



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 4 May 24 April 2023

To: Members of the
**EXECUTIVE, RESOURCES AND CONTRACTS POLICY DEVELOPMENT AND
SCRUTINY COMMITTEE**

Subject to the Executive, Resources and Contracts Policy Development and Scrutiny Committee being re-constituted and members of the Committee being re-appointed, there will be a meeting of the Executive, Resources and Contracts Policy Development and Scrutiny Committee at Bromley Civic Centre on **MONDAY 15 MAY 2023 AT 7.00 PM**

TASNIM SHAWKAT

Director of Corporate Services & Governance

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

PART 1 AGENDA

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

STANDARD ITEMS

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions that are not specific to reports on the agenda must have been received in writing 10 working days before the date of the meeting.

Questions specifically on reports on the agenda should be received within two working days of the normal publication date of the agenda. Please ensure that questions specifically on reports on the agenda are received by the Democratic Services Team by **5pm on Tuesday 9 May 2023.**

- a QUESTIONS FOR THE CHAIRMAN OF EXECUTIVE, RESOURCES AND CONTRACTS PDS COMMITTEE**

b QUESTIONS FOR THE RESOURCES, COMMISSIONING AND CONTRACTS MANAGEMENT PORTFOLIO HOLDER

4 MINUTES OF THE EXECUTIVE, RESOURCES AND CONTRACTS PDS COMMITTEE MEETING HELD ON 22 MARCH 2023 (EXCLUDING EXEMPT ITEMS) (Pages 5 - 14)

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

6 FORWARD PLAN OF KEY DECISIONS (Pages 23 - 34)

HOLDING THE EXECUTIVE TO ACCOUNT

7 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

Members of the Committee are requested to bring their copy of the agenda for the Executive meeting on 17 May 2023

8 POLICY DEVELOPMENT AND OTHER ITEMS

a CONTRACTS REGISTER AND CONTRACTS DATABASE UPDATE

(Part 1 report and appendix available online only)

b COUNCIL MOTION - DIGITAL INCLUSION (Pages 35 - 38)

9 INFORMATION ITEMS

The items comprise:

- Risk Management

Members have been provided with advance copies of the briefing via e-mail. The briefing is also available on the Council's Website at the following link:

<http://cde.bromley.gov.uk/ieListMeetings.aspx?Cld=559&Year=0>

Information Items will not be debated at Executive, Resources and Contracts PDS Committee unless a member of the Committee requests a discussion be held. 24 hours' notice must be given to the Clerk.

PART 2 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.

Items of Business

Schedule 12A Description

11 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS (IF ANY)

12 PART 2 POLICY DEVELOPMENT AND OTHER ITEMS

a PART 2 CONTRACTS REGISTER AND CONTRACTS DATABASE UPDATE (Pages 39 - 60)

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

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EXECUTIVE, RESOURCES AND CONTRACTS POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 22 March 2023

Present:

Councillor Simon Fawthrop (Chairman)
Councillor Robert Evans (Vice-Chairman)
Councillors Jeremy Adams, Mark Brock,
David Cartwright QFSM, Kira Gabbert, Julie Ireland,
Simon Jeal, Jonathan Laidlaw, Tony Owen, Chris Price,
Will Rowlands, Shaun Slator, Mark Smith and
Melanie Stevens

Also Present:

Councillor Christopher Marlow, Portfolio Holder for Resources,
Commissioning and Contracts Management

Councillors Colin Smith, Leader of the Council (attended virtually)

99 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Councillor Ruth McGregor and Councillor Price attended as substitute.

100 DECLARATIONS OF INTEREST

Councillor Fawthrop declared that his wife was an employee of the Council.

101 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

Three written questions were received and these are attached at Appendix A.

102 MINUTES OF THE EXECUTIVE, RESOURCES AND CONTRACTS PDS COMMITTEE MEETING HELD ON 2 FEBRUARY 2023 (EXCLUDING EXEMPT ITEMS)

The minutes of the Executive, Resources and Contracts PDS Committee meeting held on 2 February 2023 (excluding exempt information), were agreed and signed as a correct record.

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103 MATTERS OUTSTANDING AND WORK PROGRAMME Report CSD23045

The report dealt with the Committee's business management including matters outstanding from previous meetings and the proposed work plan for the next municipal year.

In respect of matters outstanding from previous meeting, the Director of Finance confirmed that the Treasury Management Strategy was currently being updated and would reflect the changes discussed at the last meeting.

The Committee noted that the update on Biggin Hill Airport would be presented to the Executive in the autumn and would be scrutinised by the Executive, Resources and Contracts PDS Committee in line with established pre-decision scrutiny processes.

A Member asked when a report about Digital Exclusion would be presented to Committee. The Chairman highlighted that there would need to be a discussion around the most appropriate committee to consider the issue but that the item should be programmed as soon as possible.

RESOLVED: That the report be noted.

104 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Forward Plan of Key Decisions covering the period February 2023 to May 2023.

105 SCRUTINY OF THE CHIEF EXECUTIVE

The Chief Executive, Mr Ade Adetosoye, attended the meeting to respond to questions from the Committee. A written update for the Committee had been circulated as part of the agenda papers. Mr Adetosoye responded to questions. The following points were raised:

- The Committee thanked the Chief Executive for his comprehensive and detailed report.
- Members discussed the local arrangements being put in place for the Coronation of King Charles III. The Chief Executive highlighted that the Local Authority should be proud of the preparations that had already been put in place. The necessary measures were in place to enable celebrations to take place in green spaces and the necessary flexibility would be applied to facilitate applications. The Council's contractor Id Verde had apologised for some of the confusion around the arrangements and the Chief Executive confirmed that processes were now in place to ensure that celebrations for this historic event would run smoothly.
- In relation to demand management, there was an acute awareness that challenges were growing, especially in front door services such as

Children and Families. The Chief Executive highlighted that the Council had won an award for its work on demand management.

- Turning to the issue of hybrid working, the Chief Executive reported that in the local context, it was clear that Bromley staff were maintaining levels of productivity seen prior to the pandemic. There was evidence that staff were working beyond their contractual hours and the Chief Executive had witnessed officers maintaining excellent service delivery.
- In respect of staff attending the office, the Chief Executive explained that the interface between officers and residents had to be maintained and this required some staff being present in the office. Staff were, on average, coming into the office 2 to 3 days a week, however, attendance was based on the requirements of the service. Team Leaders were empowered to establish rotas for office attendance that met the needs of their service. In due course a staff survey would be undertaken to establish the views of staff regarding the current flexible working arrangements.
- A Member highlighted the need to ensure that the Council was meeting its duty of care to staff when they were working from home. It was also noted that the contract of employment for staff cited the Council Offices as the primary base. There were two sides to this: firstly, staff could reasonably be required to attend the office when necessary; secondly, those staff who wanted to be office based needed to be provided with a suitable desk space and there was a need to ensure sufficient desk capacity following the office move.
- The Chief Executive highlighted that staff wellbeing remained a priority. Members noted that at the start of the pandemic HR had undertaken a great deal of work to put in place a comprehensive package of measures to support staff wellbeing. A wellbeing support document was produced, and it was notable that levels of sickness for those staff working from home had fallen. Stress risk assessments were conducted, and guidance was in place for home working and health and safety. Teams were also encouraged to meet in person and Team Leaders undertook regular one to ones.
- The Committee noted that the review of the constitution was one of the key priorities for the Director of Corporate Services and Governance.
- Bromley hosts had been incredibly welcoming to Ukrainian families and there had been very few cases of arrangements breaking down. The Homes for Ukraine Hub had been very successful at providing access to key services and support in one place. There were Hub models for other services, such as Care Leavers, and options extend this model to other service areas were under consideration.
- The Council was on target to deliver on its net zero by 2027 target. Discussions with contractors were ongoing and the Environment and Community Services PDS Committee would be considering whether proposals to extend the net zero target to contractors should be developed. In terms of the work being done by Council Officers to move towards net zero carbon, the move to the new offices would

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certainly help. One of the proposals under consideration was having a single office space for staff working after 5pm. This would mean that only a small area of the building would need to be powered after 5pm.

- Targets within the Transformation Programme had been met. Further savings had been identified for the next financial year and proposals would be presented to Members. There were 12 key areas of work, including workstreams covering digital transformation and demand management and growth – Early Intervention.

The Committee thanked the Chief Executive for his informative and helpful update. Members congratulated all staff who had been nominated for awards and thanked all staff for their hard work.

106 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

The Committee considered the following reports on the Part 1 agenda for the meeting of the Executive on 29 March 2023:

5. BUDGET MONITORING 2022/23 Report FSD23025

The report provided the first budget monitoring position for 2022/23 based on expenditure and activity levels up to the end of December 2022. The report also highlighted any significant variations which would impact on future years as well as any early warnings that could impact on the final year end position.

In response to a question, the Assistant Director of Legal Services confirmed that the Legal Services overspend was currently in the region of £465,000. The vast majority of the overspend related to support to children and families, but also planning and litigation. Members noted that there had been an increase in demand and the overspend related to counsel fees. The Assistant Director noted that there was an ongoing review of Legal Services and the outcome of this, and any recommendations, would be reported to the Chief Officers Executive. Any changes to the budget would need to be approved by Members.

The Chairman requested that further information about the Learning and Development fees and the Strategy fees be circulated following the meeting.

RESOLVED: That Executive be recommended to

- 1. Consider the latest financial position.**
- 2. Note a projected net overspend on services of £9,683k forecast based on information as at December 2022.**
- 3. Note the comments from Chief Officers detailed in Appendix 2.**

4. **Note a projected increase to the General Fund balance of £65k as detailed in section 3.3.**
5. **Note the full year cost pressures of £13.069m as detailed in section 3.4.**
6. **Agree the release of funding from the 2022/23 central contingency as detailed in paragraphs 3.2.2 to 3.2.5.**
7. **Agree the release of £500k from the CEF Health Reserve Fund for expenditure in the CEF department as detailed in para. 3.8.**
8. **Agree the set aside of £400k for Homes for Ukraine staffing costs for 2023/24 as detailed in para. 3.9.**
9. **Agree the release of £2m from the health reserve for the ICB as detailed in para. 3.10.**
10. **Agree the set aside a one off sum of £630k as an earmarked reserve for EHCP's/High Needs costs for 2023/24 and 2024/25 to be met from the 2022/23 central contingency as detailed in para. 3.11.**
11. **Agree the set aside of £635k as an earmarked reserve for Legal costs as detailed in para. 3.12 and in Part Two (Appendix 7) of the report.**
12. **Agree that any unspent Homes for Ukraine funding be set aside as an earmarked reserve to meet ongoing spend commitments, where funding is not available, relating to Homes for Ukraine as detailed in para. 3.13.**
13. **Refer any issues to individual Portfolio Holders for further action.**
14. **Request that Council agree to the release of £2m from the Health reserve for the ICB as detailed in para. 3.10.**

**8. OPERATIONAL BUILDING REPAIR AND MAINTENANCE
BUDGET 2023/24
Report HPR2023/021**

Members of the Executive considered the Council's draft 2023/24 Budget at their meeting on 8 February 2023. The report set out indicative budget allocations reflected in the Draft 2023/24 Budget report for operational building maintenance against the two sources of funding: the repairs and maintenance budget, and the Building Investment Fund.

Members noted that the operational building repair and maintenance budget had been predicated on the assumption that the properties identified for sale would sell. It was noted that there was a requirement to maintain properties

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until they did sell. There had been a good level of interest in the properties identified for sale and Officers reported that the sale values achieved at recent auctions had exceeded expectations.

In response to a question regarding the Churchill Theatre, the Assistant Director for Property advised the Committee that negotiations with the Trafalgar Group were ongoing and it was likely that an update would be presented to the Executive in May 2023. Members recognised that the Churchill Theatre remained a significant maintenance liability.

In response to a question, the Assistant Director of Property explained that some of the lessons learnt from the recent operational property review included the need to properly maintain any property assets and set aside an adequate property maintenance budget. Members also recognised that there was a need to prioritise maintenance across a large estate and maintain a comprehensive asset register. Work was underway to develop an asset register, and this would enable proactive maintenance.

The Assistant Director of Property explained that any health and safety issues took immediate priority. In relation to the bell tower at Community House, within 48 hours of concerns being raised the tower had been inspected by a surveyor and within 72 hours it had been scaffolded as a precaution. Work was now underway to ascertain the most cost-effective way of removing the tower.

RESOLVED: That Executive be recommended to

- 1. Noting the 2023/24 Budget report approved by Executive on 8 February 2023, approve the following expenditure for operational building maintenance for 2023/24:**
 - Repairs and maintenance - £2.513m.**
- 2. Note the provision of £2m in 2023/24 for the Building Investment Fund (BIF), as included in the 2023/24 Budget report. This will be the last year of such provision.**
- 3. Note that combined these sums provide a total maintenance budget of £4.513m.**
- 4. Delegate authority to the Director of Housing, Planning, Property and Regeneration to vary the programmes and budget allocations where such action is considered necessary to either protect the Council's assets or make the most effective use of resources.**

**9. OPERATIONAL PROPERTY REFURBISHMENT PROGRAMME -
PROCUREMENT AND AWARD OF CONSTRUCTION
CONSULTANCY SERVICES
Report HPR2023/020**

The report sought the procurement and award of expert advice to inform appraisal work, scoping and contractor procurement to implement the refurbishment work, followed by the procurement of building contractors to deliver the Operational Property Refurbishment Programme which has resulted from the Operational Property Review report dated 30th November 2022 as considered and approved on 12th December 2022 at a meeting of the Council's Full Council.

The Senior Development and Programme Manager (Major Projects) highlighted a typographical error in the report explaining that paragraph 7.1 of report should read lot 2 (not lot 12). It was noted this error had been corrected in the report published on the website and a similar error was correct in the accompanying Part 2 report.

In response to a question, the Senior Development and Programme Manager (Major Projects) explained that the refurbishment programme was being managed by the Operational Property Management Board with representation from a range of departments across the Council. Regular reports were also provided to the Transformation Board and the Lead Consultant would be managed by the Lead Programme Manager with individual Programme Managers overseeing individual work streams.

RESOLVED: That Executive be recommended to

- 1) Note the contents of the report and agree the following recommendations subsequent to the OPR report dated 30th November 2022 as considered and approved on 12th December 2022 at a meeting of the Council's Full Council.**
- 2) Approve the procurement and award of Construction Consultancy Services via a compliant direct appointment utilising the NHS SBS framework to ensure value for money and accelerated delivery as detailed in Part 2 of this report be approved.**
- 3) Agree that Officers progress the various Workstreams identified at 3.40 of the OPR report dated 30th November 2022 as set out in 2.11 of this report and as considered and approved on 12th December 2022 at a meeting of the Council's Full Council by scoping, costing and proceeding to procurement of building contractor/s via a complaint framework.**
- 4) Delegate authority to the Director of Housing, Planning, Property and Regeneration, to agree and settle all the commercial terms arising.**

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- 5) **Delegate authority to the Assistant Director of Legal Services to enter into all relevant legal agreements required in relation to and any other necessary ancillary legal documentation relating thereto, including (but not limited to):**
 - **The appointment and warranty for the Construction Consultancy Services provider and related sub-consultants.**
 - **The negotiation of all associated lease amendments and service agreements and where required amendments to existing leases and agreements to be entered into at the time of building contract award.**
- 6) **Agree that Officers provide further report/s to the Executive for consideration prior to the award of works packages to building contractors which will be procured utilising a compliant framework in accordance with the Council's procurement procedures and regulations.**
- 7) **Agree that Officers continue to provide regular updates to the Portfolio Holder on progress of the OPR.**

10. BROMLEY HOUSEHOLD SUPPORT FUND

The report noted the Government announcement regarding the Household Support Fund (HSF) and set out proposals for the allocation and distribution of the HSF.

Following the meeting, Councillor Chris Price, sent a number of questions to the Head of Compliance & Strategy. The questions and the responses are attached at Appendix B.

RESOLVED: That Executive be recommended to

- 1) **Note Bromley Council's allocation for the Household Support Fund (HSF) of £3,735,765.**
- 2) **Approve the drawdown of £3,735,765 from the 2023/24 Central Contingency to the Operational Housing revenue budget.**
- 3) **Approve the full utilisation of this ringfenced grant, in 2023/24, as detailed in paragraph 3.9 of the report.**
- 4) **Delegate any final or additional changes to the Director of Housing, Planning and Regeneration in consultation with the Portfolio Holders for Renewal, Recreation & Housing and Resources, Commissioning & Contracts Management.**

107 POLICY DEVELOPMENT AND OTHER ITEMS

A ANNUAL SCRUTINY REPORT 2022/23 Report CSD23030

The Committee noted the Annual Policy Development and Scrutiny Report for 2022/23. Any further comments and amendments would be incorporated by Democratic Services prior to submission to Full Council on 24th April 2023.

A Member suggested that it might be helpful for a Task and Finish Group to review the operation of the PDS Committee to identify areas of best practice that could be extended to other committees. The Chairman noted that there was not a “one size fits all” approach and that there should be flexibility with the work of Committees. The Chairman highlighted that he was open to any suggestions for different and better working practices.

Another Member noted the importance of thanking staff for the work they did to support committee processes.

The Committee noted that the current structure of the Environment and Community Services PDS Committee was being reviewed by the Chairman of that committee.

RESOLVED: That the Annual Policy Development and Scrutiny Report be approved for submission to Full Council.

108 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**

109 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS

The Committee considered the following reports on the Part 2 agenda for the meeting of the Executive on 29 March 2023:

22 March 2023

16 BUDGET MONITORING 2022/23 PART 2 APPENDIX

The Committee noted the Part 2 appendix.

**17 OPERATIONAL PROPERTY REFURBISHMENT PROGRAMME - PROCUREMENT
AND AWARD OF CONSTRUCTION CONSULTANCY SERVICES (PART 2)**

The Committee supported the recommendations set out in the Part 2 report.

The Meeting ended at 8.53 pm

Chairman

Agenda Item 5

Report No.
CSD23064

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE, RESOURCES AND CONTRACTS POLICY
DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Monday 15 May 2023

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

Title: MATTERS OUTSTANDING AND WORK PROGRAMME

Contact Officer: Philippa Gibbs, Democratic Services Officer
Tel: 020 8461 7638 E-mail: Philippa.Gibbs@bromley.gov.uk

Chief Officer: Director of Corporate Services and Governance

Ward: All Wards

1. Reason for decision/report and options

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

- Monitoring progress against actions arising from previous meetings; and
- Developing the 2022/23 Forward Work Programme.

2. **RECOMMENDATION(S)**

That PDS Committee reviews and comments on:

1. Progress on matters arising from previous meetings; and
2. The 2022/23 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:
-

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
-

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. There are no matters outstanding from previous meetings.

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 1** sets out the ERC PDS Committee Work Programme for 2022/23, including: the provisional report title (or activity); the lead division; and Committee’s role. Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate. Other reports will be added to the 2022/23 Work Programme as items arise. In addition, there may also be references from other committees, the Resources, Contracts and Commissioning Portfolio Holder, or the Executive.

Sub-Committees and Working Groups

3.5 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee’s workload may include follow-up work on some of these reviews.

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

**EXECUTIVE, RESOURCES & CONTRACTS PDS COMMITTEE
WORK PROGRAMME 2022/23**

Meeting Date: 3 July 2023	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Treasury Management Annual performance report	Finance	Pre Decision Scrutiny (PH)
Capital Programme Outturn	Finance	Pre-Decision Scrutiny (PH)
Contract Extension - Counter Fraud Services	Audit and Risk	Pre-Decision Scrutiny (PH)
Executive Agenda	Various	Pre Decision Scrutiny
Scrutiny of the Portfolio Holder for Resources, Commissioning and Contracts Management (including short written summary)	N/A	Holding the Portfolio Holder to Account
Customer Services - Contract Performance Report	Customer Services	PDS Committee – Monitoring Report
Exchequer Service - Contract Performance Report	Finance	PDS Committee – Monitoring Report
Benefits Service Monitoring Report	Revenues & Benefits	Pre-decision scrutiny (PH)
Revenues Service Monitoring Report	Revenues & Benefits	PDS Committee – Monitoring Report
Free Speech Report		PDS Committee
Meeting Date: 7 August 2023	Division	Committee Role
Executive Agenda	Various	Pre-decision scrutiny
Council Tax Support\Reduction proposal	Revenues & Benefits	Pre-decision scrutiny (PH)
Contract Register and Contracts Database	Governance and Contracts	PDS Committee
Risk Registers	Audit	Information Briefing
Meeting Date: 18 September 2023	Division	Committee Role

Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Capital Programme Monitoring - 1st Quarter 2022/23	Finance	Pre-decision scrutiny (PH)
Treasury Management Q1	Finance	Pre-decision scrutiny (PH)
Scrutiny of the Chief Executive (including short written summary)	Chief Execs	PDS Committee

Meeting Date: 17 October 2023

Division

Committee Role

Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Insurance Fund – Annual Report 2021-22	Insurance and Risk	PDS Committee
Section 106 Agreements: Update*	Planning and Regeneration	PDS Committee
Risk Register (Red Risks)	Audit	Information Briefing

Meeting Date: 27 November 2023

Division

Committee Role

Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Treasury Management – Quarter 2 Performance 2022/23 & Mid-Year Review	Finance	Pre-decision scrutiny (PH)
Insurance Fund – Annual Report 2021/22	Finance	Pre-decision scrutiny (PH)
Capital Programme Monitoring Q2.	Finance	Pre-decision scrutiny (PH)
BT/ICT Contract Monitoring Report	IT	PDS Committee – Monitoring Report
Contracts Register and Contracts Database Update	Governance and Contracts	PDS Committee
Risk Registers	Audit	Information Briefing

Meeting Date: 8 January 2024

Division

Committee Role

Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Capital Programme Monitoring - 2nd Quarter 2022/23	Finance	Pre-decision scrutiny (PH)
Benefits Service Monitoring Report	Revenues & Benefits	PDS Committee – Monitoring Report
Revenues Service Monitoring Report	Revenues & Benefits	PDS Committee – Monitoring Report
Exchequer Service - Contract Performance Report	Finance	PDS Committee – Monitoring Report
Customer Services - Contract Performance Report	Customer Services	PDS Committee – Monitoring Report
Scrutiny of the Resources, Commissioning & Contract Management Portfolio Holder (including short written summary)	N/A	PDS Committee
Scrutiny of the Leader (including short written summary)	N/A	PDS Committee
Meeting Date: 5 February 2024		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Capital Programme Monitoring Q.3	Finance	PH Pre-Decision Scrutiny
Annual Investment Strategy 2023/24 and Quarter 3 Treasury Management Performance	Finance	PH Decision/Council
Scrutiny of the Resources, Commissioning and Contract Management Executive Assistant (<i>if applicable</i>) (including short written summary)	N/A	PDS Committee
Free Speech (Chairman's Request)	Corporate Services/HR	PDS Committee
Contracts Register and Contracts Database Update	Governance and Contracts	PDS Committee
Property Investment Update	Property	PDS Committee
Risk Register (Red Risks)	Audit	Information Briefing
Meeting Date: 25 March 2024		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items

Executive Agenda	Various	Pre-decision scrutiny
Post-Completion Review of Oracle Fusion Implementation	Finance.	PDS Committee.
Scrutiny of The Leader (including short written summary)	N/A	PDS Committee
Scrutiny of the Chief Executive (including short written summary)	N/A	PDS Committee
Annual PDS Report 2022/23	Democratic Services	PDS Committee

*Part 2 (Exempt) Report

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LONDON BOROUGH OF BROMLEY

FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS PUBLISHED ON: 18 April 2023

PERIOD COVERED: May 2023 - August 2023

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 6 June 2023

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
COUNCIL						
COUNCIL TAX SUPPORT 2024/25	Council	11 December 2023 Executive, Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Jayne Carpenter Tel: 020 8461 7996 Jayne.Carpenter@bromley.gov.uk	<u>Meeting in public</u>	Reports and relevant background documents
COUNCIL TAX LEVEL 2024/25	Council	26 February 2024 Executive, PDS Committees, business community & local residents	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
REVENUE BUDGET 2024/25	Council	26 February 2024 Executive, PDS Committees, business community and local residents	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
CAPITAL STRATEGY 2024 TO 2028	Council	26 February 2024 Executive, PDS Committees and key stakeholders	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Meetings in public</u>	Reports and relevant background documents.
ANNUAL INVESTMENT STRATEGY 2024/25	Council	26 February 2024 Executive, Resources & Contracts PDS Committee	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
TREASURY MANAGEMENT STRATEGY 2024/25	Council	26 February 2024 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Peter Turner Tel: 020 8313 4668 peter.turner@bromley.gov.uk	<u>Meeting in public</u>	Reports and relevant background information
EXECUTIVE						

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WORK SAFE PROJECT GATEWAY REPORT	Executive	17 May 2023 Executive, Resources and Contracts PDS Committee	Meeting	Contact Officer: Heather Sinclair-Constance heather.sinclair-constance@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
CRYSTAL PALACE MULTI-DISCIPLINARY CONTRACT AWARD	Executive	17 May 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Alicia Munday Tel: 020 8313 4559 Alicia.Munday@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Reports and relevant background documents
LEISURE CENTRE REDEVELOPMENTS	Executive	05 July 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Alicia Munday Tel: 020 8313 4559 Alicia.Munday@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
CHURCHILL THEATRE OPTIONS	Executive	05 July 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Amy Milton Tel: 020 8461 7172 amy.milton@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background information

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
BECKENHAM TRIANGLE AND BROMLEY NORTH HOUSING SCHEME	Executive	05 July 2023 Renewal Recreation and Housing PDS Committee	Meetings	Contact Officer: Alicia Munday Tel: 020 8313 4559 Alicia.Munday@bromley.gov.uk	<u>Meetings in public</u>	Report and relevant background documents
AGENT TO DISPOSE OF CRYSTAL PALACE HOUSING SITES	Executive	05 July 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Amy Milton Tel: 020 8461 7172 amy.milton@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background information
DIGITAL INFRASTRUCTURE: STRATEGIC INVESTMENT FUND	Executive	05 July 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Hal Khanom hal.khanom@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
AWARD OF CONTRACT - CAPITAL WORKS AT RED HILL PRIMARY SCHOOL	Executive	05 July 2023 Children, Education & Families PDS Committee	Meetings	Contact Officer: Robert Bollen Tel: 020 8313 4697 Robert.Bollen@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents

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FAMILY GROUP CONFERENCING	Executive	05 July 2023 Children, Education and Families PDS	Meetings	Contact Officer: Kelly Sylvester Tel: 020 8461 7653 kelly.sylvester@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
PROCUREMENT AND AWARD OF CONSTRUCTION CONTRACT FOR ACCELERATED DELIVERY OF THE SAXON DAY CENTRE (OPR)	Executive	05 July 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Darren Essex darren.essex@bromley.gov.uk	<u>Meeting in Public</u>	Report and relevant background documents
KELSEY PARK LAKE	Executive	05 July 2023 Environment and Community Services PDS Committee	Meeting	Contact Officer: David Braybrook Tel: 020 8313 4440 david.braybrook@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
HOMES FOR UKRAINE UPDATE	Executive	20 September 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Tracey Wilson Tel: 020 8313 4515 tracey.wilson@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
SUBSTANCE MISUSE SERVICE CONTRACT AWARD	Executive	20 September 2023 Adult Care and Health PDS Committee	Meetings	Contact Officer: Mimi Morris-Cotterill Tel: 020 8461 7779 mimi.morris-cotterill@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
AWARD OF BUILDING CONTRACT FOR OPR (1)	Executive	18 October 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Darren Essex darren.essex@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
ADULT SOCIAL CARE STRATEGY	Executive	18 October 2023 Adult Care and Health PDS Committee	Meetings	Contact Officer: Sean Rafferty sean.rafferty@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
ADOPTION OF LEISURE STRATEGY	Executive	29 November 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Alicia Munday Tel: 020 8313 4559 Alicia.Munday@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
OLDER PEOPLE'S BLOCK BEDS	Executive	29 November 2023 Adult Care and Health PDS Committee	Meetings	Contact Officer: Kelly Sylvester Tel: 020 8461 7653 kelly.sylvester@bromley.gov.uk	<u>Meeting in Public</u>	Report and relevant background documents
FAMILY DRUG ALCOHOL COURT	Executive	07 February 2024 Children, Education and Families PDS Committee	Meetings	Contact Officer: Kelly Sylvester Tel: 020 8461 7653 kelly.sylvester@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
ASTLEY CENTRE	Executive	07 February 2024 Adult Care and Health PDS Committee	Meetings	Contact Officer: Kelly Sylvester Tel: 020 8461 7653 kelly.sylvester@bromley.gov.uk	<u>Meeting in Public</u>	Report and relevant background documents
AWARD OF BUILDING CONTRACT FOR OPR (2)	Executive	June 2024 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Darren Essex darren.essex@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
ADULT CARE & HEALTH PORTFOLIO						
CHILDREN, EDUCATION & FAMILIES PORTFOLIO						

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FAMILY GROUP CONFERENCE - APPROVAL TO TENDER GATEWAY REPORT	Director of Children's Services	June 2023 Children, Education & Families PDS Committee	Meetings	Contact Officer: Bola Bakare Tel: 0208461 7614 bola.bakare@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meeting with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
PUBLIC PROTECTION & ENFORCEMENT PORTFOLIO						
RENEWAL, RECREATION & HOUSING PORTFOLIO						
DRAFT LEISURE STRATEGY	Portfolio Holder for Renewal, Recreation and Housing	June 2023		Contact Officer: Alicia Munday Tel: 020 8313 4559 Alicia.Munday@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
PERFORMANCE OF THE LIBRARIES CONTRACT SIX MONTH REVIEW	Portfolio Holder for Renewal, Recreation and Housing	June 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Paula Young Tel: 020 8461 7281 Paula.Young@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
SMALL SHOPPING PARADES UPDATE	Portfolio Holder for Renewal, Recreation and Housing	June 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Hal Khanom hal.khanom@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information

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LAWN TENNIS ASSOCIATION PARKS TENNIS RENOVATION FUND - TENDER PROCESS	Portfolio Holder for Renewal, Recreation and Housing	June 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Chris Chatten Tel: 020 8313 4051 Chris.Chatten@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
ESSENTIAL HOUSEHOLD GOODS CONTRACT EXTENSION	Director of Housing, Planning, Property and Regeneration	September 2023	Email	Contact Officer: Tracey Wilson Tel: 020 8313 4515 tracey.wilson@bromley.gov.uk	<u>Part 1 Decision Statement</u>	Report and relevant background documents
HOUSING PROGRESS UPDATE	Portfolio Holder for Renewal, Recreation and Housing	September 2023		Contact Officer: Lydia Lee Tel: 020 8313 4456 lydia.lee@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
CROFTON ROMAN VILLA	Portfolio Holder for Renewal, Recreation and Housing	September 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Lydia Lee Tel: 020 8313 4456 lydia.lee@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
PERFORMANCE OF THE LIBRARIES CONTRACT SIX MONTH REVIEW	Portfolio Holder for Renewal, Recreation and Housing	November 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Paula Young Tel: 020 8461 7281 Paula.Young@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
MOTTINGHAM LEARNING SHOP	Portfolio Holder for Renewal, Recreation and Housing	November 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Lydia Lee Tel: 020 8313 4456 lydia.lee@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
REGENERATION STRATEGY UPDATE	Portfolio Holder for Renewal, Recreation and Housing	November 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Lydia Lee Tel: 020 8313 4456 lydia.lee@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
CRYSTAL PALACE UPDATE	Portfolio Holder for Renewal, Recreation and Housing	November 2023 Renewal, Recreation and Housing PDS Committee	Meetings	Contact Officer: Alicia Munday Tel: 020 8313 4559 Alicia.Munday@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
RESOURCES, COMMISSIONING & CONTRACT MANAGEMENT PORTFOLIO						

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
CONTRACT EXTENSION - COUNTER FRAUD SERVICES	Portfolio Holder for Resources, Commissioning and Contracts Management	Before 01 September 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Francesca Chivers Francesca.Chivers@bromley.gov.uk	<u>Report is expected to be considered in the public part of the meetings with exempt material considered during confidential proceedings.</u>	Report and relevant background documents
BANKING CONTRACT	Director of Finance	May 2023 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: James Mullender Tel: 020 8313 4292 James.Mullender@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background information
SUSTAINABILITY, GREEN SERVICES AND OPEN SPACES						
BROMLEY MARKET STALLS CONTRACT EXTENSION	Portfolio Holder for Sustainability, Green Services and Open Spaces	June 2023 Environment and Community Services PDS Committee	Meetings	Contact Officer: Jonathan Richards Tel: 020 8313 4317 Jonathan.Richards@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
TRANSPORT, HIGHWAYS AND OPEN SPACES						
KELSEY PARK BRIDGES	Director of Environment and Public Protection	Between 02 October 2023 and 31 January 2024	Email	Contact Officer: David Braybrook Tel: 020 8313 4440 david.braybrook@bromley.gov.uk	<u>Private delegated decision.</u>	Part 1 Decision Statement

WHAT IS BEING DECIDED?	WHO IS THE DECISION MAKER?	WHEN WILL THE DECISION BE MADE AND WHO WILL BE CONSULTED BEFORE THE DECISION IS MADE?	HOW WILL THE CONSULTATION TAKE PLACE?	HOW CAN YOU MAKE COMMENTS ON THE DECISION BEFORE IT IS MADE?	WILL THIS ITEM BE CONSIDERED IN PUBLIC OR IN PRIVATE?	WHAT SUPPORT DOCUMENTS AND OTHER INFORMATION WILL BE AVAILABLE?
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London Borough of Bromley: 020 8464 3333 www.bromley.gov.uk

Contact Officer: Philippa Gibbs, Chief Executive's Department: 020 8461 7638, philippa.gibbs@bromley.gov.uk

Report No.
CSD 230065

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE, RESOURCES AND CONTRACTS
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Monday 15 May 2023

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

Title: COUNCIL MOTION - DIGITAL INCLUSION

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

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

Ward: All

1. Reason for decision/report and options

- 1.1 At the meeting of the full Council on 12th December 2022 a motion was submitted for debate by Councillors Chloe-Jane Ross and Julie Ireland on the subject of digital inclusion. The motion, which is set out in full in section 3 of this report, was referred to this Committee for further investigation and report back.

2. **RECOMMENDATION**

Members are requested to consider the motion and make a recommendation to Council about what action should be taken.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Transformation Policy

1. Policy Status: Existing Policy:
 2. Making Bromley Even Better Priority:
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
 - (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: No Cost
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Not Applicable
 4. Total current budget for this head: Not Applicable
 5. Source of funding: Not Applicable
-

Personnel

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

Legal

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

Procurement

1. Summary of Procurement Implications: 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*): Not Applicable
-

Ward Councillor Views

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

3. COMMENTARY

3.1 At the Council meeting on 12th December 2022 the following motion was moved by Councillor Chloe-Jane Ross and seconded by Councillor Julie Ireland.

“Council notes:

- At a high level, the digital divide is the gap between those with Internet access and those without it.
- As access to some public services is moved online some Bromley residents may have difficulty accessing them. In some cases, this may be an inconvenience and in others it may impact their quality of life.
- It has previously been estimated 18% of Londoners lack basic digital skills (ONS 2019), with at least 9% not having any (Lloyds 2019). Analysis also shows that 10% of Londoners do not own a smartphone (Ofcom, 2020). This could mean tens of thousands of Bromley residents are digitally excluded from accessing online services.
- The main reason people lack digital access is older age (Bromley has a higher-than-average older population). Disabilities, learning difficulties, ethnic origin, location, culture and language, and low income are also important factors.
- Some residents will always need an offline option to access services.

Council believes:

- Bromley must be a fair and inclusive borough for everyone” (Bromley’s Equality Policy)
- Digital services have been beneficial to both the Council and local people as they are efficient, accessible and trackable.
- Increased accessibility and usage of digital services is desirable.
- There must be an alternate offline option for those unable to access digital services.

Council therefore calls for:

- The creation of a Digital Exclusion Champion to ensure there is support for local people who do not have digital access.
- The development of a Council Digital Inclusion Strategy which will help reduce the digital divide in Bromley.
- A review of non-digital service provision to ensure it is robust and accessible to those that need it, including scenario mapping for critical services.
- A commitment to use information the Council delivers to every house in the borough to include information that will improve digital inclusion and support those that are digitally excluded.
- All council policies to give specific consideration to people without digital access.
- All Council contractors and service providers have policies in place to improve the accessibility of their digital services and offline access to their services for residents that cannot access them digitally.”

- 3.2 At the meeting, the following amendment was moved by Councillor Ryan Thompson and seconded by Councillor Simon Jeal -

Adding, in the third section of the motion, after “Council therefore calls for” the words -

“An exploration of potential partnerships with major telecoms networks and local digital education providers” and

“A study into learnings from other local authorities that we can embrace.”

On being put to the vote, this amendment was lost, so the motion stood as originally moved. A motion was then moved by Councillor Nicholas Bennett and seconded by Councillor Julie Ireland to refer the motion for further investigation to this Committee and report back to Council.

- 3.3 In its Equality Policy as presented on its website the Council states that the borough must be a fair and inclusive borough for everyone, where there is equity in access to services and where information is accessible to all. When services are reviewed and changed, it is important that residents are consulted and informed and that equality impact assessments are carried out. Information about support and services should be clear and accessible to all, available in both digital and non-digital formats. Staff are available in Council receptions to assist customers to access services, and help them to get on-line directly if appropriate. Our call centre staff can also assist customers remotely in the same way.
- 3.4 The legal and policy frameworks are already in place to support digital inclusion, but Members’ views are sought on what more could and should be done to promote and provide digital inclusion.

4. LEGAL IMPLICATIONS

- 4.1 The Equality Act 2010 protects the rights of individuals and supports equality of opportunity for all. It offers protection in employment, education, the provision of goods and services, housing, transport and the carrying out of public functions. The Act makes it unlawful for organisations carrying out public functions to discriminate against any of the nine protected characteristics listed in the Act. They must also have regard to the general duties aimed at eliminating discrimination under the Public Sector Equality Duty. The protected characteristics referred to in the Act include age. The Council has a legal duty under sections 20/21 of the Equality Act 2010 to make reasonable adjustments to address or and remove any disadvantage. Hence the Council will consider suitable alternative service delivery options if reasonable and proportionate. For example many Council services can be accessed digitally via Council Libraries and Resource centres across the borough, and staff are available to help residents/customers to use the digital channels.
- 4.2 The Public Sector Equality Duty imposes a requirement to consider equality and good relations in the day-to-day business and decision making of public authorities. It requires equality considerations to be reflected in the design of policies and the delivery of services, including internal policies, and for these issues to be kept under review.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children/Policy/ Finance/Personnel/Carbon Reduction/Procurement/ Property/Local Economy/Health and Wellbeing/ Customers/Ward Councillors
Background Documents: (Access via Contact Officer)	Council Minutes – 12 December 2022

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

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