increased the income budget target by £79k overall. Based on the activity in the past 6 months we anticipate that income will fall short of the budgeted amount by £243k. As the forecast is based on 9 months of actual income received and 3 months estimated if the activity improves the final position will be reflected in the Outturn.

**2. Land Charges Dr £70k**

Similar to Building Control, we anticipate a variation overspend of around £70k which remains the same as Q2, and historically this has been the case over the past a few years, but assuming the activity improves in the remaining 3 months and if the introduction of a fees review is completed within this financial year and implemented this will reduce the variation.

**3. Planning Dr £226k**

**Planning Pre-Apps & Planning 'Significant' Major Apps** We are currently forecasting a shortfall of income for Q3 of £226k compared to the £209k declared in Q2. It should be noted that the Government's planning application fees draft regulations consultation may increase future fee levels by 30%, however, any increase in fees is not currently expected to come into force until April 2024.

<https://www.legislation.gov.uk/ukdsi/2023/9780348250404>

**4. Culture Cr £88k**

Culture is forecasting an underspend of £88k. £52k of this relates to the Norman Park Management fee budget no longer required. £36k is a short term reduction in the Libraries contract cost, however this is likely to be required to fund inflationary pressures in 24/25.

**5. Housing Improvement Cr £25k**

A £25k underspend is currently forecast in Housing Improvement on salary costs.

**6. Allocations and Accommodation Dr £3,295k**

There is currently a forecast overspend of £3,410k in all Temporary Accommodation before projected savings from the continuation of the Transformation Programme. For this round of budget monitoring the number of households in nightly paid Temporary Accommodation was 1,224 (was 1,161 in Q2 and 1,125 in Q1). It is currently expected that this will increase to 1,284 by the end of the financial year, at a current average cost of £9,761 per household per annum (£8,857 on Q2 and £8,268 in Q1).

These figures exclude other schemes like More Homes Bromley, Pinnacle (formerly Orchard & Shipman), ex-residential care homes, and the Bromley Private Sector Leasing Scheme. Once these have been included there are currently over 1,561 households in Temporary Accommodation.

Transformation Programme savings for the remainder of 2023-24 totalling £25k have been identified for Meadowship Homes Phase 2 to provide a longer term alternative to expensive nightly paid accommodation. Other earlier schemes in the programme have been completed and are contributing to the housing options available. The Full Year Effect of these savings is estimated at around £1.3m.

	<b>£'000</b>
<b>Summary of overall variations within Allocations and Accommodation:</b>	
Temporary Accommodation	3,410
Transformation Savings	Cr 25
PSL Incentive Payments and Furniture Storage	Cr 90
<b>Total variation for Allocations and Accommodation</b>	<u>3,295</u>

## **7. Supporting People Cr £148k**

A £148k underspend is currently forecast in the Supporting People service area mainly as a result of procurement exercises during 2021/22 and 2022/23 containing costs within inflation that had accumulated in the budget. The full retendering exercise has been completed and the current underspend will remain in this budget to cover potential future pressures.

## **8. Housing Options and Support Cr £175k**

A £25k underspend is currently forecast in Housing Options and Support on salary costs. There has been a successful round of recruitment recently, but there are still some difficult to fill vacancies in the service. There is also an additional forecast underspend of £150k as currently, options are not available to prevent homelessness.

## **9. Housing Schemes Dr £323k**

### **More Homes Bromley Shortfall Payments**

Under the More Homes Bromley scheme, LBB is liable for the shortfall in rent as a result of the reduced number of acquisitions compared to the original financial model. For 2023-24 the total net rental income shortfall is forecast to be £256k. Previously this shortfall has been met by the rent guarantee contingent liability, but this has been fully utilised and is no longer available.

### **Meadowship Homes 2 Nomination Penalty Payments**

In line with the nominations agreement, the managing agent applied penalty fees where LBB has failed to nominate clients within the agreed timescales. This is the first time such charges have been applied and the forecast for 2023-24 is £61k. There are also legal charges of £6k for the year.

### **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 Subcommittee bi-annually. Since the last report to the Executive, no waivers have been actioned.

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

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

Report No.  
FSD24026

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING

**Date:** For pre-decision scrutiny by the Renewal, Recreation and Housing Policy Development & Scrutiny Committee on 14<sup>th</sup> March 2024

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

**Title:** CAPITAL PROGRAMME MONITORING - QUARTER 3 2023/24

**Contact Officer:** James Mullender, Head of Corporate Finance & Accounting  
Tel: 020 8313 4196 E-mail: [james.mullender@bromley.gov.uk](mailto:james.mullender@bromley.gov.uk)

**Chief Officer:** Director of Finance

**Ward:** All Wards

---

1. Reason for report

At its meeting on 7<sup>th</sup> February 2024, the Executive considered a report summarising the current position on capital expenditure and receipts following the third quarter of 2023/24 and be asked to agree a revised capital programme for the period 2023/24 to 2027/28. This report highlights changes to be considered by the Executive in respect of the capital programme for the Renewal, Recreation and Housing portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are shown in Appendix B.

---

2. **RECOMMENDATION**

**The Portfolio Holder is asked to note and acknowledge the changes agreed by the Executive on 7<sup>th</sup> February 2024.**

## Impact on Vulnerable Adults and Children:

1. Summary of Impact:

---

### Corporate Policy

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

---

### Financial

1. Ongoing costs: Not Applicable
2. Budget head/performance centre: capital programme
3. Total current budget for this head: £141.2m for the Renewal, Recreation and Housing Portfolio over the five years 2023/24 to 2027/28.
4. Source of funding: capital grants, capital receipts and earmarked revenue contributions

---

### Personnel

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

---

### Legal

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

---

### Procurement:

1. Summary of procurement implications:

---

### Customer Impact

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

---

### Ward Councillor Views

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



### 3 COMMENTARY

#### Capital monitoring – variations agreed by the Executive on 7th February 2024

3.1 A revised capital programme was considered by the Executive on 7<sup>th</sup> February 2024, following a detailed monitoring exercise carried out after the third quarter of 2023/24. The base position is the programme approved by the Executive on 18<sup>th</sup> January 2023, as amended by variations approved at subsequent Executive meetings. All changes to schemes in the Renewal, Recreation and Housing Portfolio programme are itemised in the table below and further details are included in paragraphs 3.2 to 3.4. The revised programme for the Renewal, Recreation and Housing Portfolio is attached as Appendix A, whilst Appendix B shows actual spend against budget up to the end of the third quarter of 2023/24, together with detailed comments on individual scheme progress.

	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Programme approved by Executive 18/01/23	12,401	10,886	8,650	8,650	0	40,587
Net underspend 22/23 rephased to 23/24	36,568	0	0	0	0	36,337
Net changes agreed in Q1 monitoring	Cr 7,470	36,206	29,146	6,112	0	63,994
Net changes agreed in Q2 monitoring	Cr 7,000	7,500	0	0	0	500
<b>Approved programme prior to Q3 monitoring</b>	<b>34,499</b>	<b>54,592</b>	<b>37,796</b>	<b>14,762</b>	<b>0</b>	<b>141,649</b>
Net rephasing from 22/23 to future years (para 3.2)	Cr 3,895	Cr 1,226	5,121	0	0	0
Removal of various complete overspent schemes (para 3.3)	416	0	0	0	0	416
Removal of various complete schemes (para 3.4)	Cr 829	0	0	0	0	Cr 829
<b>Revised RRH programme</b>	<b>30,191</b>	<b>53,366</b>	<b>42,917</b>	<b>14,762</b>	<b>0</b>	<b>141,236</b>

#### 3.2 Schemes re-phased between 2023/24 and future financial years

As part of the second quarter monitoring exercise, a total of £3,895k has been re-phased from 2023/24 into future financial years to reflect revised estimates of when expenditure is likely to be incurred. Comments on scheme progress are provided in Appendix B.

#### 3.3 Removal of various complete schemes (increase of £416k)

As part of the third quarter monitoring exercise, a review was undertaken of schemes that are now complete and/or no longer required. This has identified a total of £416k of overspent schemes to be removed from the capital programme as set out in the table below:

	2023/24 £'000
Gateway Review of Housing I.T System	368
Crystal Palace Park Improvements	29
Norman Park Athletics Track	9
Crystal Palace Park - Alternative Management Options	10
	<u>416</u>

#### 3.4 Removal of various complete schemes (decrease of £829k)

In addition to the overspend schemes in paragraph 3.3 above, the review also identified a total of £829k of underspends on complete/no longer required schemes as set out below:

	<b>2023/24</b>
	<b>£'000</b>
Star Lane Traveller Site	29
Chipperfield Road Development	59
Biggin Hill Memorial Museum	111
Relocation of Exhibitions - Bromley Museum	2
Banbury House demolition/site preparation	2
West Wickham Leisure Centre	623
Bromley MyTime Investment Fund	3
	<b>829</b>

### 3.5 Post-completion reports

Under approved capital programme procedures, capital schemes should be subject to a post-completion review within one year of completion. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. The following post completion reports are currently due for the Renewal, Recreation and Housing portfolio:

- Bromley My Time Investment Fund
- Relocation of Exhibitions - Bromley Museum
- Norman Park Athletics Track
- Crystal Palace Park Improvements/Alternative Management Options
- Star Lane Traveller Site
- Biggin Hill Memorial Museum

## 4 POLICY IMPLICATIONS

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

## 5 FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 7th February 2024. Changes considered by the Executive for the Renewal, Recreation and Housing Portfolio capital programme are set out in the table in paragraph 3.1.

<b>Non-applicable sections:</b>	Legal, Personnel and Procurement Implications, Impact on Vulnerable Adults and Children
<b>Background documents:</b> (Access via contact officer)	Capital programme monitoring Q1 23/24 (Executive 20/09/2023) Capital programme monitoring Q2 23/24 (Executive 29/11/2023) Capital programme monitoring Q3 22/23 (Executive 18/01/2023)

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q3 23/24									
Scheme	Total approved estimate	Spend up till 31.03.23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Responsible officer	Remarks
	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Relocation of Exhibitions - Bromley Museum	393	393	0	0	0	0	0	Lee, Lydia	Scheme complete
Biggin Hill Memorial Museum	3,091	3,091	0	0	0	0	0	Lee, Lydia	Scheme complete
Central Library	500	0	500	0	0	0	0	Lee, Lydia	
<b>Sub-total - museums and libraries</b>	<b>3,984</b>	<b>3,484</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Bromley MyTime Investment Fund	4,439	4,439	0	0	0	0	0	Egan, Alicia	Scheme complete
Replacement of District Heating System Boilers & Works to Walnut Leisure Ce	1,500	280	640	580	0	0	0	Darren Essex	Approved by Executive 10th July 2019
OPR leisure centres - group 2	27,600	27	1,623	8,650	8,650	8,650	0	Egan, Alicia	Approved by Executive 18/01/23
OPR libraries	11,125	0	1,181	5,106	2,579	2,259	0	Egan, Alicia	Approved by Executive 18/01/23
Norman Park Athletics Track	309	309	0	0	0	0	0	Lee, Lydia	Scheme complete
West Wickham Leisure Centre	370	370	0	0	0	0	0	Egan, Alicia	Scheme removed
<b>Sub-total - leisure and recreation</b>	<b>45,343</b>	<b>5,426</b>	<b>3,444</b>	<b>14,336</b>	<b>11,229</b>	<b>10,909</b>	<b>0</b>		
Gateway Review of Housing I.T System	1,047	1,047	0	0	0	0	0	Bowrey, Sara	Scheme complete
Payment in Lieu Fund - Properties Acquisitions	1,326	1,258	68	0	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Payment in Lieu Fund - Site K	672	672	0	0	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Affordable Housing	803	803	0	0	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Affordable Housing Unallocated	2,726	0	1,500	1,226	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Housing Development Feasibility Study	100	0	100	0	0	0	0	Bowrey, Sara	Funded from Growth Fund
Provision of Housing supply in Anerley	2,078	5,656	721	0	0	0	0	Egan, Alicia	Approved by Executive 21/05/19. Funded from £7.5m from the Housing Investment Fund earmarked reserve, and £0.9m identified in the 2018/19 Provisional Final Outturn
Provision of Library and Housing Improvements in West Wickham	13,600	440	6,160	7,000	0	0	0	Egan, Alicia	
Provision of Housing - Burnt Ash Lane	4,360	4,259	101	0	0	0	0	Egan, Alicia	Approved by Council 14/10/19. Funded from £500k S106 and £3.286m Investment Fund
Modular Build - York Rise	11,246	7,574	3,172	500	0	0	0	Egan, Alicia	Approved Council 15/07/19. Funded from £2.5m for Housing Investment fund and £3.5m Investment fund.
Housing - Bromley North	25,500	0	6,283	12,150	7,067	0	0	Egan, Alicia	
Housing - Beckenham	15,200	0	631	2,200	11,600	769	0	Egan, Alicia	
London private sector renewal schemes	2	3,383	359	0	0	0	0	Ricketts, Debbie	100% external funding
Banbury House demolition/site preparation	180	180	0	0	0	0	0	Darren Essex	Scheme complete
Empty Homes Programme	620	696	-76	0	0	0	0	Ricketts, Debbie	100% external funding
Renovation Grants - Disabled Facilities	25,627	18,168	2,172	2,000	2,000	1,500	0	Ricketts, Debbie	
Bushell Site development	0	693	-693	0	0	0	0	Egan, Alicia	
<b>Sub-total - Housing</b>	<b>105,087</b>	<b>44,829</b>	<b>20,497</b>	<b>25,076</b>	<b>20,667</b>	<b>2,269</b>	<b>0</b>		
Feasibility Studies	70	22	38	10	0	0	0	Lee, Lydia	
Bromley North Village	6,652	6,582	70	0	0	0	0	Egan, Alicia	Renewal and improvement of Bromley North; £3.298k TfL; £1.829k GLA Outer London Fund; £25k private sector; £1,500k Capital receipts.
Penge Town Centre	746	603	72	71	0	0	0	Egan, Alicia	Approved Executive 24/03/15 - funded by New Homes bonus
Orpington Town Centre - Walnut Centre & New Market infrastructure	875	877	-2	0	0	0	0	Lee, Lydia	Approved Executive 24/03/15 - funded by £400k New Homes bonus and £125k High Street Fund, Exec 30/11/16 £106k from S106 fund, Exec 06/12/17 £163k from S106 Fund
Bromley High Street Improvements- Growth Fund	4,599	3,056	772	500	271	0	0	Lee, Lydia	
Bromley High Street Improvements- S106 Fund	2,923	2,923	0	0	0	0	0	Lee, Lydia	
Site G	24,292	4,969	100	10,824	8,400	0	0	Darren Essex	Funded from PIL (S106) receipts £0.360m), Growth Fund (£2.9m), Developer Contribution (£0.1m) & Capital Financing. Approved Executive 07/11/17 Council 11/12/17
Crystal Palace Park Improvements	2,612	2,612	0	0	0	0	0	Lee, Lydia	Scheme complete
Crystal Palace Park - Alternative Management Options	1,195	1,195	0	0	0	0	0	Lee, Lydia	Scheme complete
Crystal Palace Park Subway	3,538	1,014	2,524	0	0	0	0	Egan, Alicia	Approved by Executive 12/02/20. Potentially to be funded from £2.340m Strategic Investment Pot, £0.5m Historic England grant, £0.296m TfL Highway works, £0.005m Friends of Crystal Palace Subway
Crystal Palace Park - Regeneration	0	55	-55	0	0	0	0	Lee, Lydia	
Next Steps For The Crystal Palace Park Regeneration Plan	4,804	0	1,304	2,000	1,500	0	0	Lee, Lydia	Approved Executive 29/06/22
Changing Places #1	220	0	220	0	0	0	0	Lee, Lydia	
Changing Places #2	185	0	185	0	0	0	0	Lee, Lydia	
Chipperfield Road Development - St Paul's Cray	46	46	0	0	0	0	0		Scheme removed
OPR travellers' sites	3,184	0	250	500	850	1,584	0	Lee, Lydia	
Non-turf cricket pitches	40	0	40	0	0	0	0	Lee, Lydia	
LTA parks tennis renovation fund	231	0	231	0	0	0	0	Lee, Lydia	
Digital infrastructure	49	0	0	49	0	0	0	Lee, Lydia	
Star Lane Traveller Site	250	219	2	0	0	0	0	Bowrey, Sara	Scheme complete
<b>Sub-total - other</b>	<b>56,511</b>	<b>24,174</b>	<b>5,750</b>	<b>13,954</b>	<b>11,021</b>	<b>1,584</b>	<b>0</b>		
<b>Total - Renewal, Recreation and Housing portfolio</b>	<b>210,925</b>	<b>77,914</b>	<b>30,191</b>	<b>53,366</b>	<b>42,917</b>	<b>14,762</b>	<b>0</b>		

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q3 23/24				
Scheme	Estimate 2023/24 as at Jan 2023	Actual at end Q3 2023/24	Estimate 2023/24 as at end Q3 23/24	Remarks
	£'000	£'000	£'000	
Relocation of Exhibitions - Bromley Museum	0	0	0	Scheme complete
Biggin Hill Memorial Museum	0	0	0	Scheme complete
Central Library	0	0	500	Delays to tender, so allocation of funding will be by May 2024
<b>Sub-total - museums and libraries</b>	<b>0</b>	<b>0</b>	<b>500</b>	
Bromley MyTime Investment Fund	0	0	0	Scheme complete
Replacement of District Heating System Boilers & Works to Walnut	0	532	640	Works to the district heating plant at Orpington have been the subject of extensive review. Feasibility work continues in order to establish the best value route to replace or reconfigure the whole system, with consideration given to potential redevelopment plans. Partial reconfiguration has been allowed for within this year with the majority of works being concluded in 23/24.
OPR leisure centres - group 2	950	885	1,623	Feasibility works to both leisure centre sites are due to continue into Q1 24/25. Works to first leisure centre due to begin in Q1 24/25, with capital request for remaining OPR budget due to go to Executive in April 24.
OPR libraries	0	460	1,181	Some minor delays, part of a 2 year programme and on track for completion within 2 years. Lead consultant appointed to work across all nine libraries. Works contractor appointed for the works at Southborough
Norman Park Athletics Track	0	0	0	Scheme complete
<b>Sub-total - leisure and recreation</b>	<b>950</b>	<b>1,877</b>	<b>3,444</b>	
Gateway Review of Housing I.T System	0	0	0	Scheme complete
Payment in Lieu Fund - Properties Acquisitions	0	0	68	
Payment in Lieu Fund - Site K	0	0	0	Scheme is complete with final payments made.
Affordable Housing	0	0	0	
Affordable Housing Unallocated	1,000	0	1,500	
Housing Development Feasibility Study	0	0	100	Budget is in relation to Housing acquisitions. Work has been tendered and stage one completed. Awaiting invoice for payment.
Provision of Housing supply in Anerley	0	2	721	Rectification of outstanding defects underway
Provision of Library and Housing Improvements in West Wickham	4,841	1,220	6,160	On budget, on track although some delays due to TFL works. Further EoT likely to be considered.
Provision of Housing - Burnt Ash Lane	0	0	101	Rectification of outstanding defects underway
Modular Build - York Rise	1,100	958	3,172	Contractor went into administration, requirement to call upon performance bond. PCSA and minor works contract underway, to complete in March 2024 ahead of the award of the main contract to complete the development. Scheme will now be completed in 24-25
Housing - Bromley North	0	4	6,283	Appointment of enabling works contractor underway to meet the start on site requirements for the BLRF and GLA funding
Housing - Beckenham	0	2	631	Public consultation completed ahead of a full planning application being submitted in April 2024
London private sector renewal schemes	0	-2	359	An exercise is underway with Finance to review this budget and identify any issues that may need rectifying. It may also be possible to identify funding that could be recycled into this budget.
Empty Homes Programme	0	0	-76	An exercise is underway with Finance to review this budget and identify any issues that may need rectifying. It may also be possible to identify funding that could be recycled into this budget. Currently considering whether this work could be better undertaken by Regeneration.

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q3 23/24				
Scheme	Estimate 2023/24 as at Jan 2023	Actual at end Q3 2023/24	Estimate 2023/24 as at end Q3 23/24	Remarks
	£'000	£'000	£'000	
Renovation Grants - Disabled Facilities	0	1,612	2,172	
Bushell Site development	0	30	-693	
<b>Sub-total - Housing</b>	<b>6,941</b>	<b>3,826</b>	<b>20,497</b>	
Feasibility Studies	10	0	38	£10k budget per year for feasibility works.
Bromley North Village	0	0	70	External funding, will be completed in 24-25
Penge Town Centre	0	0	72	GLA funded, will be spent this year.
Orpington Town Centre - Walnut Centre & New Market infrastructure	0	0	-2	Scheme complete
Bromley High Street Improvements- Growth Fund	0	263	772	Scheme will roll into 24-25 due to works being delayed
Bromley High Street Improvements- S106 Fund	0	0	0	
Site G	0	1	100	
Crystal Palace Park Improvements	0	297	0	Scheme complete
Crystal Palace Park - Alternative Management Options	0	0	0	Scheme complete
Crystal Palace Park Subway	0	86	2,524	Scheme on track for Practical Completion March 24, will be some funding held for defects.
Crystal Palace Park - Regeneration	0	179	-55	
Next Steps For The Crystal Palace Park Regeneration Plan	4,500	0	1,304	Scheme on track
Changing Places #1	0	0	220	Due to be complete, with all grant funding spent, by end of Q4 23/24. Additional £53k of grant funding to be added before end of Q4. Only retention not spent by end of FY.
Changing Places #2	0	69	185	Due to be complete, with all grant funding spent, by end of Q4 23/24. Only retention not spent by end of FY.
OPR travellers' sites	0	0	250	Multi disciplinary team appointed, likely to have underspend this year, but professional services works will still be completed ontime in 24-25
Non-turf cricket pitches	0	0	40	
LTA parks tennis renovation fund	0	0	231	
Digital infrastructure	0	0	0	The £48,600 capital spend for the works on the CCTV sites is currently scheduled to take place in the next financial year (i.e. 2024-25) from April 2024. This is a capital match funding investment of £48,600 from the Council's Growth Fund earmarked reserve for capital works at CCTV sites (the main capital works for the dark-fibre infrastructure is being funded via an in-kind grant of £937,744 from TfL)
Star Lane Traveller Site	0	2	2	Scheme complete
<b>Sub-total - other</b>	<b>4,510</b>	<b>897</b>	<b>5,750</b>	
<b>Total - Renewal, Recreation and Housing portfolio</b>	<b>12,401</b>	<b>6,600</b>	<b>30,191</b>	

This page is left intentionally blank

Report No.  
HPR2024/006

## London Borough of Bromley

### PART ONE – PUBLIC

---

**Decision Maker:** PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING

**Date:** For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS Committee on 14 March 2024

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

**Title:** CONTRACT AWARD EXEMPTION: HOMELESS PREVENTION FUNDS CREDIT UNION

**Contact Officer:** Alice Atabong – Group Manager, Housing Support and Resettlement.  
Tel: 0208 313 4098 E-mail: [alice.atabong@bromley.gov.uk](mailto:alice.atabong@bromley.gov.uk)

**Chief Officer:** Sara Bowrey, Director Housing, Planning and Regeneration  
Tel: 0208 313 4013 E-mail: [sara.bowrey@bromley.gov.uk](mailto:sara.bowrey@bromley.gov.uk)

**Ward:** All Wards

---

#### 1. REASON FOR REPORT

- 1.1. The Council has held a contract with Lewisham Plus Credit Union Ltd (LPCU) for the administration of homeless prevention funds since 1<sup>st</sup> of June 2011 with the current contract period due to end on 31<sup>st</sup> May 2024. This report requests renewal of the current arrangement, via an exemption from competitive tendering, for a 10-year contract with an option to extend for two further periods of 5 years each. The estimated value of the renewal is £4,800 per annum (40 loans) with a total value of £96,000 inclusive of extensions. The overall cumulative value of the contract, inclusive of this proposal, is £122,560.
- 1.2. LPCU, through the homeless prevention fund, offers low-cost loans to service users on terms specified by the Council, which enable service users to pay rent deposit to secure alternative accommodation, pay off any accumulated rent arrears to avoid eviction and purchase white goods or flooring where there are no alternative provisions. Lewisham Plus Credit Union Ltd is the only Credit Union authorised by the Bank of England to operate within Bromley.
- 

#### 2. RECOMMENDATION(S)

##### 2.1 The Portfolio Holder for Renewal, Recreation and Housing is recommended to:

- 1) Approve award of the Homeless Prevention contract, via exemption from tendering, to Lewisham Plus Credit Union Ltd for a term of 10 years (with the option to extend for two further periods of 5 years each) at an estimated annual value of £4,800 (whole life of £96,000 inclusive of extensions options); and,
- 2) Approve delegated authority to the Chief Officer to apply the extensions options in due course, subject to agreement with the Assistant Director: Governance and Contracts, the Director of Corporate Services, the Director of Finance and the Portfolio Holder of Renewal, Recreation and Housing.

---

## Impact on Vulnerable Adults and Children

1. Summary of Impact: The loans administered by the Lewisham Plus Credit Union ensures that vulnerable customers are offered low-cost loans to pay off rent arrears and stop evictions, also enabling customers to secure alternative accommodation and supports their transition into their new homes. This supports the Housing Options and Support service to promote tenancy sustainment and prevent and relieve homelessness. It also promotes financial inclusion for the most vulnerable customers who otherwise may revert to borrowing money at higher interest rates from high street lenders thereby putting additional pressures on family budgets.

---

## Transformation Policy

1. Policy Status: Existing Policy
2. Making Bromley Even Better Priority (delete as appropriate):
  - (1) 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.
  - (2) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
  - (3) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.

---

## Financial

1. Cost of proposal: £48,000 for the 10-year contract and £96,000 for the whole contract period.
2. Ongoing costs: £4,800 per annum.
3. Budget head/performance centre: Homeless Prevention Grant.
4. Total current budget for this head: £3,750,000.
5. Source of funding: Department of Levelling Up, Homes and Communities

---

## 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: The direct award via exemption is to be undertaken in accordance with the Public Contract Regulations 2015

---

## Property

1. Summary of Property Implications: N/A

---

## Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: N/A

---

## Impact on the Local Economy

1. Summary of Local Economy Implications: N/A
-



## Impact on Health and Wellbeing

1. Summary of Health and Well Being Implications: N/A
- 

### Customer Impact

1. Estimated number of users or customers (current and projected): The Council provides front line homeless services to households who are threatened with homelessness or who are homeless. Since 2011, 247 service users have been supported throughout the contract and this number is expected to double during the life of this contract mindful of the current cost of living crisis, financial challenges, and the drop in referral during Covid 19 because of the ban on evictions. Work has started to increase the number of referrals to the service going forward to increase homelessness prevention numbers.
- 

### 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 Housing Act 1996 (as amended by the Homeless Reduction Act 2017) places a statutory duty on Local Authorities so that anyone who is homeless or at risk of homelessness will have access to meaningful help and assistance to prevent or relieve their homelessness.
- 3.2 This LCU service supports the Council in the execution of its statutory homeless prevention and relief function through the administration of financial grants to give loans to customers who are at risk of eviction, offering deposits and rent in advance. The scheme assists in relieving homelessness by enabling customers to secure alternative housing options and secure white goods or flooring to set up home. This contract ensures the ongoing administration of the funds which includes the award and recovery of loans granted, providing money and debt advice to reduce the risks of repeat homelessness. and promoting financial inclusion for those who otherwise may not have a bank account or rely on borrowing from high interest rate lenders.
- 3.3 The contract is funded by the Department of Levelling Up Homes and Communities (DLUHC) Homelessness Prevention Grant for the provision of homeless prevention or relief duties. It is operated through a Service Level Agreement (SLA) throughout the term of the contract.
- 3.4 The initial contract in 2011 was for a total period of five years. In June 2016, the contract was extended via an exemption report for a period of three years and in 2019, it was extended for five years which is due to end on 31st of May 2024.

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

- 3.5 The provision of housing advice and assistance is a statutory service provided by each Council. The provision of low-cost loans is targeted at those households to whom the Council would otherwise owe a direct housing duty to accommodate if they are deemed vulnerable. This service enables us to prevent or relieve homelessness and assist to mitigate the budget pressure on the need and use of temporary accommodation provision.
- 3.6 The service is delivered in partnership with the Lewisham Credit Union Plus Ltd who administer the loans on behalf of the Housing Options and Support Service because they do not have the capacity of expertise to effectively manage the provision in house.
- 3.7 The aim is to ensure the efficient distribution and administration of the Homeless Prevention Fund to assist Bromley residents to pay off rent arrears and remain in their own homes; secure alternative suitable accommodation or purchase white goods or flooring as part of setting up their new home.
- 3.8 The money recovered from the loan repayments are recycled to maximise the number of customers who are supported through this service. During the term of the contract, the Council may make further funds available from the homeless prevention grant. If the Credit Union requires additional funds, the Council will consider the request based on current and projected usage. The last capital fund released was in 2019. We propose that, at any time additional funds are required, £50,000 be set at a maximum limit and signed off by the Assistant Director
- 3.9 The London Borough of Bromley's Housing Department is responsible for assessing and determining who should benefit from this fund by ensuring that they are eligible to receive assistance. The officer determines the amount of the loan, the repayment amount and duration of the loan after determining that a credit union loan is the best prevention or relief option to address the presenting housing need. The Credit Union then verifies the information before paying out the loan.

- 3.10 The Lewisham Plus Credit Union Ltd will not award any loans from this fund without the explicit authorisation of the London Borough of Bromley. All defaults in loan payments are reported, discussed with the Council and any loan write-off decisions must be authorised by the Council having regards to Lewisham Plus Credit Union's financial regulations, procedures and ensuring that all necessary recovery steps have been followed.
- 3.11 The terms of the loans granted are competitive, and offered on the terms which are deemed reasonable to most of our customers who can then become members of the Credit Union and enjoy the benefits of regular savings and other financial incentives offered by the Credit Union to their members.
- 3.12 These loans attract a minimal interest at the rate of 0.5% per month (6.2% APR), which is reinvested into the capital fund and considered reasonable by the Council. Comparatively, this is good value to our customers some of whom may have approached high interest 'Pay Day' loan companies or used their credits cards which are more expensive options.
- 3.13 As a provider, Lewisham Plus Credit Union Ltd has demonstrated a good understanding of the needs of our clients. This is evidenced by the very low level of loan refusals and a good level of recovery of approximately 75% of the amount loaned to date.
- 3.14 By working with Lewisham Plus Credit Union Ltd, recycling the loans repaid and interest gained, the council has increased the capital funding capacity by 90% from £257,481 capital funds released to £494,290 (including the administrative cost of £26,260 (including interest of £19,285) thereby enabling more vulnerable customers to be supported to remain in their homes thus preventing homelessness.
- 3.15 The Credit Union continues the recovery process even after the loan is written off using Electronic Loans Deduction schemes (ELDS) where money is deducted at source from customer's welfare benefits, rescheduling the loan term and standing orders to ensure that repayment amounts are sustainable where there has been a change in the customer's circumstances.
- 3.16 This contract provides a cost-effective alternative for those households who otherwise would be found statutory homeless and to whom the council would owe a housing duty to accommodate. The current cost of placing a household in Temporary Accommodation (TA) is £8,857 per annum. This compared to £5000 which is the maximum amount of loan that is offered to a household indicates a potential savings of £3,857 for each case where the Credit Union loan is used to prevent eviction and avoid the use of temporary accommodation thereby demonstrating good value for money.

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

From 2011 to October 2023, the service provided 248 loans to the value of £494,290 to prevent homelessness; support customers to secure alternative housing and on occasion support with essential household items such as white goods, flooring etc (for customers who do not meet the criteria for the welfare fund) to set up in a new home. The table below details the actual loan amounts, and there may be a slight uplift to the totals at year end.

YEAR	No of loans issued	Amount on loan £	Repaid to date £	O/S balance to October £	Actual write off	Number of loans write off	Administrative cost £
2011	0						0
2012	5	6,250	3,604	00	2,646	2	500
2013	31	29,162	17,903	00	11,259	17	3,100
2014	16	11,549	9,103	00	2,446	4	1,600
2015	25	42,972	38,298	00	4,674	7	2,500
2016	26	39,765	34,205	00	5,560	7	2,600
2017	43	77,201	64,580	1,551	11,070	10	4,300
2018	29	79,248	53,976	00	25,272	12	2,900
2019	54	163,838	111,005	17,823	35,010	18	6,480
2020	13	33,445	19,975	8,265	5,205	3	1,560
2021	5	7,853	5,939	975	1,548	1	600.00
2022	0	0	0	0	5,566	4	0
2023	1	2,987	0	0	7,122	4	120.00
2024		0	0	0			0
<b>Totals</b>	<b>248</b>	<b>494,290</b>	<b>370,950</b>	<b>28,614</b>	<b>117,378</b>	<b>89</b>	<b>26260</b>

- 3.17 The netbook value of the Homeless Prevention fund held with the Credit Union as of the October 2023, is £87,335 broken down as £62,473 in cash and £24,862.99 (32 active loans). This figure will likely change by the 31/5/24 if more loans are granted or due to bad debt write off.
- 3.18 As loans, plus any interest owing are repaid, the funds are recycled to support other customers who access the service. In doing so, the Council continues to maximise the use of this fund in preventing homelessness.
- 3.19 Lewisham Plus Credit Union Ltd has effectively managed the prevention fund as evident with the low levels of loan write offs and demonstrated a willingness to continue working with all our clients some of whom can be chaotic. They also, continue to explore and engage customers even after the debt has been formerly written off to maximise recovery. As a result, of this robust process, although 24% of the loans were written off, approximately £11,000 has been recovered.
- 3.20 Since the pandemic, and because of challenges with staff recruitment in 2021-2022, the number of referrals tailed off. However, work is being done to re-launch this housing options tool within the Housing Department to promote its continued use to relief and prevention homelessness. Lewisham Plus Credit Union has agreed to attend our homelessness forum, housing options and support Away Day and individual team meetings. It is anticipated that, this will increase the usage by 5% before the end of the contract and we forecast that 40 referrals will be made annually in the new contract period.

### Options Appraisal

- 3.21 Option 1-: Do nothing and allow the contact to expire and devise an exit strategy.

This is not a viable option because it would result to the termination of the contract, reduce our prevention or relief options leaving no alternative in place. Having considered the possibility to

bring the administration of the loan inhouse, it would be more costly as it would require additional resources to achieve a similar outcome.

### 3.22 Option 2 -: Run down the current capital funds with an option to top up in future.

The Lewisham Credit Union Plus Ltd holds the sum of £87,335 as the net value of cash and outstanding loans. Based on current trends and expected referrals, the council may be able to issue at least 10 loans and make provision of bad debts before there is need for a top up. Whilst this can be a viable option, it leaves the Housing Options and Support Service vulnerable as demand is likely to increase within this climate of budgetary pressures and cost of living crisis.

### 3.23 Option 3 -: Enter a 10-year contract with an option to extend for two periods of 5 years respectively via an exemption to tender.

This will create an opportunity for this much needed resource to be used as an option to increase homeless prevention and relief.

## **Preferred Option**

### 3.24 Option 3 is the preferred option. It allows the current and only provider, to continue delivering an effective and efficient service thus preventing homelessness, reducing the pressure on TA, promoting financial inclusion and improved life choices for Bromley residents. Although the contract period is long, there is robust contract management systems with regular performance meetings plus a breakout clause can be added to the contract to enable the Council to take appropriate action if required. The scheme is low cost and payments are only made by the Council for each secured loan, deeming it a low-risk scheme for the Council.

## **4. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS**

### **4.1 Estimated Value of Proposed Action:**

The estimated value of this exemption would be £4,800 per annum (whole life value of £96,000 including the extensions). The overall cumulative value since 2011 is £122,560.

### **4.2 Other Associated Costs:** N/A

### **4.3 Proposed Contract Period:** 10 years plus two periods of 5 years each.

## **5. MARKET CONSIDERATIONS / IMPACT ON LOCAL ECONOMY**

### 5.1 There are several Credit Unions operating national with each authorised to operate within certain boundaries. The Lewisham Credit Union Plus are the only Credit Union authorised to operate within Bromley. In May 2023, the LPCU proposed a merger with the Crown savers Credit Union based in Lewisham. It is proposed that this merger will bring significant benefits for LPCU and its members over the years to come. The merger has been successful and LCUP has become a single, large credit union to serve the Lewisham and Bromley area enabling them to deliver a better service to customers, improve their long-term financial strength permitting them to invest further in local businesses and communities.

### 5.2 Since 2021, the cost of living in the UK has increased steadily, with the annual rate of inflation reaching its peak at 11.1% in October 2022 and beyond. Although this affects most adults in the UK, the impact of the vulnerable customers we service is evident from the increased demand on food vouchers, travel warrants and bus passes issued by the housing department as our customers are increasingly concerned about the day-to-day living cost with the low-income families being most at risk from increases in the prices of energy, food and fuel, all of

which can adversely affect quality of life. This provision enables the council to provide alternatives to our customers when in need to prevent or relief homelessness.

## **6. SOCIAL VALUE, CARBON REDUCTION AND LOCAL / NATIONAL PRIORITIES**

- 6.1 This contract supports the council to achieve one of its key statutory priorities – preventing homelessness for those who are at risk of evictions from their tenancies. It also supports the process to relieve homelessness and ensure that vulnerable service users are supported to effectively settle in their new homes.
- 6.2 In accordance with the Homeless Reduction Act 2017, the Housing Department is required as part of its statutory responsibilities to provide advice and assistance to those who may present with housing need. The LPCU provides financial inclusion for Bromley residents who may experience difficulties with opening bank accounts in mainstream banks or developing a habit to save regularly regardless of the amount. In doing so, it supports customers overall wellbeing and supports the national priorities around financial including and homeless prevention.
- 6.3 This service is based locally in one of the most deprived areas of the borough and co located with other providers in the same building and customers are best served using the one stop shop model thereby reducing the travel cost of customers.

## **7. STAKEHOLDER ENGAGEMENT**

- 7.1 The LPCU Ltd has been invited to attend the Bromley Homeless Forum to deliver a presentation of their services. Whilst this will contribute to highlighting the work of the Credit Union, it will also serve to increase the knowledge of our partners and enable them to provide explore and utilise these options when providing support to customers.
- 7.2 The LCUP holds annual general meetings, and an invitation is extended to the Council. As most of our service users are encouraged to open a Credit Union account, they are also invited to this meeting which is used as a forum to give update and seek feedback on their services. The last AGM was held on the 24<sup>th</sup> of February 2022.
- 7.3 These are some key feedbacks from the LPCU website.  
“You are prepared to help those who banks won’t.”  
“They care about people more than profit.”  
“Giving people on benefit the chance.”  
“Friendly and knowledgeable.”

## **8. IMPACT ASSESSMENTS (INCLUDING VULNERABLE ADULTS AND CHILDREN) AND CUSTOMER IMPACT**

- 8.1 This decision has been judged to have no or a very small impact on local people and communities.
- 8.2 Lewisham Plus Credit Union Ltd has effectively managed the prevention fund as evident with the low levels of loan write offs and demonstrated a willingness to continue working with all our clients some of whom can be chaotic. They also, continue to explore and engage customers even after the debt has been formerly written off to maximise recovery.

## **9. TRANSFORMATION/POLICY IMPLICATIONS**

- 9.1 The Housing Act 1996(as amended by the Homelessness Reduction Act 2017).

## **10. IT AND GDPR CONSIDERATIONS**

10.1 LPCU Ltd are expected to comply and adhere to GDPR and data storing requirements.

## **11. PROCUREMENT CONSIDERATIONS**

- 11.1 This report seeks to authorise a contract award via an exemption for the Homeless Prevention Contract with Lewisham Plus Credit Union Ltd for a term of 10 years with the option to extend for two further 5 years at an estimated value of £4,800 per annum (whole life of £96,000 inclusive of extensions options), commencing 1st June 2024 till 31st May 2034. Lewisham Plus Credit Union Ltd are the only Credit Union authorised by the Bank of England to operate within Bromley.
- 11.2. This report also asks the Portfolio Holder to delegate the authority to the relevant Chief Officer to apply the extensions options, subject to Agreement with the Assistant Director Governance and Contracts, the Director of Corporate Services, the Director of Finance and the Portfolio Holder.
- 11.3. This action is permissible under the general waiver power of the Council (CPR3.1). The Council's specific requirements for authorising an exemption are covered in Contract Procedure Rule 13 with the need to obtain the Approval by the Portfolio Holder, and the agreement of the budget holder, Chief Officer, the Assistant Director of Governance & Contracts, the Director of Corporate Services, and the Director of Finance for a contract of this value. In accordance with Contract Procedure Rule 2.1.2, Officers must take all necessary professional advice.
- 11.4. The relevant an award notice will need to be published on Contracts Finder.
- 11.5. 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.

## **12. FINANCIAL CONSIDERATIONS**

12.1 This report recommends that the Portfolio Holder for Renewal, Recreation & Housing approves an exemption from tendering for the Homeless Prevention Contract with Lewisham Plus Credit Union Ltd for a term of 10 years with the option to extend for two further 5 years at an estimated value of £4,800 per annum (whole life of £96,000 inclusive of extensions options). This contract can be funded from the Homelessness Prevention grant, awarded annually to the Council by the Department of Levelling Up, Homes and Communities.

## **13. LEGAL CONSIDERATIONS**

- 13.1 This report requests the Portfolio Holder for Renewal, Recreation & Housing to approve an exemption from tendering for the Homeless Prevention Contract with Lewisham Plus Credit Union Ltd for a term of 10 years with the option to extend for two further 5 years at an estimated value of £4,800 per annum (whole life of £96,000 inclusive of extensions options). The Portfolio Holder is further recommended to delegate the authority to the relevant Chief Officer to apply the extensions options, subject to Agreement with the Assistant Director Governance and Contracts, the Director of Corporate Services, the Director of Finance and the Portfolio Holder.
- 13.2 As is detailed elsewhere in this report, the Council has statutory duties under the Housing Act 1996 and the Homeless Reduction Act 2017 to prevent homelessness. The procurement of this loan service is in pursuit of this statutory ambition.

- 13.3 This is a public services contract as defined by the Public Contracts Regulations 2015. As this is below threshold then it is not subject to the full remit of the Regulations. Any procurement should, however, accord with the legal principles of non-discrimination, transparency, and proportionality.
- 13.4 The report details how this service cannot be openly tendered because Lewisham Plus Credit Union Ltd is the only Credit Union authorised by the Bank of England to operate within Bromley. The report therefore requests an exemption from competitive tendering. The process the Council must follow is detailed in Contract Procedure Rule 13.1 where for exemptions with a cumulative value of £100k or above, authorisation must be given with “*Portfolio Holder Approval in Agreement with Director of Corporate Services, Assistant Director Governance & Contracts and Director of Finance with a report of the use made of this exemption being made to Audit Sub committee on a bi-annual basis.*”.
- 13.5 Should this report be approved then officers will need to enter into contractual arrangements with the supplier and Legal Services can assist where necessary.

<b>Non-Applicable Headings:</b>	Strategic/Property/Personnel Consideration; Impact on Health and Wellbeing; Ward Councillor Views.
Background Documents: (Access via Contact Officer)	[Title of document and date]



## CREDIT UNION LOAN RECOVERY STAGES.

### I. Loan Recovery Stages List

The loan recovery stages, which should be recorded within Curtains for each action as it is processed, are as set out below. Individual loans may drop back down the stages where payments re-commence. Where there is a history of intermittent payments, the process has two stages (1 and 3) where a member will return to when they recommence payments. However, if those intermittent payments continue, we should avoid simply sending out the same standard letter but adopt a firmer approach. The definition of a 'payment' is one made by the member which is at least equal to the scheduled capital repayment amount. Note that the stages in table below are driven by the days since the last payment rather than arrears amount.

### II. Loan Recovery Stages List

Stage	Arrears status	Actions
0	Loan in arrears for first time or not otherwise assigned to a recovery stage.  <7 days since missed payment.	1 <sup>st</sup> action: Internal check needed for correct set-up of loan in Curtains and whether a payment has been received but not recorded against the loan (Branch responsibility).  2 <sup>nd</sup> action: If less than 7 calendar days since payment was due, wait up to 7 days for payment to arrive before contacting member (stage 2).  Once checked, move to stage 2 if missed payment is confirmed.
Stage 1 CC1 (51)	Was in arrears but payments now being made.	Monitor Payments - If a further payment is missed, move to recovery stage 2 or above.
Stage 2 CC2 (52)	7 to 31 days since last payment	1 <sup>st</sup> action: contact by phone and/or SMS, with follow-up action scheduled for 7 days ahead (14 days).  2 <sup>nd</sup> action: send Letter 1 (advice of arrears), with follow-up action scheduled for 7 days ahead (21 days). Share withdrawals to be frozen.  3 <sup>rd</sup> action: contact by telephone and confirm conversation via email or SMS, with follow-up action scheduled for 10 days ahead (31 days).  4 <sup>th</sup> action: if no payment after 31 days move to stage 4
Stage 3 CC3 (53)	Members now re-commenced payments after previously being at stage 4 or beyond	Monthly monitoring for higher risk members, including loans in default. If a further payment is missed, increasing arrears, move to recovery stage 4 or higher (depending on history).  If already in default and a further payment is missed, go to stage 6 and commence actions 2 or 3
Stage 4 CC4 (54)	32 to 62 days since last payment; 2 or more missed payments	1 <sup>st</sup> action: Letter 2 (further warning), with follow-up action scheduled for 14 days ahead (45 days)  2 <sup>nd</sup> action: if no response, telephone call or SMS/email with follow-up action scheduled for 7 days ahead (52 days)  3 <sup>rd</sup> action: investigate whether member has moved, check social media, use data from partners, and send additional SMS to member. If still no payment or response within a further 10 days, move to stage 5.

Stage 5 CC5 (55)	63 to 92 days since last payment; 3 or more missed payments	<p>1<sup>st</sup> action: Letter 3 (pre-default), with follow-up action scheduled for 14 days ahead (77 days)</p> <p>2<sup>nd</sup> action: if no response to letter 3, contact beneficiary and place of work (message to call CU only, no personal details to be disclosed).</p> <p>3<sup>rd</sup> action: if doubts about member's whereabouts, initiate trace.</p> <p>If no progress on first two actions and 93 days since last payment, move to stage 6 but only when member's address re-confirmed or new address identified.</p>
Stage 6 CC6 (56)	93 or more days, 4 or more missed Payments	<p>1<sup>st</sup> action: Letter 4, (Default) sent, with follow-up action scheduled for 14 days ahead (107 days). Notify Experian of default (Treasurer to undertake). Process via ELDS where possible (move back to stage 3 if ELDS is agreed). Note: where the loan value is high and ELDS repayment likely to take much more than 5 years, also consider parallel CCJ action, particularly if member has assets.</p> <p>2<sup>nd</sup> action: if no response to Letter 4 and not eligible for ELDS, send Letter 5 (warning of possible referral to solicitor), with follow-up action scheduled for 14 days ahead (121 days).</p> <p>3<sup>rd</sup> action: if no response to Letter 5, review potential for legal referral with Credit Control Manager and, if referred, move to stage 8.</p> <p>Note: whilst some cases may be judged to be not worthwhile pursuing all the way to a CCJ due to low value or member circumstances, there may still be merit in nevertheless requesting a final warning letter from the solicitor.</p> <p>4<sup>th</sup> action: for cases where no further legal remedy is possible and all informal steps have been exhausted, refer to Treasurer for write-off and move to stage 9.</p>
Stage 7 CC7 (57)	Debt Collection Agency	Not currently used
Stage 8 CC8 (58)	Legal Action via Solicitor	<p>Record actions from Solicitor (obtainable from their on-line database):</p> <p>1<sup>st</sup> letter before action.</p> <p>2<sup>nd</sup> CCJ.</p> <p>3<sup>rd</sup> any subsequent enforcement action.</p>
Stage 9	Separate monitoring process if needed	Bad debtor – written off loan.

Report No.  
HPR2024/007A

## London Borough of Bromley

### PART ONE - PUBLIC

---

**Decision Maker:** PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING

**Date:** For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS Committee on Thursday 14 March 2024

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

**Title:** BELLEGROVE HOUSING DEVELOPMENT - APPROVAL TO APPOINT PROFESSIONAL SERVICES - PART 1 (PUBLIC) REPORT

**Contact Officer:** Max Graham, Senior Regeneration Programme Manager, email: [max.graham@bromley.gov.uk](mailto:max.graham@bromley.gov.uk), telephone: 0208 461 7216

Alicia Egan, Head of Regeneration, email: [alicia.egan@bromley.gov.uk](mailto:alicia.egan@bromley.gov.uk), telephone: 020 8313 4559

**Chief Officer:** Director of Housing, Planning, Property and Regeneration

**Ward:** St Paul's Cray

---

1. Reason for decision/report and options

1.1 Following the Housing Delivery Update report, presented to members in September 2023 (HPR2023/051), this report seeks approval to appoint the necessary professional services to deliver the project. A subsequent report will be brought to Executive, after the conclusion of RIBA stage 3, outlining the proposals and seeking a decision as to whether to proceed to construction.

---

2. RECOMMENDATION(S)

2.1 The Portfolio Holder for Renewal, Recreation and Housing is recommended to approve:

- 1) The award of a contract for a whole life value of £865,000 to the winning bidder to deliver multi-disciplinary consultancy services for the Bellegrove Housing Development. Noting this contract will have break clauses at each RIBA stage in case the project does not progress; and,
- 2) The award of a contract for a whole life value of £129,500 to the winning bidder to deliver Project Management (PM) and Employers Agent (EA) services for the Bellegrove Housing Development. Noting this contract will have break clauses at each RIBA stage in case the project does not progress.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Positive impact through the provision of additional affordable housing and assisted living residences.
- 

### Transformation Policy

1. Policy Status: Existing Policy
  2. Making Bromley Even Better Priority:
    - (1) 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.
    - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
    - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
    - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: £994, 500, as whole life value
  2. Ongoing costs: Non-Recurring Cost
  3. Budget head/performance centre: Bellegrove Feasibility
  4. Total current budget for this head: up to £1.5m
  5. Source of funding: Feasibility funding recycled from other schemes now on capital programme
- 

### 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: Non-Statutory - Government Guidance
  2. Call-in: Applicable
- 

### Procurement

1. Summary of Procurement Implications: This process has been carried out within the guidelines of the NHS SBS HPCCAS framework.
- 

### Property

1. Summary of Property Implications: No comments
- 

### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Both winning bidders will provide positive social value contributions to the local community.
- 

### Impact on the Local Economy

1. Summary of Local Economy Implications: A varied housing supply is a critical enabler for Bromley's future economic growth.
-

### Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: N/A
- 

### Customer Impact

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

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes

Summary of Ward Councillors comments: All Ward Councillors have been updated with the progress, and one ward Councillor responded to advise their support for the project.

### 3. COMMENTARY

- 3.1 The London Borough of Bromley is taking steps to reduce the number of households in nightly paid accommodation by developing quality affordable housing on council owned sites. In 2020 the Council also adopted its first Regeneration Strategy, which set out the aspiration of bringing forward quality housing, community facility and public realm projects.
- 3.2 Bellegrove is situated in St Paul's Cray, Orpington. It is a former residential care home which is currently being used for Temporary Accommodation with shared facilities. During the height of Covid it was difficult to utilise the site fully as residents were unable to share facilities, namely bathrooms and kitchens. The site has numerous operational property issues which makes it difficult to manage as a temporary accommodation service. The site does not enable the wellbeing of residents, particularly families, to reach their full potential due to the sharing of facilities. This also creates potential safeguarding issues. Housing colleagues have confirmed the site is no longer suitable for temporary accommodation use, and is currently being decanted with residents relocated elsewhere, creating further pressures on the housing service. For this reason, the current temporary accommodation savings cannot be profiled into the financial feasibility calculations as it will not be available longer term. Given these issues, the site has been considered for redevelopment as part of the housing transformation programme delivering affordable housing in Bromley for Bromley residents.
- 3.3 In September 2023, the Executive approved the Housing Delivery Update (report No HPR2023/051) which provided an update on Council owned sites that have been earmarked for affordable housing development. These sites must have begun work before March 2026 in order to qualify for GLA funding. Since then, officers have produced appropriate tender documentation, completed a tender process and are now seeking approval to appoint the professional services as outlined in this report.
- 3.4 Rather than a provision of temporary accommodation, officers consider that the Bellegrove site is likely to be viable for permanent housing. Early feasibility has indicated that the site could be fully redeveloped into permanent housing, providing between 55 to 70 dwellings and ongoing revenue savings against rising TA costs for the Council. The proposed redevelopment could include a mix of general needs affordable housing and specialist housing (supported living).
- 3.5 The procurement of professional consultancy services for design and technical services is required to progress the scheme through RIBA stages 2 – 7. It should be noted that the contract will be constructed with suitable break clauses at each relevant RIBA stage should the project not progress at any stage for any reason.
- 3.6 The break clauses will be applied as required to enable the Council to terminate the contract should budget not be available, the scheme isn't considered financially viable or if the Council wishes to retender the service. The continuation of the scheme past RIBA 3a will be dependent on a financial viability assessment, and a report will be taken to Executive to provide an update on the scheme before it is progressed post planning.

#### **Tender Summary**

- 3.7 The Council utilised the NHS Consultancy Services Framework to run a competition for both the multidisciplinary team and the PM and EA services using the following lots:
- Multi-disciplinary team: Lot 7
  - PM and EA Services: Lot 2

- 3.8 This is a unique development given the Council's goal of delivering assisted living residences within the scheme. Therefore, the NHS Shared Business Services Healthcare, Planning, Construction, Consultancy and Ancillary Services (SBS HPCCAS) Framework was chosen as the designated framework procurement route in order to seek suppliers with relevant experience.
- 3.9 The Council undertook a call for further competition, in line with NHS SBS HPCCAS framework rules, providing information about the project, services required, programme, and contractual terms; details of the submission requirements and evaluation criteria; and instructions and conditions for participating. The consultants on the Framework were provided the opportunity to bid for the contract and the process was managed by the Council's Procurement Team.
- 3.10 Two appointments were sought via the framework: a multi-disciplinary team, led by an architect, to provide design and technical services, and a separate appointment to provide PM and EA services. The multi-disciplinary team would be appointed via a JCT consultancy services contract (with LBB amendments) and are responsible for the following services:
- Principal Designer
  - Architect
  - Landscape Architect
  - Civil Engineer
  - Structural Engineer
  - Mechanical and Electrical Engineer
  - Planning Consultant (RTPI accredited)
  - Sustainability Consultant
- 3.11 The PM and EA provider would be appointed via a RICS consultancy services contract (with LBB amendments) and are responsible for co-ordination of the RIBA Plan of Work stages 2020 with the design and technical team, full PM and EA services for RIBA Stages 2-7, managing a dashboard covering the risk register, programme and change control tracker, and issuing monthly dashboard updates during the lifespan of the project.

**Tender Evaluation: Multi-Disciplinary Consultancy Services**

- 3.12 Six bids in total were evaluated for the multi-disciplinary services tender. However, following evaluation of the quality questions, two companies were scored below the Council's minimum scores. Therefore, four providers were deemed suitable for the project.
- 3.13 Below are the categories and weightings of the quality questions for this tender. Overall, bidders were evaluated 60% on price and 40% on quality.

Question	Criteria	Weightings
1.1	Skills and Experience	25%
1.2	Finance	15%
1.3	Technical Ability to Complete the Project	25%
1.4	Programme of Delivery and Methodology	25%
1.5	Social Value & Sustainability	10%

- 3.14 The outcome of the tender exercise has been summarised in 3.4 of the Part 2 report.
- 3.15 The winning bidder provided a quality submission and competitive pricing. They possess strong financial resources and submit to regular auditing, ensuring accountability to the client and providing reassurance they can deliver the project. The consultants assigned to the scheme are all appropriately qualified.

## **Tender Evaluation: PM and EA Services**

- 3.16 Ten bids were received in total, but two were deemed to be non-compliant. Therefore, eight bids were evaluated for the PM and EA services tender. Following evaluation of the quality questions, four providers scored below the Council's minimum scores. Therefore, four companies were deemed suitable for the project.
- 3.17 Below are the categories and weightings of the quality questions in the PM and EA services tender. Overall, bidders were evaluated 60% on price and 40% on quality.

<b>Question</b>	<b>Criteria</b>	<b>Weightings</b>
1.1	Skills and Experience	25%
1.2	Staffing	20%
1.3	Project Approach Methodology	25%
1.4	Construction	20%
1.5	Social Value	10%

- 3.18 The outcome of the tender exercise has been summarised in 3.5 of the Part 2 report.
- 3.19 The winning bidder provided competitive pricing and strong quality responses. Their bid showed a high level of awareness for the duties and expectations of the PM/EA roles. They clearly outlined their experience in delivering projects of similar scope and with extra care requirements.

### **Contract Award Recommendation**

#### **3.20 Multi-Disciplinary Consultancy Services**

- 3.20.1 Estimated Contract Value (annual and whole life): £865,000
- 3.20.2 Other Associated Costs: N/A
- 3.20.3 Proposed Contract Period: April 2024 – April 2027

#### **3.21 Project Management and Employer's Agent**

- 3.21.1 Estimated Contract Value (annual and whole life): £129,500
- 3.21.2 Other Associated Costs: N/A
- 3.21.3 Proposed Contract Period: April 2024 – April 2027

### **Market Considerations**

- 3.22 The Council does not employ staff to operate services of this kind. Although bringing services in house has been considered, due to the specialist nature of each development it is unlikely this would be cost effective. The professional skills required to undertake the works are specialised, for example structural engineers and architects, therefore it is considered appropriate to go out to tender for a multidisciplinary team to manage these works, as well as project and cost management services.
- 3.23 The multi-disciplinary consultancy team and separately appointed PM and EA services team will be appointed through the NHS SBS HPCAS Framework which is in accordance with the Public Contract Regulations and there is no fee or levy for use.



3.24 The Regeneration Team has undertaken market engagement with companies in the Multi-disciplinary and Project Management lots of the NHS Framework that have affordable housing and specialist housing experience to seek feedback and to ascertain interest in the opportunity.

3.25 The indicative timeline for delivery, including up to the point of completion, is summarised below:

<b>Action/Stage</b>	<b>Estimated Timescale</b>
Tender launched	<b>December 2023 – January 2024</b>
Evaluation of tender responses	<b>February 2024</b>
Portfolio Holder Approval	<b>March 2024</b>
Contract Award and Appointment	<b>April 2024</b>
RIBA Stage 2 complete and pre-app undertaken	<b>July 2024</b>
RIBA Stage 3a, pre-app and public consultation complete	<b>November 2024</b>
Planning application submission	<b>November 2024</b>
Estimated planning determination	<b>Early 2025</b>
RIBA Stage 4a begins and launch tender for contractor services.	<b>Early 2025</b>
Evaluation of tender responses for contractor services.	<b>Spring 2025</b>
Contract Award and Appointment of contractor services.	<b>Spring 2025</b>
RIBA Stage 5 Estimated site construction start date	<b>Spring/Summer 2025</b>
Estimated Completion date	<b>Spring 2027</b>

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

4.1 The housing development will have a positive impact on the local community through the provision of quality social housing.

4.2 Social housing provides affordable and stable housing options, helping low-income individuals and families secure a safe place to live. This reduces the risk of homelessness and provides a foundation for a better quality of life.

#### **5. TRANSFORMATION/POLICY IMPLICATIONS**

5.1 The delivery of the Bellegrove Housing Development will contribute to the Corporate Strategy to Make Bromley Even Better by meeting the following objectives:

- 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.
- For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
- For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
- To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.

5.2 The site is adjacent to Hoblingwell Wood Recreation Ground. The extent of Hoblingwell Woods' biodiversity and richness or wildlife is recognised though its designation as a Grade II listed Site of Borough Importance for Nature Conservation (SINC).

5.3 Hoblingwell Wood Recreation Ground is classified as 'Urban Open Space' (UOS) according to Policy 55 of the Local Plan.

5.4 According to the Local Plan, proposals for built development in Urban Open Space (UOS) will be permitted only under the following circumstances:

- The development is related to the existing or allocated use (in this context, neither residential nor indoor sports development, other than sports development related to educational use on the site, will normally be regarded as being related to the existing use); or
- The development is small scale and supports the outdoor recreational uses or children's play facilities on the site; or
- Any replacement buildings do not exceed the site coverage of the existing development on the site.

5.5 Subject to the clauses above, where built development is involved; the Council will weigh any benefits being offered to the community, such as new recreational or employment opportunities, against a proposed loss of open space. In any case, the scale, siting, and size of the proposal should not unduly impair the open nature of the site.

## **6 FINANCIAL IMPLICATIONS**

6.1 See Part 2 (Exempt) information.

## **7 LEGAL IMPLICATIONS**

7.1 This report seeks to award (i) a Multi-Disciplinary contract to the bidder named in the Part 2 report for a period of three years at a value of £865,000 and (ii) a Project Management and Employers Agent contract to the bidder named in the Part 2 report at a value of £129,500. Both these contracts have been awarded via the NHS Shared Business Services Healthcare Planning Construction Consultancy and Ancillary Services Framework (Lots 7 and 2 respectively).

7.2 The Housing Act 1985 governs the Council's responsibility to review housing needs, provide housing, develop and appropriate land. In addition, the Council has both an implied and a specific power under section 111 of the Local Government Act 1972 to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of

any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

- 7.3 Both of these contracts are services contract for the purposes of the Public Contract Regulations 2015 (the Regulations). One contract is above the current financial threshold (£214,904) and the other one below the financial threshold which would normally require a full Find a Tender advertisement which complies with the Regulations.
- 7.4 Procurement have confirmed that a compliant Framework Agreement was used to procure both these services as permitted under Regulation 33. The services have both been procured by way of a mini competition as provided for by the Framework Agreement. The use of Framework Agreements internally is governed by CPR 3.5 and all CPRs appear to have been followed in making use of this Framework.
- 7.5 Legal Services have been instructed in this matter and will continue to assist where necessary and to the conclusion of the contractual documentation.

## **8 PROCUREMENT IMPLICATIONS**

- 8.1 This report seeks to award a contract for multi-disciplinary services for a period of three years with, a value of £865,000, via the NHS Shared Business Services Healthcare Planning Construction Consultancy and Ancillary Services Framework - Lot 7 - Multidisciplinary Services. The Council is able to make use of the Framework and has been properly included on the Contract Notice.
- 8.2 This process has been carried out within the guidelines of the framework. A call off contract duration of this duration is permitted under the terms of the framework. For each requirement, an order form and template call off contract must be completed.
- 8.3 As the contract value is over £30,000 including VAT, an award notice will need to be published on Contracts Finder, and, as the contract value is over the thresholds set out in the PCR 2015, a Find A Tender award notice must be published.
- 8.4 This report also seeks to award a contract for project management and employer's agent services for a period of three years with, a value of £129,500, via the NHS Shared Business Services Healthcare Planning Construction Consultancy and Ancillary Services Framework - Lot 2 -Project Management. The Council is able to make use of the Framework and has been properly included on the Contract Notice.
- 8.5 This process has been carried out within the guidelines of the framework. A call off contract duration of this duration is permitted under the terms of the framework. For each requirement, an order form and template call off contract must be completed.
- 8.6 As the contract value is over £30,000 including VAT, an award notice will need to be published on Contracts Finder.
- 8.7 A voluntary standstill period will need to be observed for both contracts.
- 8.8 The Council's Contract Procedure Rules require the following for authorising an award via a framework for a contract of this value; the Approval of the Portfolio Holder, with agreement by the Chief Officer, the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance to be obtained. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.

8.9 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.

## 9 CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

- 9.1 Both winning providers committed to delivering the following social value initiatives as part of their package of work
- 9.2 The Multi-Disciplinary Team winning bidder would provide work experience placements, training opportunities for LBB staff, attend school workshops and support local small/medium enterprises.
- 9.3 The PM and EA winning bidder advised they would also provide student work placements in the local area, attend career fairs and school/college workshops and commit to staff volunteering with local organisations.

## 10 IMPACT ON BROMLEY'S ECONOMIC DEVELOPMENT

- 10.1 A high quality and varied housing supply is a critical enabler for Bromley's future economic growth. The Bellegrove Housing Development's proposed affordable housing provision would make a key contribution to this offer and will contribute to sustainable economic development and deliver a range of economic benefits to the community.

## 11 WARD COUNCILLOR VIEWS

- 11.1 All Ward Councillors have been updated with the progress, and one ward Councillor responded to advise their support for the project.

<b>Non-Applicable Headings:</b>	Impact on Health and Wellbeing, Customer Impact, Personnel Implications, Property implications
Background Documents: (Access via Contact Officer)	Housing Delivery Update, September 2023, HPR2023/051

Report No.  
HPR2024/011

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** EXECUTIVE

**Date:** For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS Committee on 14 March 2024

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

**Title:** LIBRARY REPAIR WORKS PROGRAMME

**Contact Officer:** Lydia Lee, Assistant Director Culture and Regeneration  
Tel: 020 8313 4456 E-mail: lydia.lee@bromley.gov.uk

**Chief Officer:** Director of Housing, Planning, Property and Regeneration

**Ward:** All Wards

---

1. Reason for decision/report and options

- 1.1 To provide an update on the library repair works programme, and to request authority to both proceed to tender, and award contracts, for works at four further library sites: Mottingham, Chislehurst, Burnt Ash and Orpington.

---

2. RECOMMENDATION(S)

2.1 That the Renewal, Recreation and Housing PDS Committee:

- 1) Notes the contents of the report.

2.2 That the Council's Executive:

- 1) Agrees to proceed to a closed tender for the works contracts for Mottingham Library, Chislehurst Library, Burnt Ash Library and Orpington Library at an estimated total value split across two contracts of £4m; and,
- 2) Agrees to delegate authority to the Director of Housing, Planning, Property and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to award the two works contracts at estimated values of £1.4m (Burnt Ash and Chislehurst) and £2.6m (Mottingham and Orpington) as long as the winning tenders are affordable within the Operational Property Review library programme budget.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The library service is free to access and available to all.
- 

### Transformation Policy

1. Policy Status: Not Applicable
  2. Making Bromley Even Better Priority:
    - (1) 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.
    - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
    - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: £4m
  2. Ongoing costs: Non-Recurring Cost
  3. Budget head/performance centre: OPR libraries budget
  4. Total current budget for this head: £11.016m
  5. Source of funding: Capital receipts
- 

### Personnel

1. Number of staff (*current and additional*): 1 FTE
  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: N/A
- 

### Property

1. Summary of Property Implications: N/A
- 

### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Grant funding is being sought to bring forward more sustainable energy provision.
- 

### Impact on the Local Economy

1. Summary of Local Economy Implications: Investment across the borough will have a positive economic impact, as will access to information for residents.
- 

### Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: N/A
-

### Customer Impact

1. Estimated number of users or customers (*current and projected*): The ONS mid-2022 population estimate for London Borough of Bromley was 329,578 people. There were 33,486 registered library members who used their library card to borrow an item in a Bromley library in 2023 representing 10.2% of the population of the Borough. This is a 7% increase on 2022 figures.
- 

### Ward Councillor Views

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

### **3. COMMENTARY**

#### Library Repair Programme

- 3.1. A report was taken to the June 2023 RRH PDS on the library works programme which is part of the Operational Property Review. Report number HPR 2023/035. A further report was taken to the September 2023 RRH PDS and Executive meetings which approved proceeding to procurement and awards of contract for the consultancy services, Southborough Library works and Beckenham Library works. Report number HPR2023/050. These reports provide full background details for this scheme of work.
- 3.2. Following the approval of the report recommendations, officers went out to tender and awarded the contract for the consultancy contract to prepare the works specifications for the repair works to nine of the borough's 14 libraries.
- 3.3. The libraries included in the works programme are: Beckenham, Burnt Ash, Chislehurst, Hayes, Mottingham, Orpington, Penge, Petts Wood and Southborough.
- 3.4. As set out in the previous reports the following libraries are not included: Biggin Hill (Mytime Active is responsible for the maintenance of this site), Shortlands (Property is currently monitoring seasonal subsidence at this site), St Paul's Cray (repair works are already complete), West Wickham (subject to a separate redevelopment currently underway) and Central Library (this site is being considered separately).
- 3.5. For the recent 3-month period November 2023 to January 2024, since its relaunch in August 2023, St Paul's Cray Library & Community Support Centre has seen a 137% increase in visitors to the site compared to the previous January, and the library saw a 6.6% increase in items issued. This compares favourably to the rest of the library services which saw a smaller 4.5% and 4.7% increase (excluding online-only services) in the same time period.

#### Grant Funding

- 3.6. Officers continue to seek grant funding to bring forward additional improvements above and beyond the building repairs funded by the Council. So far £98,380 in grant funding has been secured from Arts Council England. This grant funding will enable the purchase of state of the art IT facilities, which can move around libraries and offer better access and facilities to customers and help the digitally disadvantaged.

#### Appointment of consultancy team

- 3.7. Ingleton Wood were appointed in November 2023 to provide multi-disciplinary services to support the delivery of the Library works programme. The procurement of this contract took significantly longer than planned and has caused programme delays.
- 3.8. Following a review of the original condition surveys and discussions with the librarians, the works specification for repairs at Southborough Library was produced at the end of 2023, and a closed tender procurement process was undertaken. Four tenders were received, and KJ Evans has been appointed (subject to the standstill period at the point of writing this report), at a fixed contract price of £510,034.03. This is within budget for this site. In tandem a planning application was also submitted, this was required due to the replacement of some windows. The unforeseen planning process at this site has also contributed to programme delays.
- 3.9. A notice of closure for Southborough Library was posted on 20/02/2024, providing the statutory 28 days' closure notice for Bromley residents, GLL Ltd and frontline staff. Works are therefore planned to begin at Southborough in late March, and the programme is expected to last 16 weeks, reopening in summer 2024.



- 3.10. Ingleton Wood are now in the process of preparing the works tender documentation for Beckenham Library. The works tender is planned to go live in March. A temporary library will be provided close-by during the closure of Beckenham as set out in the previous reports.
- 3.11. As with the repairs delivered at St Paul's Cray and those in the process of delivery at Southborough Libraries, the works tenders for the remaining sites including Beckenham will be based on the findings of the original condition surveys.
- 3.12. Following the Beckenham tender the following works timetable sets out the order in which the library works will now be undertaken and the estimated dates for site closures whilst the repairs are made.
- 3.13. This programme has been adjusted to speed up delivery, given that the programme is behind the original planned schedule. The programme is still due to be completed by the end of 2025. The next two works tenders will be published as pairs to speed up the procurement process. Burnt Ash and Chislehurst will be tendered as one works contract, and Mottingham and Orpington will be tendered as one works contract
- 3.14. Burnt Ash & Chislehurst and Mottingham & Orpington have been paired together to allow a quicker procurement process. Pairing smaller and larger libraries together has been done to create a more economically attractive and manageable parcel of work for bidders, taking into account the geographical spread of the sites, as outlined in previous reports.
- 3.15. The procurement approach to the works contracts for both Burnt Ash & Chislehurst and Mottingham & Orpington will be a closed tender process to ensure that contractors bidding for the works are sufficiently experienced in working on libraries and similar community spaces. Market engagement has been undertaken to identify four contractors with relevant experience, who will be asked to bid for the two upcoming contracts. If necessary, Officers may invite two further contractors to bid for the works, dependent on their relevant experience. A closed tender process allows the bidders to be warmed up in advance and notified of the tender publication date, this enables a faster process than an open tender. It also reduced the time required for evaluation as the number of bids is reduced. A framework route is not being undertaken as a suitable works framework has not been identified for this programme. The price quality split for evaluation will be 60/40 with detailed award criteria to be finalised as per the timetable in 3.16 based on the method statements and weightings used for similar tenders.
- 3.16. Preparation of the necessary procurement documents will commence approximately five months ahead of the estimated works period, ensuring sufficient time to collate the scope of works based on the original condition surveys. The preparation of the tender documents for Burnt Ash & Chislehurst will begin in March 2024, and the preparation for Orpington & Mottingham will begin in July 2024. The closed tender will be issued to bidders approximately ten weeks ahead of the estimated works period, allowing four weeks for tenderers to prepare their bids, and a further six weeks for evaluation, clarifications and award of contract. The tender for Burnt Ash & Chislehurst would be issued in June 2024, and the tender for Orpington & Mottingham would be issued in September 2024. This timeline will enable momentum to be maintained throughout 2024 and into 2025, ensuring works can be completed by the end of 2025.
- 3.17. Delegated authority of award of contract is sought to be able to keep up the speed of works. If officers are required to return to committee to award contracts, it will slow down the delivery timetable further.

	<b>Library name</b>	<b>Estimated Works Period</b>
1	Southborough	Mar 24 – Jul 24
2	Beckenham	May 24 – Feb 25
3	Burnt Ash	Aug 24 – Dec 24
4	Chislehurst	Oct 24 – Jul 25
5	Orpington	Dec 24 – Sep 25
6	Mottingham	Feb 25 – Jun 25
7	Petts Wood	Apr 25 – Aug 25
8	Penge	Jun 25 – Oct 25
9	Hayes	Aug 25 – Dec 25

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

4.1 The Library works programme will have a positive impact on vulnerable adults and children. Libraries are a statutory service and are free to access. Libraries support learning, training, wellbeing and access to information on housing and other services.

#### **5. TRANSFORMATION/POLICY IMPLICATIONS**

5.1 The repair programme will as far as possible provide opportunities for better, more intensive use of the library estate, including through the colocation of services. At St Paul’s Cray the library building now also hosts the local Community Support Centre.

#### **6. FINANCIAL IMPLICATIONS**

6.1 The paper requests approval to tender for the works contracts for Mottingham Library, Chislehurst Library, Burnt Ash Library and Orpington Library at an estimated total value split across two contracts of £4m.

6.2 This will be funded from the capital programme –as part of the Operational Property Review, which was approved by the Executive in January 2023.

6.3 The total approved budget in the capital programme for the libraries works is £11.016m. There is therefore sufficient budget within the capital programme to meet the cost of this contract and any contingency required, and so there should be no impact to the revenue budget from this contract award.

#### **7. LEGAL IMPLICATIONS**

7.1 This report seeks approval to;

- Proceed to tender for the libraries works contracts at estimated values of £1.4m (Burnt Ash and Chislehurst) and £2.6m (Mottingham and Orpington)
- Delegate authority to the Director of Housing, Planning, Property and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to award the two works contracts at estimated values of £1.4m (Burnt Ash and Chislehurst) and £2.6m (Mottingham and Orpington) as long as the winning tenders are affordable within the Operational Property Review library programme budget.

7.2 The Council has a duty under Section 7 of the Public Libraries and Museums Act 1964 to provide a “comprehensive and efficient” public library service, in particular that “facilities are available” and “encouraging adults and children to make full use of the library”. The Council has

both an implied and a specific power under section 111 of the Local Government Act 1972 to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

- 7.3 These are works contract, and the values fall below the thresholds set out in the Public Contracts Regulations 2015 (the Regulations) so the procurements are only subject to Part 4 of the Regulations. Any procurement must still comply with procurement principles of transparency and equal treatment.
- 7.4 For contracts of this value, a minimum of three written tenders must be obtained in accordance with 8.2.1 of the Council's Contract Procedure Rules (CPR's).

## **8. PROCUREMENT IMPLICATIONS**

- 8.1 This report seeks approval to proceed to tender for the libraries works contracts at estimated values of £1.4m (Burnt Ash and Chislehurst) and £2.6m (Mottingham and Orpington) as well as grant delegated authority to the Director of Housing, Planning, Property and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to award the subsequent contracts as long as the winning tenders are affordable within the Operational Property Review library programme budget.
- 8.2 This is a works contract, and the value of these procurements fall below the thresholds set out in Part 2 of the Public Contracts Regulations 2015, so is only subject to Part 4 of the Regulations.
- 8.3 However, 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.
- 8.4 It is noted that the Orpington and Mottingham procurement is due to be published in September 2024. If this was to be delayed until October 2024, new legislation (the Procurement Act 2023) may apply, introducing new procurement considerations.
- 8.5 The report requests that the contracts are procured via a closed (invitation only) procedure amongst 4-6 suppliers identified by the commissioner for their expertise. As such, this report also seeks permission to deviate from section 8.2.1 of the Council's Contract Procedure Rules, whereby contract opportunities of this value should be advertised publicly via Contracts Finder.
- 8.6 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 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.
- 8.7 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.
- 8.8 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.

## 9. PROPERTY IMPLICATIONS

- 9.1 The scope of works for the procurement of the main contractor and contract award should take into consideration all items noted in the Condition Survey of each building and associated external works that are noted as being in a poor or bad condition, whilst a view can be taken on items that are noted as falling into a poor condition within the next 10 years. As part of the Consultants commission a Planned Preventative Maintenance Plan should be produced upon completion of the works as this will enable the Council to plan and budget for its future investment to maintain the buildings.
- 9.2 The delivery programme for each library should allow for all necessary approvals to be in place prior to the works commencing.
- 9.3 In accordance with the lease between the Operator and council, a licence to access will need to be in place before works commence to each building

## 10. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

- 10.1 The repair programme will improve the energy efficiency of the library buildings. Grant funding will be actively sought to fund renewable energy sources. As part of the tenders for the consultancy contract a scored quality question was included on social value.

## 11. IMPACT ON THE LOCAL ECONOMY

- 11.1 The repair of the libraries, given their geographical spread and number, will have a positive impact on wider regeneration across the borough.

## 12. CUSTOMER IMPACT

- 12.1 The ONS mid-2022 population estimate for London Borough of Bromley was 329,578 people. There were 33,486 registered library members who used their library card to borrow an item in a Bromley library in 2023 representing 10.2% of the population of the Borough. This is a 7% increase on 2022 figures.
- 12.2 CIPFA's Public Library Statistics reported Bromley Libraries to have issued the most books of all participating London boroughs for the 2022-23 period, with 1,367,204 total books being issued across the borough's libraries in the year.

<b>Non-Applicable Headings:</b>	Personnel implications; impact on health and wellbeing; and ward councillor views
Background Documents: (Access via Contact Officer)	[List any documents used in preparation of this report - Title of document and date]

Report No.  
HPR2024/010

## London Borough of Bromley

### PART ONE - PUBLIC

---

**Decision Maker:** EXECUTIVE AND FULL COUNCIL

For pre-decision scrutiny by the Renewal, Recreation and Housing Committee on 14 March 2024

**Date**  
Executive: 27 March 2024  
Full Council: 8 July 2024

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

**Title:** PROVISION OF AFFORDABLE HOUSING IN WEST WICKHAM

**Contact Officer:** Alicia Egan, Head of Regeneration  
Tel: 020 8313 4559 E-mail: Alicia.Egan@bromley.gov.uk

**Chief Officer:** Director of Housing, Planning, Property and Regeneration

**Ward:** West Wickham

---

1. Reason for decision/report and options

- 1.1 This report is recommending to the Executive that the West Wickham Housing Scheme is developed and funded as a fully socially rented housing scheme, note that this amends the previously agreed scheme, which was a mix of affordable and private, approved in February 2023 (report no. HPR 2023/009)
- 

2. **RECOMMENDATION(S)**

2.1 **That the Members of the RRH PDS: -**

- 1) **Note the contents of this report and make any comments available to the Executive.**

2.2 **That the Members of the Executive and Full Council: -**

- 1) **Approve the Capital Investment for the delivery of 26 new homes, on the basis that all homes will be held for affordable housing, on the assumption the increase of GLA grant is approved. Noting this requires £4,717k of external borrowing for the Council (as detailed in section 6 of this report). If the revised GLA grant is not received, the scheme will remain as was previously agreed;**
- 2) **Approve an additional revenue contribution of £244k to part-finance the capital costs of the Library element of scheme, as detailed in section 6 of this report. Provision for this sum will be identified in central contingency as part of the 2023/24 revenue budget outturn (see also Q3 2023/24 Revenue budget monitoring report on agenda for this meeting of Executive);**

- 3) Approve required changes to be submitted via a planning variation; and,
- 4) Accept any additional grants in relation to this scheme.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: If this scheme is delivered, vulnerable children and adults will be supported through the provision of an improved library and the provision of affordable housing that is suitable for individuals and families.
- 

## Transformation Policy

1. Policy Status: Existing Policy:
  2. Making Bromley Even Better Priority:
    - (1) 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.
    - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
    - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
- 

## Financial

1. Cost of proposal: Estimated Cost: £13,600k approved capital programme budget
  2. Ongoing costs: Net savings of £31k per annum
  3. Budget head/performance centre: West Wickham capital budget
  4. Total current budget for this head:£13,600k
  5. Source of funding: GLA grant, Section 106 contributions, long-term external borrowing, capital receipts, earmarked reserves, revenue contribution and UKSPF funding allocation.
- 

## Personnel

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

## Legal

1. Legal Requirement: Non statutory Requirement.
  2. Call-in: Applicable.
- 

## Procurement

1. Summary of Procurement Implications: N/A
- 

## Property

1. Summary of Property Implications: See para 9
- 

## Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: N/A
-

### Customer Impact

1. More affordable homes in Bromley at affordable rent level. Affordable rent is set at the lowest rent level available.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Two of the ward Councilors confirmed they were happy with the conversion of the development to fully affordable given the need for more affordable homes.



### **3. COMMENTARY**

- 3.1. Following an options appraisal presented to Members in November 2021 (report no HPR 2021/059) the Council approved the provision of 26 new homes to be built in an underutilised car park in West Wickham to the rear of the library, 14 of which were to be for affordable housing. Following planning permission being sought and granted in April 2022, and a tender for the works contract, an updated report in February 2023, approved funding of £9,641k to the Capital programme for the development of the housing and the library in West Wickham. This approval included a GLA grant of £148k per affordable home. The total capital financing required by the Council was based on 12 of the 26 residential units being sold privately, which were deigned to yield circa £4m towards the costs of the development. Given the ongoing and increasing housing pressures, combined with the rising costs of temporary accommodation to the Council, officers have reviewed this position, and this report sets out proposals to retain the 12 housing units originally to be sold for much needed affordable housing.
- 3.2. Construction on the site commenced in March 2023 and the 26 homes are now being built. There have been some delays on the works; firstly, TFL works that delayed access, a substation requirement as well as additional surveys for the road adoption. Following these delays the homes are now due for completion in January 2025, with handover to the housing team for tenanting by February 2025.
- 3.3. In the time since the scheme was originally approved, housing pressures have increased; combined with the increased costs of temporary accommodation, and like many Councils across the country the shortage of housing is having significant budgetary pressures for the Authority. Therefore, the savings that can be made from retaining the 12 residential homes for affordable housing, is now more favourable than the £4m originally being sought from the private market sales.
- 3.4. Temporary accommodation costs have increased to nearly £10k per annum per household. Given that this scheme is on site, with contracts already in place, there is a considerably lower risk of further costs inflation, and so the opportunity to maximise the savings of TA costs can be realised quickly. It should also be noted that in the current climate the previously estimated private sales may be at risk of now being fully realised. This is set out in more detail in section 6.

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

- 4.1. Delivery of the scheme supports vulnerable children and adults through the provision of increased affordable housing that is suitable for individuals and families.

### **5. TRANSFORMATION/POLICY IMPLICATIONS**

- 5.1. The project contributes to the Corporate Strategy to Make Bromley Even Better. It will meet the following objectives:
- 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.
  - For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
  - For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
  - To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 5.2. The housing element of the project will contribute to the Council and borough housing targets as set out in the Housing Strategy and the new London Plan.

5.3. The project will contribute to delivery of the Regeneration Strategy.

## 6. FINANCIAL IMPLICATIONS

6.1 This report is recommending to the Executive that the West Wickham scheme is now a fully socially rented housing scheme, with no private sale units. This amends aspects of the scheme previously approved by Executive in February 2023 (report no. HPR 2023/009). The revised scheme will now comprise 26 social housing units, compared to the previous assumption of there being 14 social units and 12 units delivered for private sale.

6.2 The changes to the Financing of the scheme are set out in the table below:

	Report to Exec Feb 2023 (HPR2023/009)				Revised March 2024			
	Library	Private Sale	Social Hsg	Total	Library	Private Sale	Social Hsg	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Total cost</b>	<b>4,813</b>	<b>4,042</b>	<b>4,745</b>	<b>13,600</b>	<b>3,927</b>	<b>0</b>	<b>9,673</b>	<b>13,600</b>
<b>Financed by</b>	-				-			
GLA grant			1,960	1,960			4,600	4,600
S106			356	356			356	356
External Borrowing			2,429	2,429			4,717	4,717
UKSPF grant	1,226			1,226	1,226			1,226
Private sale receipts	1,130	4,042		5,172	0	0		0
Capital receipts	1,386			1,386	1,386			1,386
Earmarked reserves	1,071			1,071	1,071			1,071
Additional capital contribution (Library)	0			0	244			244
	<b>4,813</b>	<b>4,042</b>	<b>4,745</b>	<b>13,600</b>	<b>3,927</b>	<b>0</b>	<b>9,673</b>	<b>13,600</b>

6.3 The total cost remains at £13,600k, however the cost of delivering the Library element of the scheme is now expected to be £886k less than estimated in February 2023, with a corresponding increase to the Housing element of the scheme.

6.4 There will now be no financing through private sale income, which was previously forecast to deliver £5,172k of capital receipts. The increased funding requirement is being met by total GLA grant of £4,600k (an increase of £2,640k), External Borrowing of £4,717k (an increase of £2,288k), and an additional capital contribution of £244k towards the Library. The additional capital contribution of £244k will be provided for from central contingency as part of the 2023/24 revenue budget outturn (see also Q3 23/24 Revenue Budget monitoring report on the agenda for 27 March 2024 meeting of Executive).

6.5 The indicative financial appraisal of the revised scheme to deliver 20 x 1 bed and 6 x 3 bed affordable units is set out below:

	£'000
<b>Total cost</b>	<b>9,673</b>
Financed by:	
GLA grant	-4,600
S106	-356
<b>Net borrowing requirement</b>	<b>4,717</b>

- 6.6 With a net borrowing requirement of £4,717k, the scheme would be expected to deliver an initial net cost of £227k per annum. Once factoring in the savings on the current rates being paid for placing households in temporary accommodation, this becomes a net benefit of £31k per annum, which improves in subsequent years. Including savings on temporary accommodation, the revised scheme has an indicative Net Present Value over 40 years of £4,065k. This is subject to any change in assumptions around external financing costs, rental yields, temporary accommodation, and management costs.
- 6.7 As a comparison, if 12 units were still earmarked for private sale, there would be a lower net borrowing requirement (£2,599k) and a lower initial net cost per annum after financing (£121k). However, once temporary accommodation savings are factored in, this produces a lower initial net benefit per annum (£9k) and a lower net Net Present Value over 40 years of £2,021k. This comparison is set out in the table below:

	26 social units	14 social, 12 private sale
	£'000	£'000
Total build costs	£9,673	£9,673
CIL costs	£0	£170
Land appropriation value	£0	£0
GLA grant	-£4,600	-£1,960
S106 & BLRF grant used	-£356	-£356
Private sale income	£0	-£4,928
<b>Capital financing requirement</b>	<b>£4,717</b>	<b>£2,599</b>
<b>Initial net cost after financing</b>	<b>-£227</b>	<b>-£121</b>
<b>Initial net benefit after TA savings</b>	<b>£31</b>	<b>£9</b>
<b>NPV 40 years including TA savings</b>	<b>£4,065</b>	<b>£2,021</b>

- 6.8 It must also be noted that whilst the financial modelling indicates a financial benefit to the Council from making the change to 100% social housing, the Council is foregoing forecast capital receipts of £5,172k on the sale of private rented units (of which £244k would be required to part-finance the library element of the scheme). However, the increased number of social housing units will provide an on-going income to the Council and help to alleviate pressure on the temporary accommodation budget and will enable a higher level of grant funding from the GLA to contribute towards capital costs.

## 7. PERSONNEL IMPLICATIONS

- 7.1. There are additional project management costs within this the regeneration team as a result of the over run of the project, but these will be contained within the budget.

## 8. LEGAL IMPLICATIONS

- 8.1. This report requests members approve amending the West Wickham Housing Scheme in order that all 26 new homes are provided as fully socially rented accommodation rather than selling 12 of those units for private sale. This is on the basis that there will be an increase in the GLA grant. If the revised GLA grant is not received, the scheme will remain as previously agreed.
- 8.2 The Council has various statutory powers to provide, maintain and improve housing under the Housing Act 1985. There is also a duty under section 193 of the Housing Act 1996 to provide

accommodation to those in the borough who are homeless, eligible for assistance and have a priority need.

## 9. PROPERTY IMPLICATIONS

- 9.1. This report seeks approval for all 26 new build homes being delivered as part of the scheme to be Affordable social rent. This is a change from the original intention of 12 new build homes being for private sale. The proposals for the library remain unaffected. The decision to change the tenure of the 12 private sale to affordable is being driven by the escalating costs to the Council of Temporary Accommodation and a lack of supply of affordable homes to mitigate this.
- 9.2. Construction on site commenced in March 2023 and the Council will need to satisfy itself that the design and layout of what were intended to be private homes can be adapted as necessary to meet the Councils Affordable Housing requirements as well as those of the GLA from a funding perspective.
- 9.3. The properties will be handed over to the Councils Housing Management Agent at completion. The financial appraisal takes into consideration management costs which have increased since last reported.
- 9.4. Strategic Property will work with the Councils Housing Management Agent and the wider Council to develop\implement Asset Management Strategy, subject to the necessary approvals. There will also need to be future consideration given to resource implications as part of the agreement of the Asset Management Strategy

## 10. CUSTOMER IMPACT

- 10.1. The delivery of affordable housing will benefit Bromley households that are currently in temporary accommodation. The change in proposed mix, will provide a direct and positive impact for residents given that there will be 12 more properties available at affordable rent for local people.
- 10.2. The adoption of the service road will improve access for new and existing residents, as well as local businesses which utilise the road.

## 11. WARD COUNCILLOR VIEWS

- 11.1. Ward Cllrs were consulted on the proposals in this report, and given the additional affordable homes combined with the longer term savings to the general fund through Temporary Accommodation were supportive.

<b>Non-Applicable Headings:</b>	Procurement implications
Background Documents: (Access via Contact Officer)	HPR2021/059, PROVISION OF HOUSING AND LIBRARY IMPROVEMENT WORKS IN WEST WICKHAM TOWN CENTRE, November 2021  HPR2022/057, UK SHARED PROSPERITY FUND (UKSPF) – BOROUGH ALLOCATION, November 2022

Report No.  
HPR2024/009

## London Borough of Bromley

### PART ONE - PUBLIC

---

**Decision Maker:** **RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

**Date:** **Thursday 14 March 2024**

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

**Title:** **LOCAL LONDON ANNUAL UPDATE**

**Contact Officer:** Daniel Murray, Head of Economic Development  
Tel: 020 8313 3108    E-mail: daniel.murray@bromley.gov.uk

**Chief Officer:** Director of Housing, Planning, Property and Regeneration

**Ward:** All Wards

---

1. Reason for decision/report and options

To update the Renewal, Recreation and Housing Policy Development and Scrutiny Committee (RRH PDS) on the London Borough of Bromley's Local London sub-regional partnership membership.

---

2. **RECOMMENDATION**

2.1 **For the Renewal, Recreation and Housing PDS Committee to note the content of the report.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Significant positive impact on Vulnerable Adults for example through employment support.
- 

### Transformation Policy

1. Policy Status: Existing Policy
  2. Making Bromley Even Better Priority:
    - (1) 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.
    - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
    - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
    - (4) For residents to live responsibly and prosper in a safe, clean and green environment great for today and a sustainable future.
    - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: N/A
  3. Budget head/performance centre: Local London
  4. Total current budget for this head: £50k per annum
  5. Source of funding: General Fund
- 

### Personnel

1. Number of staff (*current and additional*): 4 staff at bi-monthly/quarterly partnership meetings
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable: No Executive decision.
- 

### Procurement

1. Summary of Procurement Implications: None
- 

### Property

1. Summary of Property Implications: None
- 

### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: A key focus of Local London is Sustainability as a cross cutting theme through all activities undertaken.
- 

### Impact on the Local Economy

1. Summary of Local Economy Implications: Business support and growth are key areas of support from the Local London partnership.
-

### Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: UK Shared Prosperity Fund (SPF) People and Skills Investment Priority focused on individuals furthest from the labour market, therefore, of significant relevance from a health and wellbeing perspective.
- 

### Customer Impact

1. Estimated number of users or customers (*current and projected*): All residents and businesses.
- 

### Ward Councillor Views

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

### 3. COMMENTARY

#### Background

- 3.1 London's Sub-Regional Partnerships (SRPs) bring local authorities, businesses, anchor institutions (including Higher & Further Education) and communities together on economic development programme delivery. Economic development funding is often devolved and administered by SRPs which serve to 'bridge the gap' between local authorities and regional government (the Greater London Authority). London has four SRPs: West London Alliance (covering West London); South London Partnership (covering Southwest London); Central London Forward (central London) and Local London (East focused including Southeast and Northeast).
- 3.2 As per report (HPR2023/008), the London Borough of Bromley's Executive approved the Council joining Local London and signing the Inter Authority Agreement (IAA) for the Local London SRP. The IAA established joint arrangements with the Local London Authorities including the formation of a Joint Committee (attended by the Council's Portfolio Holder for Renewal and Recreation with delegated authority to make decisions where there is no direct implication for LBB finances) and approved an annual membership fee, £50k per annum, for the duration of Bromley's current membership (2022-2025).

#### Local London

- 3.3 Founded in 2016, Local London is a sub-regional partnership of nine boroughs, specifically: Barking and Dagenham, Bexley, Enfield, Greenwich, Havering, Newham, Redbridge and Waltham Forest and Bromley. Representing around 2.6 million residents and 100,000 businesses (larger than cities of Birmingham, Manchester and Liverpool combined), Local London champions the sub-region to ensure it responds to a set of mutual issues and challenges, and benefits from existing and emerging opportunities.
- 3.4 The Local London plan 'Towards 2026' provides a Framework for the SRP's delivery and sets out an ambitious vision for the future of the sub-region achievable through strong collaboration, partnership and a strong focus on people, place, and sustainability. The Plan identifies Local London's core ambition: providing a strong voice and maximising investment into the sub-region.
- 3.5 The document also summarises the benefits of Local London as follows:
- A stronger voice both in dealings with London Government bodies and Central Government as well as private sector investors
  - A platform to champion common issues that need amplifying with a focus on inclusive growth and the promotion of the sub-region to public and private investors to serve as a catalyst for inward investment
  - A strong focus on fundraising and income generation capacity for partners organisations; for example, bidding for grants or other support which will benefit Borough partners and improve outcomes for people living and working in the sub-region
  - Provision of data and analysis into the needs of Bromley and the rest of the sub-region to influence effective policies for places and people to support the development of Northeast and Southeast London



## Economic Development Delivery

3.6 Specific examples of economic development delivery undertaken since Bromley joined Local London, and **only possible because the Council joined the SRP**, include the following:

- **Strategic Infrastructure Fund (SIF)** – As per Report HPR 2023/033, and as part of Bromley’s Digital Infrastructure Work Plan (see Report No DRR 20/017), Bromley’s Economic Development team in partnership with Local London, secured £938k of SIF funding from the GLA and Transport for London (TfL). This c£1m investment opportunity was only available to the borough because of the Council’s membership of Local London SRP. It is funding a Works Funded by Grant (WFbG) programme which will enable the Council to deploy new dark fibre anchored at key sites across Bromley (including the borough’s library network, CCTV sites and a waste recycling depot). The connections to the libraries will both improve digital access at the library sites for the benefit of the service and residents using the on site ICT facilities; as well as being an anchor site to enable further connection to nearby sites.
- SIF has also leveraged additional investment from the providers (Boldyn/ITS) who have committed match funding of £450k to enable additional iSP/digital overlay services for commercial use by Bromley’s residents and businesses; this will deliver additional free connection fees (normally costing £1.5k per business) for c120 businesses within 250m – 1.7km of the new dark-fibre network. This new network investment is also expected to stimulate additional provision to residential and business premises by leveraging investment from the telecoms sector (i.e. ISPs or existing service/channel partners).
- In total, the SIF WFbG will deliver over 50km of new fibre infrastructure and new full-fibre broadband connectivity to Bromley’s five renewal areas (Bromley Common, Crystal Palace & Penge, Mottingham, Ravensbourne & Plaistow and the Cray Valley) and three economic growth / strategic areas (Bromley Town Centre, Crays Business Corridor and Biggin Hill Airport). The SIF WFbG has commenced delivery with a maximum delivery period of 10 months (ending in December 2024).
- **UK Shared Prosperity Fund (SPF) People and Skills Investment Priority** – As per Report HPR 2023/040, the London Borough of Bromley in partnership with Local London, secured a total allocation of £734k of UKSPF grant funding to be used in the delivery of employment and skills projects in Bromley. This represented 100% additional investment to the borough only possible due to the borough’s membership of Local London SRP. It also addressed a delivery gap in the Council’s economic development service (i.e. support for residents furthest from the labour market) and created a delivery mechanism for effective use of future employment and skills funding post UKSPF. The Bromley People and Skills SPF programme consists of three strands delivered by a variety of internal/external partners:
  - The Good Work Bromley Exchange (£309k) – which has established the Borough’s first Employment and Skills Centre, at LSEC’s Orpington Campus, to support economically inactive Bromley residents to transition into employment, education, or training.
  - Supporting Care Leavers into Employment (£212k) – to support young care leavers to establish meaningful connections, build a strong peer-community network and find the confidence and support needed to move into sustainable employment, training, and education.
  - SEND Programme (£213k) – embedding a sustainable SEND employment offer to support the region’s young adults, aged 16-25 with additional needs into internships, employment, and training by the end of the funding period. This is of particular importance to Bromley given the rise in number of Education, Health, and Care Plans (EHCP) issued in the borough. The latest figures show 560 EHCPs were issued between January to December

2023 an increase of 35 per cent from the previous 12 months, bringing the total number of Bromley children and young people with an EHCP to 4,143 at the end of December 2023 (Source: Bromley SEND Governance Board: Performance Report Update (February 2024)).

- The programme officially launched on 23 January 2024 and will operate till March 2025 delivering a range of employment programme outputs and outcomes, including helping over 200 economically inactive people engage with key worker support and over 30 individuals into employment, including self-employment.
- The London E-Business Support Programme –Bromley businesses can now take advantage of a fully-funded package of support including: 121 expert advice, guidance, webinars, and events, which is specifically aimed at helping small business owners across London make better use of digital technology to enhance their online presence; attract more customers; increase sales and improve their business operations. This programme will run until March 2025.

Finally, the Council, working with Local London SRP, has an outstanding funding submission for an additional employment support programme: 'Universal NEET' which will support young people aged 16 to 24 who are not in education, employment, or training (NEET) and are more ready to engage with the 'Universal' offer and achieve employment, education, or training outcomes. If successful, this would leverage a further £132k of funding into the borough.

#### Summary of Local London Impacts

3.7 Since joining Local London in December 2022, the London Borough of Bromley has secured significant benefits from the capital's fastest growing sub-region, specifically these include:

- Funding leverage and project outcomes – To date the Council has leveraged £2.1m of investment to date which represents a ratio of 14.1 (this does not include the potential additional £132k) against the cost of Local London membership (£150k) between 2022-23 to 2024-25. Other key benefits include: over 50km of new fibre infrastructure; new full-fibre broadband connectivity to Bromley's five renewal areas and three economic growth / strategic areas; 200 economically inactive people engage with key worker support and over 30 individuals supported into employment.
- Increased influence – Since joining the Local London SRP, the Council has an enhanced platform to access and shape the sub-regional economic policy agenda through the Council's Portfolio Holder for Renewal and Recreation attendance at Joint Committee and attendance at Local London's relevant Officer Groups; for example, the Council actively shaped and co-owned the MOU discussions related to the UKSPF programme.
- Data, policy and good practice – Following membership of Local London SRP, Bromley can now access additional data and analysis (e.g. LightCast labour market statistics) which otherwise the Council would have to pay to access, as well as contribute to sub-regional messaging to London Government bodies and Central Government on specific challenges faced by the borough; for example, around skills and apprenticeships. Local London's sub-regional involvement in the Local Skills Improvement Plan (LSIP) has also provided the foundations for a Bromley-specific future skills research and future skills strategy for the borough. Bromley Council Officers are also now able to work closely with colleagues from sub-regional partners to understand and implement good practices from across the Local London geography.

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

- 4.1 The Local London SRP delivers significant employment and skills programmes (e.g. the Careers Hub) focused on supporting those furthest from the labour market including economically inactive residents, young care leavers and/or young people with Special Educational Needs and Disabilities (SEND). The UKSPF funding will directly benefit vulnerable adults, and by extension support children through increasing household income.

#### **5. TRANSFORMATION/POLICY IMPLICATIONS**

- 5.1 All five of the Making Bromley Even Better priority areas can be supported through partnership working sub-regionally, as work covers a large breadth of areas including education, transport, health and economic development.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 This report carries no financial implications as it is an update report outlining the positive outcomes the Council has experienced by participating in Local London. This report serves to highlight the benefits accrued without any associated financial considerations.

#### **7. LEGAL IMPLICATIONS**

- 7.1 This report requests the Renewal, Recreation and Housing PDS Committee Members to note its contents.
- 7.2 As this report states, the London Borough of Bromley's Executive approved the Council joining Local London and signing the Inter Authority Agreement (IAA) for the Local London SRP in February 2023.
- 7.3 In accordance with Chapter 4 of the Council's Constitution, it is for this Committee to review, "...working with partner organisations and groups including local businesses, business support agencies, sub-regional and regional organisations including the Learning and Skills Council, Small Business Service and London Development Agency. This would include monitoring the effectiveness of partnership working ...."

#### **8. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS**

- 8.1 Sustainability is a key focus of Local London's plan 'Towards 2026' with a commitment to deliver a sustainability agenda through all activities of the SRP. For example, there is specific focus on employment support focused on delivering current and future green jobs and skills across the sub-region.

#### **9. IMPACT ON BROMLEY'S ECONOMIC DEVELOPMENT**

- 9.1 Digital infrastructure and resident skills are both critically important enabling supply side factors in the growth and development of Bromley's economy. The outputs and outcomes delivered by the Local London SRP enabled Strategic Infrastructure Fund and UKSPF Employment and Skills programmes will make significant contributions to Bromley's economic development.

#### **10. IMPACT ON HEALTH AND WELLBEING**

- 10.1 UK Shared Prosperity Fund (SPF) People and Skills Investment Priority is focused on individuals furthest from the labour market including economically inactive Bromley residents, young care leavers and/or young people with Special Educational Needs and Disabilities

(SEND); therefore, the programme will have significant impact on Bromley resident's health and wellbeing.

## 11. CUSTOMER IMPACT

- 11.1 Bromley businesses (of all sizes) and residents will stand to benefit from the Local London SRP enabled investment in the Strategic Infrastructure Fund and UK SPF Employment and Skills programme outlined above.

<b>Non-Applicable Headings:</b>	Personnel, Property implications, Procurement implications, Ward Councillor views,
Background Documents: (Access via Contact Officer)	[List any documents used in preparation of this report - Title of document and date]

Report No:  
HPR2024/008

## London Borough of Bromley

### PART ONE - PUBLIC

---

**Decision Maker:** **RENEWAL, RECREATION AND HOUSING PDS COMMITTEE**

**Date:** **Thursday 14 March 2024**

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

**Title:** **CONTRACT REGISTER**

**Contact Officer:** Lydia Lee, Assistant Director, Culture & Regeneration  
Tel:020 8313 4456 Email: Lydia.lee@bromley.gov.uk

**Chief Officer:** Sara Bowrey, Director, Housing, Planning, Property and Regeneration  
Tel:020 8313 4013 Email: sara.bowrey@bromley.gov.uk

**Ward:** All Wards

---

1. Reason for report

- 1.1 This report presents an extract from February 2024's Contracts Register of contracts with a whole life value of £50k or higher, for detailed scrutiny by PDS Committee – all PDS committees will receive a similar report each contract reporting cycle, based on data as at 15<sup>th</sup> January 2024 and presented to ER&C PDS on 5<sup>th</sup> February 2024.
  - 1.2 A simple Part 1 report is provided every quarter as an Information item, accompanied by a Part 2 report to provide additional commentary only where a contract has been RAG rated as Red by the Corporate Procurement Team. A full report is provided twice a year (May and November) including a detailed Part 2 report which includes a commentary and RAG rating on each relevant contract to inform Members of any issues or developments. The next full report will be May 2024.
- 

2. **RECOMMENDATION(S)**

**That the Renewal, Recreation and Housing PDS Committee:**

- 2.1 Reviews and comments on the Contracts Register as of 15<sup>th</sup> January 2024.

### Impact on Vulnerable Adults and Children

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

### Corporate Policy

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

### Financial

1. Cost of proposal: - N/A
  2. Ongoing costs: - N/A
  3. Budget head/performance centre: RRH portfolio
  4. Total current budget for this head: - £16.0m
  5. Source of funding: - RRH portfolio Revenue 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: Not Applicable: No Executive Decision
- 

### Procurement

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

### Customer Impact

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

### Ward Councillor Views

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

### **3. COMMENTARY**

#### **Contracts Register Background**

- 3.1 The Contracts Database is fully utilised by all Contract Managers across the Council as part of their Contract Management responsibilities, which includes the updating the information recorded on the database. The Register is generated from the Contracts Database which is administered by Corporate Procurement and populated by the relevant service managers (Contract Owners) and approved by their managers (Contract Approvers).
- 3.2 As a Commissioning Council, this information is vital to facilitate a full understanding of the Council's procurement activity and the Contracts Registers is a key tool used by Contract Managers as part of their daily contract responsibilities. The Contract Registers are reviewed by the Procurement Board, Chief Officers and the Corporate Leadership Team.
- 3.3 The Contracts Register is produced four times a year ((with a full report every other quarter) for members and is a 'snapshot' at the time of each report – though the CDB itself is always 'live'. The quarterly reporting cycle is based on the Executive, Resources and Contracts PDS timetable with reports for each Portfolio prepared and distributed at the same time. There may be a time lag between the quarterly reporting cycle and the next available date of the relevant Policy, Development and Scrutiny Committee for each Portfolio. Report authors for each Portfolio have the opportunity to provide updates on any contracts through the accompanying Part 2 report.
- 3.4 Each PDS committee is expected to undertake detailed scrutiny of its contracts – including scrutinising suppliers – and hold the Portfolio Holder to account on service quality and procurement arrangements.

#### **Contract Register Summary**

- 3.5 The Council has 238 active contracts across all Portfolios as of 15<sup>th</sup> January 2024 for the February 2024 reporting cycle as set out in Appendix 1.

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

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

### **5. FINANCIAL IMPLICATIONS**

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

### **6. PERSONNEL IMPLICATIONS**

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

## 7. LEGAL IMPLICATIONS

- 7.1 There are no direct legal implications, but the Contracts Database does identify those contracts which have a statutory basis and also those laws which should be complied with in delivering the contracted services.
- 3.6 7.2-- list of the Council's active contracts may be found on [Bromley.gov.uk](http://Bromley.gov.uk) to aid transparency (this data is updated after each ER&C PDS meeting).

## 8. PROCUREMENT IMPLICATIONS

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

<b>Non-Applicable Sections:</b>	None
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none"><li>• Appendix 1 – Key Data (All Portfolios)</li><li>• Appendix 2 - Contracts Database Background information</li><li>• Appendix 3 – Contracts Database Extract PART 1</li></ul>



## KEY DATA (ALL PORTFOLIOS)

Item	Category	September 2023	November 2023	February 2024
<b>Contracts (&gt;£50k TCV)</b>	<b>All Portfolios</b>	<b>235</b>	<b>246</b>	<b>238</b>
<b>Flagged as a concern</b>	<b>All Portfolios</b>	<b>2</b>	<b>0</b>	<b>1</b>
<b>Portfolio</b>	Executive, Resources and Contracts	76	77	73
	Adult Care and Health	48	51	51
	Environment and Community Services	23	23	21
	Children, Education and Families	39	40	43
	Renewal and Recreation and Housing	40	46	41
	Public Protection and Enforcement	9	9	9
<b>Risk Index</b>	Higher Risk	84	74	69
	Lower Risk	151	172	169

## CONTRACTS REGISTER KEY AND BACKGROUND INFORMATION

### Contract Register Key

1.1 A key to understanding the Corporate Contracts Register is set out in the table below.

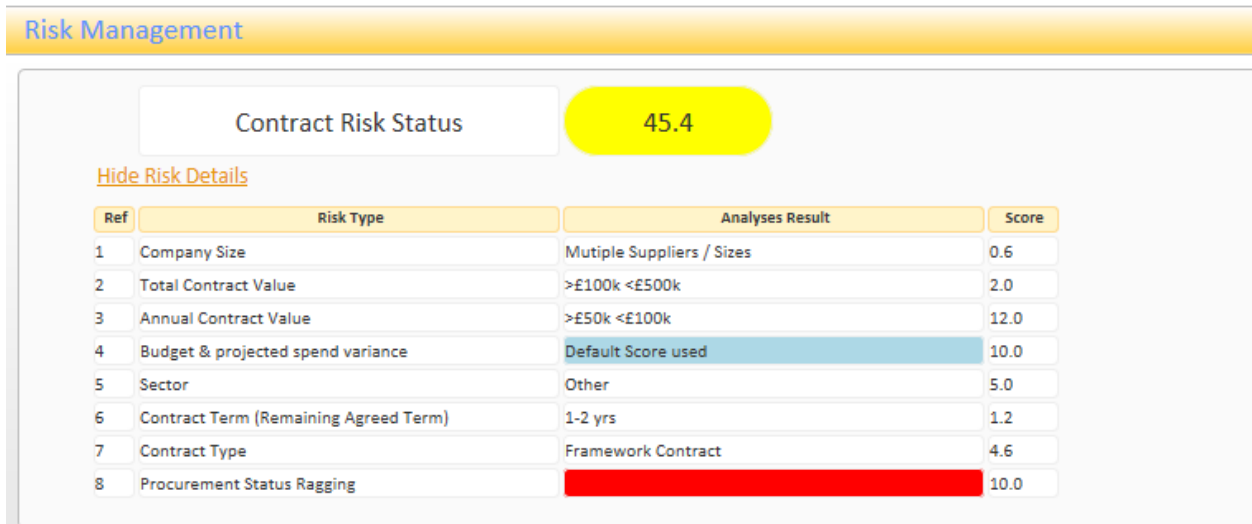
Register Category	Explanation
<b>Risk Index</b>	Colour-Ranking system reflecting eight automatically scored and weighted criteria providing a score (out of 100) reflecting the contract's intrinsic risk – reported as either Higher Risk or Lower Risk
<b>Contract ID</b>	Unique reference used in contract authorisations
<b>Owner</b>	Manager/commissioner with day-to-day budgetary / service provision responsibility
<b>Approver</b>	Contract Owner's manager, responsible for approving data quality
<b>Contract Title</b>	Commonly used or formal title of service / contract
<b>Supplier</b>	Main contractor or supplier responsible for service provision
<b>Portfolio</b>	Relevant Portfolio for receiving procurement strategy, contract award, contract monitoring and budget monitoring reports
<b>Total Contract Value</b>	The contract's value from commencement to expiry of formally approved period (excludes any extensions yet to be formally approved)
<b>Original Annual Value</b>	Value of the contract its first year (which may be difference from the annual value in subsequent years, due to start-up costs etc.)
<b>Procurement Status (twice a year)</b>	<p>For all contracts automatically ranked by the Database as approaching their end date, a manual RAG rating is assigned by the Assistant Director Governance &amp; Contracts to reflect the status of the contract. The RAG ratings are as follows:</p> <p><b>Red</b> – there are potential issues with the contract or the timescales are tight and it requires close monitoring.</p> <p><b>Amber</b> – appropriate procurement action is either in progress or should be commencing shortly.</p> <p><b>Green</b> – appropriate procurement action has been successfully taken or there is still sufficient time to commence and complete a procurement action.</p>
<b>Start &amp; End Dates</b>	Approved contract start date and end date (excluding any extension which has yet to be authorised)
<b>Months duration</b>	Contract term in months
<b>Commentary</b>	<p>Contract Owners provide a comment –where contracts approach their end date.</p> <p>Corporate Procurement may add an additional comment for Members' consideration</p> <p><i>The Commentary only appears in the 'Part 2' Contracts Register</i></p>
<b>Capital</b>	Most of the Council's contracts are revenue-funded. Capital-funded contracts are separately identified (and listed at the foot of the Contracts Register) because different reporting / accounting rules apply

## Contract Register Order

- 1.2 The Contracts Register is ordered by Contract Value. Capital contracts appear at the foot of the Register and 'contracts of concern' (to Corporate Procurement) are flagged at the top.

## Risk Index

- 1.3 The Risk Index is designed to focus attention on contracts presenting the most significant risks to the Council. Risk needs to be controlled to an acceptable level (our risk appetite) rather than entirely eliminated and so the issue is how best to assess and mitigate contract risk. Contract risk is assessed (in the CDB) according to eight separate factors and scored and weighted to produce a Risk Index figure (out of 100). The Risk Index is reported as either 'Higher Risk' or 'Lower Risk'.



## Procurement Status

- 1.4 The Database will highlight contracts approaching their end date through a combination of the Total Contract Value and number of months to expiry . For all contracts highlighted by the Database as potentially requiring action soon, a commentary is provided on the status of the contract and a manual RAG rating is assigned.

This page is left intentionally blank

# Contract Register Report - £50k Portfolio Filtered - Renewal and Recreation and Housing

February 2024

Risk Index	Main Contract Data						Finance Data		Contract Terms			Attention	Capital
	Contract ID	Owner	Approver	Contract Title	Supplier Name	Portfolio	Total Value	Original Annual Value	Start Date	End Date	Months Duration		
Higher Risk	3699	Paula Young	Sara Bowrey	Provision of Library Services	Greenwich Leisure Ltd	Renewal and Recreation and Housing	42,007,091	4,724,066	01/11/2017	31/10/2027	120		
Higher Risk	4873	Paula Young	Sara Bowrey	Mytime Active - Beckenham Spa	MyTime Active	Renewal and Recreation and Housing	15,600,000	390,000	01/04/2019	31/03/2059	480		
Higher Risk	300	Lynnette Chamielec	Sara Bowrey	Housing - Private Sector Leasing for use as Temporary Accommodation	Orchard and Shipman PLC	Renewal and Recreation and Housing	12,312,100	1,562,420	01/04/2016	31/03/2024	96		
Higher Risk	4878	Paula Young	Sara Bowrey	Mytime Active - FRIL Pavilion	MyTime Active	Renewal and Recreation and Housing	10,000,000	250,000	01/04/2019	31/03/2059	480		
Higher Risk	6332	Amy Milton	Sara Bowrey	Energy Services - Natural Gas Utility Supply	SEFE Energy	Renewal and Recreation and Housing	3,285,000	1,095,000	02/11/2022	30/09/2025	34		
Higher Risk	6321	Tracey Wilson	Sarah Hogan	Blackhawk Energy Support	BLACKHAWK NETWORK EMEA LIMITED	Renewal and Recreation and Housing	2,000,000	1,000,000	01/12/2022	31/03/2024	16		
Lower Risk	4877	Paula Young	Sara Bowrey	Mytime Active - FRIL for High Elms Golf Course	MyTime Active	Renewal and Recreation and Housing	2,000,000	50,000	01/04/2019	31/03/2059	480		
Lower Risk	6243	Lydia Lewinson	Sara Bowrey	Accommodation and Tenancy Sustainment Service for Young People	DePaul UK Ltd	Renewal and Recreation and Housing	1,940,000	388,000	08/09/2022	07/09/2027	60		
Lower Risk	6302	Lynnette Chamielec	Sara Bowrey	Accommodation, Support and Tenancy Sustainment Service	Hestia Housing and Support	Renewal and Recreation and Housing	1,170,000	234,000	01/02/2023	31/01/2028	60		
Lower Risk	5160	Lynnette Chamielec	Sara Bowrey	Tenancy Support Services for Homeless People	The Riverside Group Limited	Renewal and Recreation and Housing	1,150,000	230,000	01/04/2022	31/03/2027	60		
Lower Risk	5066	Tracey Wilson	Sara Bowrey	Essential Household Goods Framework (Housing - Framework for Essential Household Goods)	Family Fund Trading Ltd	Renewal and Recreation and Housing	1,101,000	259,000	01/04/2021	31/03/2026	60		
Higher Risk	2594	Tracey Wilson	Sara Bowrey	Housing Information Systems	Orchard Information Systems Ltd	Renewal and Recreation and Housing	1,029,406	117,929	10/04/2017	09/04/2024	84		
Lower Risk	4875	Paula Young	Sara Bowrey	Mytime Active - FRIL Lease for Bromley Golf Course	MyTime Active	Renewal and Recreation and Housing	1,000,000	25,000	01/04/2019	31/03/2059	480		
Lower Risk	4876	Paula Young	Sara Bowrey	Mytime Active - FRIL for Crofton Halls	MyTime Active	Renewal and Recreation and Housing	1,000,000	25,000	01/04/2019	31/03/2059	480		
Lower Risk	4986	Alicia Egan	Sara Bowrey	Crystal Palace Park Café Lease	Brown and Green Café Ltd	Renewal and Recreation and Housing	639,000	54,000	01/05/2019	30/04/2029	120		
Lower Risk	5179	Lydia Lewinson	Sara Bowrey	Women's Refuge, Support and Tenancy Sustainment Service	Bromley & Croydon Women's Aid	Renewal and Recreation and Housing	619,989	123,998	01/01/2022	31/01/2027	61		
Lower Risk	5167	Amy Milton	Sara Bowrey	Property and Estate Management Services - Montagu Evans LLP	Montagu Evans LLP	Renewal and Recreation and Housing	450,000	112,000	01/11/2021	30/11/2025	49		
Lower Risk	5168	Amy Milton	Sara Bowrey	Property and Estate Management Services – Stiles Harold Williams Partnership LLP (SHW)	Stiles Harold Williams Partnership LLP (SHW)	Renewal and Recreation and Housing	450,000	112,000	01/11/2021	30/11/2025	49		
Lower Risk	4874	Paula Young	Sara Bowrey	Mytime Active - FRIL for Biggin Hill	MyTime Active	Renewal and Recreation and Housing	400,000	10,000	01/04/2019	31/03/2059	480		
Lower Risk	5122	Michael Jarman	Sara Bowrey	Property Management Software System (CAFM and Helpdesk)	Concerto Support Services Ltd	Renewal and Recreation and Housing	378,000	129,000	01/09/2021	31/08/2025	48		
Lower Risk	7395	Tim Horsman	Sara Bowrey	Planning and Building Control Case Management IT System	Arcus Global Ltd	Renewal and Recreation and Housing	323,520	88,880	05/05/2023	04/05/2027	48		
Lower Risk	10436	Amy Milton	Sara Bowrey	Multi-Function Device (MFD) Contract Award and Refresh of Units out of Contract/Lease Period(s)	Canon (UK) Ltd	Renewal and Recreation and Housing	211,470	42,294	01/05/2023	30/04/2028	60		
Lower Risk	5199	Alicia Egan	Sara Bowrey	Business Regeneration - Website Designer	SOS Creativity Limited	Renewal and Recreation and Housing	190,380	107,380	21/07/2021	31/03/2025	44		
Lower Risk	6245	Tim Horsman	Sara Bowrey	Idox and Uniform Management System - Planning Department	Idox Software Ltd	Renewal and Recreation and Housing	176,000	88,000	01/06/2022	31/05/2024	24		
Lower Risk	6252	Alison Pipes	Sara Bowrey	Dangerous Structures Consortium	Wates Property Services Limited	Renewal and Recreation and Housing	155,056	38,764	19/03/2021	31/03/2025	48		
Lower Risk	5145	Lynnette Chamielec	Sara Bowrey	HRA Consultancy Contract	Campbell Tickell	Renewal and Recreation and Housing	132,575		06/10/2021	30/04/2024	30		
Lower Risk	6327	Paula Young	Sara Bowrey	Learning Opportunities for Young People in Bromley 2021-2024	Trafalgar UK Theatres Bromley Limited	Renewal and Recreation and Housing	121,500	40,500	26/07/2021	25/07/2024	36		
Lower Risk	5087	Amy Milton	Sara Bowrey	Property Management Software System (Estates)	Concerto Support Services Ltd	Renewal and Recreation and Housing	118,000	73,000	01/08/2021	31/07/2025	48		
Lower Risk	5019	Paula Young	Sara Bowrey	Film Service	FilmFixer LTD	Renewal and Recreation and Housing	117,500	23,500	01/02/2020	31/01/2025	60		
Lower Risk	10469	Darren Essex	Sara Bowrey	RESIDENTIAL DEVELOPMENT LAND AGENCY –ROCKHILLS & SYDENHAM VILLAS	Montagu Evans LLP	Renewal and Recreation and Housing	105,000	105,000	27/10/2023	26/10/2024	12		
Lower Risk	6236	Tracey Wilson	Sara Bowrey	Housing - Statutory Homelessness Reviews	Royal Borough of Kensington and Chelsea	Renewal and Recreation and Housing	80,000	20,000	01/06/2022	31/05/2026	48		
Lower Risk	5155	Tracey Wilson	Sara Bowrey	Risk Based Verification Service	Equifax Ltd	Renewal and Recreation and Housing	72,225	30,100	01/12/2021	30/11/2026	60		
Higher Risk	7398	Alicia Egan	Sara Bowrey	West Wickham Housing & Library Project - Lot 2 Housing and Road Works	Buxton Building Contractors Ltd	Renewal and Recreation and Housing	7,050,800	7,050,800	06/12/2022	31/03/2026	39		Capital

Higher Risk	7397	Alicia Egan	Sara Bowrey	West Wickham Housing & Library Project - Lot 1 Library	ARC Group London Limited	Renewal and Recreation and Housing	3,927,246	3,927,246	06/12/2022	31/10/2025	34		Capital
Higher Risk	9432	Mollie Lyon	Sara Bowrey	Multi disciplinary services for the Crystal Palace Park Regeneration	HTA Design LLP	Renewal and Recreation and Housing	1,498,745	927,827	13/06/2023	30/06/2026	36		Capital
Higher Risk	9427	Simon Goodburn	Sara Bowrey	Orpington Library Air Source Heat Pump Installation	A D ENVIRONMENTAL LTD	Renewal and Recreation and Housing	235,055	235,055	10/07/2023	18/09/2024	14		Capital
Lower Risk	6292	Simon Goodburn	Sara Bowrey	Boiler Design, Supply, Installation: Walnuts Orpington / Saxon Centre	BSW Heating	Renewal and Recreation and Housing	208,678	208,678	17/10/2022	18/11/2024	25		Capital
Lower Risk	6249	Alicia Egan	Sara Bowrey	NEPRO3 - West Wickham Library and Housing Project Post-Planning Professional Services	Equals Consulting Ltd	Renewal and Recreation and Housing	174,791	49,721	05/05/2022	31/03/2026	46		Capital
Lower Risk	9431	Mollie Lyon	Sara Bowrey	Quantity surveyor services for the Crystal Palace Park Regeneration	Fulkers Bailey Russell	Renewal and Recreation and Housing	136,000	54,000	10/08/2023	30/06/2026	34		Capital
Lower Risk	7420	Mollie Lyon	Sara Bowrey	Consultancy Services required to deliver the National Lottery Heritage Fund Development Phase works in Crystal Palace Park	*Multiple Suppliers	Renewal and Recreation and Housing	98,582	98,582	01/07/2023	31/05/2024	11		Capital
Lower Risk	5058	Alicia Egan	Sara Bowrey	Provision of Employers Agent & Quantity Surveying Services for the York Rise Development	Playle & Partners LLP	Renewal and Recreation and Housing	59,533	16,900	16/12/2020	01/02/2024	37		Capital

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

Document is Restricted

This page is left intentionally blank



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

Document is Restricted

This page is left intentionally blank