



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 13 May 2024

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 20 MAY 2024 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, 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.

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 **5pm on Tuesday 14 May 2024.**

- 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 25 MARCH 2024 (EXCLUDING EXEMPT ITEMS)** (Pages 5 - 14)
- 5 **MATTERS OUTSTANDING AND WORK PROGRAMME** (Pages 15 - 22)
- 6 **FORWARD PLAN OF KEY DECISIONS** (Pages 23 - 30)

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 22 May 2024.

The Executive, Resources and Contracts PDS Committee will be looking at all the items on the Executive Agenda.

- 8 **POLICY DEVELOPMENT AND OTHER ITEMS**

- a **ARMED FORCES COVENANT PROGRESS UPDATE** (Pages 31 - 54)
- b **RISK MANAGEMENT** (Pages 55 - 72)
- c **CONTRACTS REGISTER AND CONTRACTS DATABASE**
(Part 1 report and appendix available online only)

PART 2 AGENDA

- 9 **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

- | | |
|--|---|
| <ul style="list-style-type: none"> 10 EXEMPT MINUTES OF THE MEETING HELD ON 25 MARCH 2024 (Pages 73 - 76) 11 PRE-DECISION SCRUTINY OF EXEMPT EXECUTIVE REPORTS | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
|--|---|

12 PART 2 POLICY DEVELOPMENT AND OTHER ITEMS

a PART 2 CONTRACTS REGISTER AND CONTRACTS DATABASE (Pages 77 - 106)

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 25 March 2024

Present:

Councillor Simon Fawthrop (Chairman)
Councillor Robert Evans (Vice-Chairman)
Councillors Jeremy Adams, Mark Brock,
David Cartwright QFSM, Kira Gabbert, Adam Jude Grant,
Julie Ireland, Simon Jeal, Ruth McGregor, Tony Owen,
Shaun Slator, Mark Smith, Melanie Stevens and
Michael Tickner

Also Present:

Councillor Colin Smith, Leader of the Council (attended virtually)
Councillor Jonathan Andrews
Councillor Angela Page (attended virtually)

87 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for lateness were received from Councillor Adams and Councillor Tickner.

88 DECLARATIONS OF INTEREST

The Chairman reported that he had received some basic hospitality at a previous function hosted by Biggin Hill Airport Ltd (the same declaration had been made at previous meetings). There were no additional declarations of interest.

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

One written question was received and is attached at Appendix A.

90 MINUTES OF THE EXECUTIVE, RESOURCES AND CONTRACTS PDS COMMITTEE MEETING HELD ON 5 FEBRUARY 2024 (EXCLUDING EXEMPT ITEMS)

A Member highlighted that in respect of Minute 80A (Council Tax – Second Homes Premium), the point had been made that the projected income table took no account of homes being occupied. It was requested that the point be noted.

25 March 2024

The minutes of the Executive, Resources and Contracts PDS Committee meeting held on 5 February 2024 (excluding exempt information), were agreed and signed as a correct record, subject to the amendment outlined above.

91 MATTERS OUTSTANDING AND WORK PROGRAMME Report CSD24035

The report dealt with the Committee's business management including matters outstanding from previous meetings and the proposed work plan for the 2024/2025 Municipal Year.

Members recommended that in the 2024/25 Municipal Year the Committee receive reports on the following issues:

- Contracts Management (to be scheduled in September).
- Expenditure on Consultants and Contractors (to include details on the Matrix system).

RESOLVED: That the report be noted.

92 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Forward Plan of Key Decisions covering the period February 2024 to May 2024.

93 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, making the following comments –

- In relation to the Transformation Programme, the Chief Executive was confident that the transformation actions identified would deliver savings. In terms of policy formulation, any identified savings would be presented to PDS Committees in the September meeting cycle and would be scrutinised by Members at that point. Committees would continue to receive the usual quarterly budget monitoring reports which would set out any in-year savings and mitigation identified. The Chief Executive confirmed that he would take steps to ensure that the Forward Plan of Key Decisions reflected any decisions that needed to be taken as part of the Transformation Programme.
- The Chief Executive highlighted that the Council's Contract and Financial Procedure Rules were very clear about not allowing delegated authority for spending outside the budget. Consequently, any growth items would be identified and reported to Members for scrutiny and decision.

- The Council currently had a blended approach to contract management with contract managers often undertaking a number of other roles. Any moves toward a more centralised approach to contract management would need to be carefully considered as it would inevitably consume a greater proportion of time.
- In relation to the implementation of the new audit standards, the legal status remained unclear, and staff were currently waiting for CIPFA to provide advice. There were a few recommendations that would have significant implications for local government.
- Plans for the move to the new Civic Offices at Churchill Court remained on-track in terms of timeframe and budget. Oversight of the project was very tight, and the plan remained to move into the new offices in September 2024.
- Progress continued to be made in terms of developing the Digital Strategy. Once the move to the new civic offices had been completed there would be a focus on digital inclusion, with free sessions being run for residents.
- In relation to the budget, there were unprecedented challenges facing the Council over the next three years. There remained a duty for Members to balance the budget and a duty for Officers to present options for balancing the budget. The options that would be presented in the next three years would reflect the scale of the challenges and would bear no similarity to options presented in the past. It would be for Members to choose whether or not they took the options being presented. In terms of managing demand going forward, there would need to be a robust review of what could and what should be done differently going forward.
- In terms of succession planning, the Chief Executive provided assurances that there was an internal capacity risk assessment and efforts were made to ensure that knowledge was transferred.
- There were a few key posts where there continued to be recruitment challenges, and these were monitored by the Recruitment and Retention Board. There were challenges around securing permanent staff in some services however, only Directors could sign off on the use of consultants, and where consultants were employed there had to be a clear rationale.
- There was more to be done in terms of "grow your own" and work on this would continue.
- In terms of funding for statutory services, the challenges facing the nation as a whole were growing. Lobbying continued at all levels as the fundamental issue was that levels of funding from central government did not reflect rising demand. Only time would tell whether the continued lobbying would result in increased funding.
- Work around the Council's approach to free speech continued under the leadership of the Director of HR and the Director of Corporate Services and Governance.

The Committee thanked the Chief Executive for his informative and helpful update.

94 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

The Committee considered the following reports on the Part 1 agenda for the meeting of the Executive on 27 March 2024:

(5) BUDGET MONITORING 2023/24 Report FSD24027

The report provided the third budget monitoring position for 2023/24 based on expenditure and activity levels up to the end of December 2024. 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 Director of Finance noted that the Transformation Programme had been in place for quite a while. Future budget monitoring reports would make more explicit reference to mitigation savings and instances where transformation savings had not been achieved. Concerns remained around the scale of growth, and this would need to be monitored closely.

Statutory services continued to pose challenges and lobbying continued at all levels. If pressures continued there would be no flexibility to balance the budget.

RESOLVED: That Executive be recommended to:

- 1. Consider the latest financial position.**
- 2. Note that a projected net overspend on services of £14,206k is forecast based on information as at December 2023.**
- 3. Note the comments from Chief Officers detailed in Appendix 2.**
- 4. Note the projected reduction to the General Fund balance of £147k as detailed in section 3.3 of the report.**
- 5. Note the full year cost pressures of £21.1m as detailed in section 3.4 of the report.**
- 6. Agree the release of funding from the 2023/24 central contingency as detailed in paragraphs 3.2.2 to 3.2.5 of the report.**
- 7. Agree the set aside of £2.2m into an earmarked reserve to support the revenue budget for 2025/26 as detailed in section 3.8 of the report.**

- 8. Note the issues regarding the Community Equipment contract as detailed in paragraph 3.9 and in Part 2 of this report.**
- 9. Identify any issues that should be referred to individual Portfolio Holders for further action.**
- 10. Approve additional funding DSG funding of £470k to strengthen early support for Speech and Language services in key local schools, which will for early identification and intervention for a trial period of one year. This investment is expected to generate greater savings (in excess of £470k) to reduce the DSG Deficit.**

To note that the outcome of the additional investment will be reported back to members in considering options for ongoing funding.

**(6) SECOND HOMES PREMIUM
Report FSD24030**

The report set out a proposal that a Second Home Premium was introduced from April 2025.

Members requested that the following details be circulated after the meeting:

1. A breakdown of the £6k+ cost of the consultation.
2. Confirmation of whether the Empty Homes Premium would be increasing (in line with the changes introduced by government) alongside the introduction of the Second Homes Premium.

RESOLVED: That the Executive be recommended to

- 1. Consider the responses to the public consultation exercise at Appendix 1 of the report.**
- 2. Consider the Equality Impact Assessment.**
- 1. Approve the introduction of the 100% Second Home Premium from April 2025.**

(12) BIGGIN HILL UPDATE

At the meeting of the Executive on 8 February 2023, officers, in consultation with the Portfolio Holder for Resources, Commissioning and Contract Management, were authorised to work with Biggin Hill Airport Limited (BHAL) regarding the Noise Action Plan (NAP), with the objective of agreeing measures to improve the situation for residents under the flightpath.

An update was provided back to the Executive on 20 September 2023 which noted that correspondence with BHAL was ongoing. It was agreed that a

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further update would be provided back to the Executive after six months in 2024 and that if no substantive progress had been made by this point, alternative options for progressing matters would be reported.

In opening the discussion, the Chairman commended Officers on the work that had been undertaken and the quality of the report. The Chairman noted that, on the whole, the report had been received positively by residents.

The Chairman noted that Biggin Hill Airport Limited (BHAL) had previously been invited to attend the committee and the invitation had been declined. Representatives of BHAL could be invited again and in the interests of balance representatives from Flightpath Watch would also be invited.

In response to questions, the Airport Monitoring Officer explained that Appendix 1 to the report set out areas where there had been significant progress as a result of the negotiations, some areas where there was much more work to be done and other areas where the position had moved on and there was nothing further that could be done or work was ongoing and would remain ongoing. It was agreed that a revised table, providing details of how many of the original NAP actions had been completed, should be circulated to Members following the meeting.

The Committee also noted that the intention was that any fines for infringements of the rules around aircraft noise would form a fund administered by LBB for projects under the flightpath.

In response to a question around whether the minutes of the Airport Consultative Committee were published in a timely manner, the Airport Monitoring Officer confirmed that reports were published online with minutes being published once approved at the following meeting.

Visiting Member, Councillor Jonathan Andrews, ward councillor for Darwin Ward addressed the Committee and noted that residents across Darwin ward had raised concerns around issues such as excessive noise and pollution. It was emphasised that these were issues that residents took seriously, although it had appeared that the most recent committee report had been received positively. It was important that the Council, as landlord, got the NAP right and there was a need to reflect and address the concerns of residents. There was support for the proposal that if BHAL exceeded 50,000 movement without the NAP review being completed the Council would take legal action. It was felt that this was an example of the strong stance that was needed. The Ward Member also suggested that it would be helpful to have a new NAP document setting out clear expectations.

Members of the Committee noted that whilst the report was excellent, it felt as if the Committee was going round in circles. When the issue was last debated at Committee a long stop end date of the end of 2023 had been agreed. This date had long since passed with no progress being made on the revised Noise Action Plan (NAP) and no indication of when a revised NAP would be presented to Committee. Residents were keen to see a revised NAP in place

and it was suggested that the time had come to implement a timeframe for progress as residents wanted to see consequences for the ongoing prevarication.

Another Member noted that they had spoken on the Biggin Hill issue many times in the Council Chamber and they felt that BHAL had been consistently non-co-operative. Councillors wanted local businesses to do well, but the effect of the airport on the lives of many local residents could not be ignored. The Council was keen to work alongside BHAL to ensure they had a successful business whilst also ensuring that residents were not inconvenienced. The Member noted that Appendix 1 to the report seemed to show 20 pages of actions that had not been completed. The Member felt that this highlighted how BHAL had conducted itself. The Member welcomed the tougher stance that was being taken by the Council and paid tribute to the many local residents who had maintained pressure on BHAL suggesting that there was a need to ensure this pressure was maintained.

Another Member highlighted that, with respect to issues around pollution, BHAL were trialling an air quality monitoring system. It was noted that BHAL had worked hard at getting the most recent review of the NAP right.

In drawing the debate to a close, the Chairman noted that it was confusing to have three separate documents and at the conclusion of the review process the Council should look to have all three documents cross-referenced in one place along with a list of obligations under the lease.

The Committee endorsed the recommendations set out in the report to Executive and agreed the additional resolutions as follows:

1. Representatives from BHAL and Flightpath Watch should be invited to address the Executive Resources and Contracts PDS Committee at the earliest opportunity. BHAL should be asked to outline their position on the reasons for not accepting the requirements the Council for completing the NAP review.
2. Officers should be requested to provide an interim report and action plan setting out the alternative options for progressing matters in the absence of an agreement between the Council and BHAL by the June meeting of the Executive with a full report on the progress of negotiations in September 2024.
3. The Council should work with BHAL to combine the terms of the Lease, NAP and the Management Information Letter (MIL) into a single clear document, or alternatively cross-reference these documents in one place alongside a list of obligations of each party.

RESOLVED: That

- 1. Representatives from BHAL and Flightpath Watch should be invited to address the Executive Resources and Contracts PDS Committee at the earliest opportunity. BHAL should be asked to outline their**

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position on the reasons for not accepting the requirements the Council for completing the NAP review.

- 2. Officers should be requested to provide an interim report and action plan setting out the alternative options for progressing matters in the absence of an agreement between the Council and BHAL by the June meeting of the Executive with a full report on the progress of negotiations in September 2024.**
- 3. The Council should work with BHAL to combine the terms of the Lease, NAP and the Management Information Letter (MIL) into a single clear document, or alternatively cross-reference these documents in one place alongside a list of obligations of each party.**
- 4. Executive be recommended to agree the recommendations in the report as follows:**
 - a) Note that BHAL are expected to shortly submit a revised proposal for an alternative instrument approach to runway 03 to the Civil Aviation Authority (CAA), which would be understood to have noise reduction benefits for residents under the flightpath.**
 - b) Note the progress that BHAL have made towards a NAP review and that an assessment has been made of this progress and remaining requirements for completing the NAP review.**
 - c) Note that a series of meetings were held between the Council and BHAL but that no agreement was reached between the two parties, although the option for further meetings remains open.**
 - d) Note that following the meetings with BHAL, the Council has written to BHAL to reiterate the Council's requirements for completing the NAP review. The Council outlined that the NAP review is not considered to be complete without meeting these requirements and that while the NAP review is incomplete, the 50,000 aircraft movements cap remains in force at the airport.**
 - e) Agree that if BHAL exceed 50,000 movements without the NAP review being complete, the Council will take legal action to protect the Council's position and in support of residents, as detailed in Part 2.**

(13) OPR AWARD OF CONTRACTS FOR MULTIDISCIPLINARY SERVICES

In November 2023 the Executive approved the procurement of further design led multidisciplinary consultancy services to support the delivery of the OPR Programme.

This report sought approval to award a consultancy services contract to the successful bidders following the tender process.

This report also provided an update on the progress of the surface car parks workstream.

The Committee noted that once the programme of works had been confirmed (by late Spring), details of works could be sent to Ward Councillors to enable them to provide details to any local residents affected by the works.

RESOLVED: That Executive be recommended to

- 1. Note the contents of this report.**
- 2. Approve the award of a Multidisciplinary Consultancy Services Contract for the OPR Programme to the successful bidders as detailed in Part Two of this report.**

95 POLICY DEVELOPMENT AND OTHER ITEMS

**A ANNUAL PDS REPORT 2023/24
Report CSD24040**

The Committee noted the Annual Policy Development and Scrutiny Report for 2023/24. Any further comments and amendments would be incorporated by Democratic Services prior to submission to Full Council on 8th July 2024.

It was noted that the report from the Chairman of the Environment and Community Services PDS Committee would be circulated when available.

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

**96 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

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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**

97 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 27 March 2024:

(19) PART 2: BUDGET MONITORING 2023/24

Executive be recommended to note the Part 2 information.

(22) PART 2 BIGGIN HILL UPDATE

Executive be recommended to note the Part 2 information.

(23) PART 2: OPR AWARD OF CONTRACTS FOR MULTIDISCIPLINARY SERVICES

Executive be recommended to consider the report and approve the recommendations

The Meeting ended at 10.17 pm

Chairman

Agenda Item 5

Report No.
CSD24063

London Borough of Bromley

PART ONE - PUBLIC

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

Date: 20 May 2024

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 2024/25 Forward Work Programme.

2. **RECOMMENDATION(S)**

That PDS Committee reviews and comments on:

1. Progress on matters arising from previous meetings; and
2. The 2024/25 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. **Appendix 1** provides a progress update on requests made by the Committee at previous meetings. This list is checked after each meeting so that any outstanding issues can be addressed at an early stage and timely progress made.

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 ERC PDS Committee Work Programme for 2023/24, 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 2024/25 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.

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

MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

Minute Number/Title /Date	Action/PDS Request	Update	Action by	Expected Completion Date
94(6) Second Homes Premium 25 March 2024	That additional details regarding the cost of the consultation and whether the Empty Homes Premium be provided following the meeting	The information is being compiled and will be circulated as soon as it is available.	Revenues and Benefits Manager	
95a Annual Scrutiny Report	That the report from the Chairman of the Environment and Community Services PDS Committee be circulated when available.	The report has been circulated to the PDS Committee and will be included in the report to Full Council in July	Chairman ECS PDS and Democratic Services Officer	May 2024

**EXECUTIVE, RESOURCES & CONTRACTS PDS COMMITTEE
WORK PROGRAMME 2024/25**

Meeting Date: 24 June 2024	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	Pe-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
Expenditure on Consultants and Contractors	Finance	PDS Committee
Risk Registers	Audit	PDS Committee
Meeting Date: 16 September 2024	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Capital Programme Monitoring - 1st Quarter 2024/25	Finance	Pre-decision scrutiny (PH)
Treasury Management Q1	Finance	Pre-decision scrutiny (PH)
Scrutiny of the Leader	-	PDS Committee

Contract Register and Contracts Database	Governance and Contracts	PDS Committee
Contracts Management	Governance and Contracts	PDS Committee
Update on Free Speech	Legal	PDS Committee
Meeting Date: 10 October 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
Section 106 Agreements: Update*	Planning and Regeneration	PDS Committee
Risk Register (Red Risks)	Audit	PDS Committee
Scrutiny of the Chief Executive (including short written summary)	Chief Execs	PDS Committee
Meeting Date: 25 November 2024		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Treasury Management – Quarter 2 Performance 2024/25 & Mid-Year Review	Finance	Pre-decision scrutiny (PH)
Insurance Fund – Annual Report 2023/24	Finance	Pre-decision scrutiny (PH)
Capital Programme Monitoring Q2.	Finance	Pre-decision scrutiny (PH)
BT/ICT Contract Monitoring Report	IT	PDS Committee – Monitoring Report
Risk Register	Audit	PDS Committee
Meeting Date: 20 January 2025		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
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
Meeting Date: 10 February 2025		
	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
Contracts Register and Contracts Database Update	Governance and Contracts	PDS Committee
Scrutiny of The Leader (including short written summary)	N/A	PDS Committee
Property Investment Update	Property	PDS Committee
Risk Register (Red Risks)	Audit	PDS Committee
Meeting Date: 24 March 2025		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Scrutiny of the Chief Executive (including short written summary)	N/A	PDS Committee
Annual PDS Report 2024/25	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: 23 APRIL 2024

PERIOD COVERED: May 2024 - July 2024

DATE FOR PUBLISHING NEXT FORWARD PLAN OF KEY AND PRIVATE EXECUTIVE DECISIONS: 28 MAY 2024

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 LEVEL 2025/26	Council	24 February 2025 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 2025/26	Council	24 February 2025 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
CAPITAL STRATEGY 2025 TO 2029	Council	24 February 2025 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.

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?
TREASURY MANAGEMENT STRATEGY 2025/26	Council	24 February 2025 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 documents
EXECUTIVE						
CRM REPLACEMENT CAPITAL PROJECT - WEBSITE REDESIGN UPDATE REPORT	Executive	22 May 2024 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Duncan Bridgewater Tel: 0208 461 7676 Duncan.Bridgewater@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
PROPOSED BROMLEY HEALTH & WELLBEING CENTRE, CHURCHILL COURT - REFURBISHMENT AND LEASE & CONSTRUCTION CONTRACT AWARD	Executive	22 May 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

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?
PROCUREMENT OF A SPECIALIST STOP SMOKING SERVICE	Executive	22 May 2024 Adult Care and Health PDS Committee	Meetings	Contact Officer: Gillian Fiumicelli Tel: 020 8461 7789 Gillian.Fiumicelli@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
PROPERTY INVESTMENT REPORT	Executive	26 June 2024 Executive Resources and Contracts PDS Committee	Meetings	Contact Officer: John Kulasek John.Kulasek@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
CHURCHILL COURT - LETTING STRATEGY	Executive	26 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
TRANSPORT GATEWAY REPORT	Executive	26 June 2024 Adult Care and Health PDS Committee and Children, Education and Families PDS Committee	Meetings	Contact Officer: Maya Vadgama Tel: 0208 313 4740 Maya.Vadgama@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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OPTIONS FOR THE FUTURE DELIVERY OF PARKS MANAGEMENT AND GROUNDS MAINTENANCE SERVICES.	Executive	26 June 2024 Environment and Community Services PDS Committee	Meetings	Contact Officer: Hannah Jackson Tel: 0208 461 7690 Hannah.Jackson@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
DEPOT IMPROVEMENT WORKS UPDATE	Executive	26 June 2024 Environment and Community Services PDS Committee	Meetings	Contact Officer: Peter McCreedy Tel: 020 8313 4942 peter.mccreedy@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
PERMISSION TO AWARD DOMICILIARY CARE (PATCH ARRANGEMENTS)	Executive	26 June 2024 Adult Care and Health PDS Committee	Meetings	Contact Officer: Kelly Sylvester, Chanelle-Ghania Ali Tel: 020 8461 7653, kelly.sylvester@bromley.gov.uk , Chanelle-Ghania.Ali@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 papers

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CONTINUATION OF JOINT FUNDING CHILDREN'S COMMUNITY HEALTH SERVICE WITH THE SELICB	Executive	26 June 2024 Children, Education and Families PDS Committee	Meetings	Contact Officer: Anthony Harris Anthony.Harris@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background papers
DISPOSAL OF BROMLEY CIVIC CENTRE	Executive	Before 31 July 2024 Executive, Resources and Contracts PDS Committee	Meetings	Contact Officer: Alexi Borg, Jessica Shepherd alexiborg@bromley.gov.uk , jessica.shepherd@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 CONTRACT FOR REFURBISHMENT WORKS TO FORMER MARJORIE MCCLURE SITE	Executive	18 September 2024 Children Education and 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 information
CONTRACT AWARD FOR SPECIALIST STOP SMOKING SERVICE	Executive	27 November 2024 Adult Care and Health PDS Committee	Meetings	Contact Officer: Gillian Fiumicelli Tel: 020 8461 7789 Gillian.Fiumicelli@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
ADULT CARE & HEALTH 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?
PERMISSION TO COMMENCE WITH THE PROCUREMENT OF A DOMICILIARY CARE FRAMEWORK	Director of Adult Social Care	June 2024 Adult Care and Health PDS Committee and Executive	Meetings	Contact Officer: Chanelle-Ghania Ali, Kelly Sylvester Tel: 020 8461 7653 Chanelle-Ghania.Ali@bromley.gov.uk kelly.sylvester@bromley.gov.uk	<u>Meeting in Public</u>	Report and relevant background documents
0-19 CONTRACT WITH BROMLEY HEALTHCARE	Director of Public Health	Between 01 September 2024 and 30 November 2024 Adult Care and Health PDS Committee	Meetings	Contact Officer: Dr Jenny Selway Tel: 0208 313 4769 jenny.selway@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
CHILDREN, EDUCATION & FAMILIES PORTFOLIO						
ENVIRONMENT						
PUBLIC PROTECTION & ENFORCEMENT PORTFOLIO						
RENEWAL, RECREATION & HOUSING PORTFOLIO						
RESOURCES, COMMISSIONING & CONTRACT MANAGEMENT PORTFOLIO						

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EXTENSION OF VARIOUS CLEANING, CARETAKING AND WASHROOM SERVICES CONTRACTS	Portfolio Holder for Resources, Commissioning and Contracts Management	Not before 22 May 2024 Executive Resources and Contracts PDS Committee	Meetings	Contact Officer: Peggy Umezuruike peggy.umezuruike@bromley.gov.uk	<u>Meeting in public</u>	Report and relevant background documents
TRANSPORT, HIGHWAYS AND OPEN SPACES						

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

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Report No.
HPR2024/017

London Borough of Bromley

PART ONE - PUBLIC

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

Date: Monday 20th May 2024

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

Title: ARMED FORCES COVENANT UPDATE

Contact Officer: Paula Young, Head of Service, Culture
Tel: 020 8461 7281 E-mail: Paula.Young@bromley.gov.uk

Charlotte Ryan, Events & Engagement Officer
Tel: 020 8461 7436 E-mail: Charlotte.Ryan@bromley.gov.uk

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

Ward: (All Wards);

1. Reason for decision/report and options

This report summarises the progress on the work that has taken place to date under the Armed Forces Covenant since it's renewal and the ongoing work underway to further support Bromley's Armed Forces Community.

2. **RECOMMENDATION(S)**

2.1. The Portfolio Holder for Resources, Commissioning and Contract Management, and Members of the ERC PDS are asked to:

- a. Note the progress and work underway to meet the pledges set out in the renewal of the Armed Forces Covenant which was re-affirmed in June 2023.
- b. Note the award of the Bronze Employer Certificate in national recognition of the Council's commitment to the Armed Forces Community.
- c. Adopt the refreshed Action Plan which sets out how the Council will deliver the Armed Forces Covenant in Bromley and measure progress

Impact on Vulnerable Adults and Children

1. Summary of Impact: This adoption of the action plan will improve the outcomes or Vulnerable Adults and Children in Bromley
-

Transformation Policy

1. Policy Status: Existing
 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.
-

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: Not applicable
 3. Budget head/performance centre: Nil
 4. Total current budget for this head: Nil
 5. Source of funding: None
-

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: None
 2. Call-in: Not applicable
-

Procurement

1. Summary of Procurement Implications: Not applicable
-

Property

1. Summary of Property Implications: None
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: None
-

Impact on the Local Economy

1. Summary of Local Economy Implications: None
-

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: The renewed Armed Forces Covenant will have a positive impact on the health and wellbeing of the Armed Forces community in Bromley
-

Customer Impact

1. Estimated number of users or customers (*current and projected*): Census data shows that Bromley has the largest percentage of military veterans of all the London Boroughs, with 2.5% of residents having served in the forces.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The Armed Forces Covenant (AFC) was published in 2011 by the Government as part of its approach to ensure that the Armed Forces are valued and supported. The Armed Forces Act 2021 enshrines the Covenant into law for the first time, to help prevent serving armed forces personnel, military veterans and their families from being disadvantaged when accessing commercial and public services.
- 3.2 A key feature of the Act is a new statutory duty to specified persons or bodies, including councils, to have due regard to the principles of the Covenant, when exercising certain housing, education, or healthcare functions (excluding social care).
- 3.3 The Covenant is designed to set out the relationship between the Nation, the State and the Armed forces and seeks to formalise the moral obligation that has historically existed between the Nation and members of the Armed Forces and their families.
- 3.4 The Covenant focuses on helping members of the Armed Forces community to have the same access to Government and Commercial Services and products as any other citizen. Bromley's Executive initially signed up to the Community Covenant on 24th April 2013.

Re-signing of the Armed Forces Covenant

- 3.4 As part of our ongoing commitment to support veterans and other members of the armed forces community the Armed Forces Covenant was re-affirmed in Bromley in June 2023 ten years after the initial signing. The re-signing, which renews the commitment originally made by the borough ten years ago, took place during a special ceremony held as part of Bromley Council's Armed Forces Day activities.
- 3.5 Following the re-signing the development of the AFC was assigned to the Culture Team by Sara Bowrey, Director of Housing Planning and Regeneration, in her capacity as Council Officer Armed Forces Champion. The team have been working in partnership with the Member Armed Forces Champion, Councillor Mike Botting to raise awareness amongst staff and residents of the work underway to co-ordinate the Bromley offer to the armed forces community in the borough.
- 3.6 The Culture Team were invited to deliver a presentation to the Corporate Leadership Team (CLT) on February 29th, 2024, to update on the progress that has been made to date since the covenant was re-affirmed which included a presentation. A representative from the Ministry of Defence also attended the meeting.
- 3.7 Since the re-signing of the covenant, progress has been made which is outlined in paragraphs 3.11 -3.21. The Armed Forces Action Plan has been refreshed with an internal AFC working group established with agreed terms of reference. The first meeting of the group took place on 2nd April 2024. Dedicated AFC webpages and directory of local support and information are now available on the Council's website which we will continue to develop. We have now achieved bronze accreditation in the Ministry of Defence's Employer Recognition Scheme (ERS) and are working towards silver. We are working alongside key partners including Bromley FC to reach larger numbers of the Armed Forces community.

Armed Forces Footprint in Bromley

- 3.8 Armed Forces veterans Census Data released in November 2022, shows that there were 1,853,112 people who had previously served in the UK armed forces in England and Wales in 2021 representing 3.8% of the population aged 16 and over.
- 3.9 Although there are no military units in the Borough, there is a large veteran population including 453-armed forces pension claimants. March 2021 data shows that there were 6,673 Bromley residents who had previously served in the armed forces. This was 2.5% of the Bromley population ages 16+, the highest percentage in London, made up of 1.7% regular armed forces and 0.7% armed forces reservists.
- 3.10 There are approximately 50 children from service families at local schools. There are a number of family accommodation and married quarters within the Borough. The Borough also has Army Cadet, Air Training and Sea Cadet Corps providing life skills, training, and friendship for younger members of the community. Therefore, exploring ways to develop services and assistance to military personal, veterans, reservists and their families is a key priority.

Ministry of Defence Employer Recognition Scheme

- 3.11 As part of our commitment to the to supporting the employment of veterans and service leavers a key action was to enrol on the Ministry of Defence (MOD) Defence Employment recognition scheme. In February 2024 in national recognition of our work to deliver the priorities of the Armed Forces Covenants (AFC) Bromley Council received the Bronze Award from the MOD Employer Recognition scheme. MOD data shows Bromley to be one of only twelve London Councils to receive the bronze award. The Bronze logos are now displayed prominently on the Council's website along with information pages signposting towards support and advice .
- 3.12 We have begun the process to work towards silver status. The 2024 expression of interest for silver and gold awards closed in March 2024 - just after we achieved our Bronze award. This is an annual process with the next expression of interest stage opening in December 2024 closing in March 2025. The Culture Team is working with the MOD who support the authority to help them reach the required level to ensure that we are ready to submit our silver expression of interest as soon as it re-opens
- 3.13 When the Employer Recognition Scheme silver standard has been achieved the next step is to start the application for the gold award in March 2026. The MOD provides further support for organisations as they begin the gold award application process. The criteria for Bronze, Silver and Gold and are set out in Appendix 1.

Delivering our commitments

- 3.14 The AFC provides civic support for service personnel in the borough in key areas such as jobs and employment, housing services, education, health and wellbeing, benefits and financial support. Lead officers from these key areas identified along with others including the Public Affairs Team are working to promote public understanding and awareness of issues affecting the Armed Forces

- 3.15 Following the recommendations of the Armed Forces Covenant Fund Trust bespoke project 'Renewing the Covenant in the Capital', Bromley Council refreshed its pledges and agreed seven commitments which form the focus of our new action plan (Appendix 2) which are set out below.
- Demonstrating that we are an Armed Forces-friendly organisation.
 - Strengthening our links with the Armed Forces Community
 - Seeking to support the employment of veterans and service leavers.
 - Striving to support the families of the Armed Forces Community
 - Seeking to support out employees who choose to be members of the Reserve Forces or Cadet Force Adult Volunteers
 - Ensuring support is given to members of the Armed Forces Community with urgent housing needs.
 - Recognising and remembering the sacrifices made by the Armed Forces Community
- 3.16 Members are asked to support the adoption of the refreshed action plan which sets out the key workstreams supporting the commitments set out above and records progress using an RAG system. The plan identifies the teams and lead officers responsible for implementing and monitoring progress for each key area. The plan will be updated and refreshed on a quarterly basis with a progress report prepared for the Armed Forces Champions identified in para 3.5.
- 3.17 To further support this process an LBB working group has been established to prioritise the seven AFC commitment priorities and ensure their delivery. Each key team within the Council has provided a representative. We will continue to deliver information and briefings on the AFC priorities for all LBB staff including attending Managers briefings.

Community Development

- 3.18 Since the Armed Forces Covenant was re-affirmed Officers have been working with our AFC partners to promote and raise awareness of the services available to the Armed Forces community in Bromley and to widen the reach. Bromley Football Club has also achieved Bronze Employer Recognition status and like Bromley Council is working towards silver award. Bromley FC Community Sports Trust have set up a community hub for veterans by way of a monthly drop-in session. The sessions focus on networking, reducing loneliness and isolation amongst veterans by providing support. Veterans from all areas are welcome to attend these free sessions which provide refreshments hot food and beverages.
- 3.19 As Bromley is the largest and greenest London Borough, we intend to maximise opportunities for veterans to connect with Friends Groups within parks and open spaces. Working outside in the environment will have a positive impact on health and well-being and this initiative will be explored and developed through the working group.
- 3.20 As part of the working group Officers will be exploring ways to work with our suppliers and contractors to enable them to contribute to the work that we are doing to support the Armed Forces Communities. There are a number of ways that they can contribute ranging from committing to signing the covenant for their organisation as Bromley FC have done to

organising community events or offering discounts and services tailored to the Armed Forces communities.

Next Steps

- 3.21 To proactively fulfil the Council’s obligations and commitment to the Armed Forces Community by knowing, understanding, and taking action on the issues and barriers they face, and to measure and publicly report our progress.
- 3.22 Working towards Defence Employer Recognition Scheme Silver and Gold awards as set out in paragraphs 3.12-3.13 by evidencing the good practice and work that has been done to date to improve services and balance outcomes for the Armed Forces Community
- 3.23 To continue to raise awareness through the Council’s Armed forces webpages which will be regularly updated to provide a clear statement to what members of the Armed Forces Community can expect from the Bromley in terms of support.
- 3.24 The working group will develop a consistent approach to identify staff, residents and Council service users who have a military connection to raise awareness of the benefits that the Armed Forces Covenant brings them

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

The re-signing of the Armed Forces Covenant has a positive impact on the lives of vulnerable adults and children within the Borough.

5. CUSTOMER IMPACT

- 5.1 Although there are no military units in the Borough, there is a large veteran population. Data shows that Bromley has the largest percentage of military veterans of all the London Borough -See paras 3.8-3.10. There were 6,673 Bromley residents who had previously served in the armed forces. Of these 4,589 had served in the UK armed forces 1809 had previously served in the UK reserves, 275 people had previously served in both regular and reserve UK forces.

Non-Applicable Headings	Transformation/Policy Implications Financial Implications Personnel Implications Legal Implications, Procurement Implications Property Implicationscarbon Reduction/Social Value Implications, Impact on The Local Economy Ward Councillor Views
Background Documents: (Access via Contact Officer)	RENEWAL OF THE ARMED FORCES COVENANT 17th June 2023

Defence Employer Recognition Scheme

Bronze award

Bronze award holders:

- are self-nominated by employers who pledge to support the armed forces, including existing or prospective employees who are members of the community.
- must have signed the Armed Forces Covenant
- promote being armed forces-friendly and are open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners.
- receive an electronic certificate and logos to display on their website, stationery and other collateral.

Silver award

Silver award holders:

- must have signed the Armed Forces Covenant .
- the employer must already be accredited as a holder of ERS Bronze Award and held it with sufficient time to develop suitable plans and policies and evidence to support the ERS Silver application. The employer must proactively demonstrate that service personnel and the armed forces community are not unfairly disadvantaged as part of their recruiting and selection processes.
- the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves.
- within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least 5 days' additional unpaid/paid leave (wherever possible not to Reservist employees' financial disadvantage)
- the employer must not have been the subject of any negative PR or media activity.
- the employer should demonstrate support to the Cadet movement as a whole by providing proactive support to individual cadets and/or to local cadet units.

Gold award

Gold award holders:

- must have signed the Armed Forces Covenant
- employers must have an existing relationship with their National Account Manager/Regional Employer Engagement Director/appropriate defence representative.
- the employer must already be accredited as a holder of ERS Silver Award and held it with sufficient time to develop suitable plans and policies and evidence to support the ERS Gold application.
- the employer must proactively demonstrate their forces-friendly credentials as part of their recruiting and selection processes. Where possible, they should be engaged with [Career Transition Partnership](#) (CTP) in the recruitment of service leavers and have registered for the [Forces Families Jobs](#) (FFJ) portal.
- the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive human resources policy on Reserves.
- the employer must be an exemplar within their market sector, advocating support to defence people issues to partner organisations, suppliers and customers with tangible positive results
- within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must provide at least 10 days' additional leave for training, fully paid, to the Reservist employee
- the employer must actively encourage a positive environment for Reservists by ensuring that positive policies in support of Reservists within the workforce are communicated to line managers
- the employer must not have been the subject of any negative public relations or media activity
- the employer should be an exemplar in demonstrating support to the Cadet movement. This could, for example, be through mentoring cadets in key employment skills, by providing guaranteed interviews for cadets, by direct investment in equipment and infrastructure for a local cadet unit, or by funding and sponsoring competitions, events, and specific activities for cadets such as overseas expeditions.
- the employer promotes volunteering with the cadet forces from their workforce, by providing additional leave for employees who are Cadet Force Adult Volunteers (CFAVs)

Nomination and award process

Employers can sign up themselves for each award.

Nominations will be validated to determine the level of defence personnel employment within the nominated organisation and to check that the organisation has signed the Armed Forces Covenant.

Once the nomination has been validated it will be considered by a selection board at national level for gold awards and regional level for silver awards. The selection boards will be a panel chaired by a senior military officer and they will consider each nomination against the award criteria. Organisations selected for gold and silver awards will be formally notified in writing and invited to the relevant award event.

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BROMLEY COUNCIL - COMMITMENT TO ARMED FORCES COVENANT

INTRODUCTION

The Armed Forces Covenant was published in 2011 by the Government as part of its approach to ensure that the Armed Forces including veterans are valued and supported, and its core principles were enshrined in law for the first time in the Armed Forces Act 2021. The Covenant which was originally implemented in 2013 has now been renewed and focuses on helping members of the Armed Forces community have the same access to Government and Commercial Services and products as any other citizen.

In line with good practice and following the recommendations of the Armed Forces Covenant Fund Trust bespoke project 'Renewing the Covenant in the Capital' the Council has refreshed its pledges which are set out below - these seven commitments are the focus of our new action plan which will be reviewed annually.

- Demonstrating we are an Armed Forces-friendly organisation.
- Strengthening our links with the Armed Forces Community
- Seeking to support the employment of veterans and service leavers.
- Striving to support the families of the Armed Forces Community
- Seeking to support out employees who choose to be members of the Reserve Forces or Cadet Force Adult Volunteers
- Ensuring support is given to members of the Armed Forces Community with urgent housing needs.
- Recognising and remembering the sacrifices made by the Armed Forces Community

A report is provided for discussion at the annual meeting of the Council's new Armed Forces Partnership, who will meet formally on an annual basis to review activity from the previous year, any arising issues, and plans for the following year which will inform the next year's action plan. Quarterly reporting will take place through the Portfolio Plan cycle.

MARCH 2024		LONDON BOROUGH OF BROMLEY ARMED FORCES COVENANT ACTION PLAN 2023-2024			
1. DEMONSTRATING THAT WE ARE AN ARMED FORCES FRIENDLY ORGANISATION					
	OUR COMMITMENT	LEAD OFFICER / TEAM	ACTION	ONGOING/FUTURE ACTIONS	STATUS
1.1	Publicising our Armed Forces Covenant and displaying the Armed Forces Covenant logo and ERS status on our corporate website.	Culture PublicAffairs	<p>News release about the re-signing of the AFC was shared on a range of communication channels on 22nd June 2023: Bromley forges forward with Armed Forces Covenant – London Borough of Bromley</p> <p>The Armed Forces Covenant with full logos to be displayed on LBB Corporate website.</p> <p>To receive logos, employers must sign up for Bronze status through ERS: Defence Employer Recognition Scheme - GOV.UK (www.gov.uk)</p>	<p>a) Self-nominate for Bronze Award (ERC) to receive logos to display on Council webpages. Complete</p> <p>Ongoing: Identify steps needed to progress to silver and gold award.</p>	<p>Logos and Bronze Award displayed on the Council's AFC webpage 23Feb24.</p> <p>Bromley's Bronze Award to be publicised through council channels, including a news release and featuring in the council magazine.</p>
1.2	Promoting a greater understanding and awareness of the needs and contributions of the Armed Forces Community within the borough using a wide range of	PublicAffairs		<p>a) Lead PublicAffairs Officer to attend Armed Forces Covenant working group to identify and coordinate opportunities for armed forces communications through the council's channels, including social media, website and the 'Our Bromley' magazine.</p>	Ongoing action for Lead Officer.

communication channels.				<p>b) Signpost new activities and initiatives in the borough e.g., Bromley Football Club, Veterans breakfast. Ongoing</p>	<p>Activities are included on the armed forces page on the council website and will be updated as new information becomes available- Lead teams to work together to progress this further.</p> <p>Events like the Bromley FC veterans breakfast club are also shared with residents through council and mayoral channels, including the council's events calendar on the website homepage.</p> <p>The Mayor of Bromley regularly visits veterans events such as the breakfast club and supports their development, including by helping to connect partners and organisations involved.</p>
				<p>c) Key messages are regularly shared internally with staff through the Transforming Bromley Newsletter.</p>	<p>Ongoing action for Lead Officer.</p>
				<p>d) Planned external communications include: Armed Forces Day (June 2024). Remembrance Day (November 2024)</p>	<p>Ongoing - Culture Team to discuss plans for Armed Forces Day with Public Affairs.</p> <p>Remembrance Day is commemorated every year in Bromley, with council representatives, including the Mayor of Bromley, attending services across the borough, which are shared with residents through the council and Mayoral channels.</p>

				<p>e) Opportunities to share the perspectives of members of Bromley’s armed forces community to be sought, to improve understanding and encourage reflection from residents.</p>	<p>An in-depth interview between 102-year old RAF veteran Peter Lemon and the Armed Forces Champion/Mayor of Bromley was filmed and released through council channels ahead of Remembrance Day. This ‘Story from Bromley’ gave a unique perspective of Peter’s incredible experiences and was shared widely, including featuring in local press and with a full-page article in the Our Bromley magazine. https://www.youtube.com/watch?v=5S5iGub3l1w and https://www.youtube.com/watch?v=Q-e5YdqAAK4&t=0s</p>
		Culture		<p>f) Link in with the Council’s Loneliness Champion, Helayna Jenkins, for new opportunities and initiatives across the borough for the Armed Forces Community. Complete</p>	<p>Meeting diarised between CR & HJ to discuss 2024 collaborative work.</p>
		Organisational Development		<p>g) Organisational Development to commission external training (and consider offering this to Partners too)</p>	<p>In progress - Culture/OD Lead Officers to investigate available and relevant training.</p>
1.3	Encouraging our local businesses, community, and local strategic partnership organisations to sign up to the Covenant.	<p>LBB – Senior Leadership Team</p> <p>Public Affairs</p> <p>Economic Development</p>	<p>Opportunities have been identified for encouraging sign up of the covenant which will be monitored.</p>	<p>a) Commissioning and Procurement to consider where terms in contracts can further strengthen support to the Armed Forces Community.</p> <p>b) Public Health Team to consider terms of contracts for the 0-19 Programme, Sexual Health and</p>	<p>In Progress - Culture Team to facilitate these conversations with Lead Officers.</p>

		Culture		NHS Health Checks to support the Armed Forces Community.	
1.4	Engaging with a range of partners to identify opportunities to fulfil the objectives of the Covenant.	Economic Development Culture	Engagement opportunities have been identified and will be developed to further fulfil the Covenant objectives. in the private, public, and voluntary sectors	a) To raise awareness of the Armed Forces, Covenant at a future meeting of Bromley Economic Partnership Meetings	Ongoing - Culture Team to liaise with Economic Development Team to facilitate.
1.5	Raising public awareness of the Armed Forces Covenant through our website	Public Affairs	A dedicated webpage has been set up to provide detail about Bromley's armed forces community and act as a growing information hub, outlining support and opportunities that are available across the borough for members of the armed forces community. www.bromley.gov.uk/ArmedForces or www.bromley.gov.uk/Veterans	Continue to develop the content of the AFC webpages for use by the Armed Forces community. Ongoing	Ongoing - Lead team to continue to develop this

2. STRENGTHENING OUR LINKS WITH THE ARMED FORCES COMMUNITY

REF.	OUR COMMITMENT	LEAD OFFICER/TEAM	ACTION	ONGOING/FUTURE ACTIONS	STATUS
2.1	Appointing an Armed Forces Member Champion and Senior Officer point of contact within the Council to ensure our commitments are implemented and maintained.	Cllr Mike Botting - AFC Champion Sara Bowrey – AFC Champion	Sara Bowrey- Director of Housing, Planning, Property and Regeneration has been confirmed as The Council’s Armed Forces Champion. The Armed Forces Member Champion is Cllr Mike Botting who as part his Mayoral year is looking to raise awareness and funds for charities working to support the armed forces community in Bromley.	a) Explore options around having Corporate and Departmental Champions. <i>Initial discussions took place as part of the Armed Forces covenant renewal with representative from Public Health & Adult Social Care agreed.</i>	In progress - Culture team recruiting departmental reps to encourage active participation in upholding the AFC.
2.2	Ensuring staff and elected Members are made aware of the Armed Forces Covenant for Bromley	Culture Public Affairs HR	The Council’s new Armed Forces Partnership will meet formally on an annual basis to review activity from the previous year as set out in the action plan, address any arising issues, and confirm plans for the following year. The Action Plan to be discussed at the Managers briefing and cascaded to all staff.	a) Armed Forces Partnership (<i>date tbc</i>). Managers’ Briefing (<i>date tbc</i>).	Dates to be agreed.
2.3	Offering support to our local cadet units	Culture	The Culture Team organised a uniformed groups parade as part of the Platinum Jubilee celebrations in 2022 and will continue to support our local cadet units.	To engage cadet groups with LFA and Bowie Bandstand launch 2024.	In progress – Lead Officer to engage with groups.
2.4	Working closely with the Southeast London Clinical Commissioning Group (SEL CCG) and attend Covenant Stakeholder meeting.	Public Health	We are committed to working with the SEL CGC and to attending and participating in the Covenant Stakeholder meetings.	a) Attend SEL CGC meeting on (<i>date</i>).	Date to be confirmed

2.5	Ensuring that Joint Strategic Needs Assessments (JSNAs) by Council/ Public Health and Wellbeing Departments take consideration of the Armed Forces community.	Public Health HR	<p>Several key partnership policies, including the Bromley Mental Health and Wellbeing Strategy, the Learning Disability Strategy and the borough's Suicide Prevention Plan are being refreshed, and will include the Armed Forces community as a unique group.</p> <p>A report to the Health and Wellbeing Board will be shared Summer 2023, a focused chapter on the Armed Forces will be included in the Joint Strategic Needs Assessment (JSNA) in March 2024.</p>	a) Physical Activity', 'Mental Health and Wellbeing', 'Learning Disability' strategies and 'Suicide Plan' will be refreshed this year will include the Armed Forces Community as a group with specific needs.	Complete
				b) Engage with ICB Colleagues to signpost and develop Services e.g., 'NHS Talking Therapies'.	Engage with ICB colleagues.
				c) As part of the Joint Strategic Needs Assessment (JSNA), Colleagues in Public Health with GPs will identify the offer available to the Armed Forces Community.	Data to be collated on GP surgeries that have already signed up to the 'Veteran Friendly Scheme' in the borough
				d) As part of the Liquid Logic referral process into Adult's Social Care, explore the opportunity to include questions to identify those in the Armed Forces Community.	Use data to signpost users to additional Services available to the Community.
2.6	Making information about support available to the Armed Forces community easily accessible to all.	All LBB Service Managers			

2.7	Considering the needs of the Armed Forces Community as part of the wider Bromley community in future service and infrastructure planning.	Senior Leadership Team	<i>Ongoing - Work with Lead Teams/Officers continues to develop strategies with Partners, including the Armed Forces Community as an identified group with specific needs.</i>		
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3. SUPPORTING THE FAMILIES OF THE ARMED FORCES COMMUNITY

REF.	OUR COMMITMENT	LEAD OFFICER / TEAM	ACTION UPDATE	ONGOING/ FUTURE ACTIONS	CURRENT STATUS
3.1	Ensuring the Armed Forces Community has fair access to our services and is not put at a disadvantage by their service.	Public Affairs Public Health Benefits	The Council has a dedicated page for 'Ex-Service Organisations' which features links to other Voluntary and Community Sector Enterprise organisations such as Blind Veterans UK for dedicated advice and support	a) Explore options around the application of the Disabled Facilities Grant (DFG) to support the Armed Forces Community.	In Progress
				b) Explore the option of waiving Blue Badges fees for the Armed Forces Community.	In Progress
				c) Consider the option of 'fast tracking' those in the Armed Forces Community as part of the Benefits process.	In Progress
3.2	Ensuring information and signposting to appropriate support services for the Armed Forces Community is freely available and easy to access.	Public Affairs	<p>A new dedicated 'Armed Forces Covenant' webpage on the Council's website is currently live.</p> <p><i>The webpage is a growing information hub, outlining support and opportunities available across the borough for members and former members of the AFC and their families, bringing together the important work of many charities and community organisations.</i></p>	<p>Lead Officer/Teams are continuing to develop the webpage and signpost to information and support.</p> <p>To consider leaflets, magazines, posters in libraries too.</p>	In progress – Lead Officer to investigate further options.
3.3	Connecting with GP practices to encourage staff to ask patients about service background.	Public Health	As part of raising awareness of the Armed Forces community with General Practitioners (GPs), colleagues in Public Health have carried out a piece of work to identify the offer from GPs in the borough to the Armed Forces community and if practices are signed up the Veteran Friendly Scheme which will progress further.	a) Explore with GPs the opportunity to record where someone is a member of the Armed Forces Community through Clinical Codes, and Public Health Surveillance to use this data to carry out targeted work.	Requires investigation from Lead Officer.

3.4	Ensuring school admission policies recognise the needs of children of the Armed Forces community	Education Admissions	<p>Serving Armed Forces personnel who are not living in the area but have a confirmed local posting, are allocated a place in advance of arriving in the borough. The admission authority holds a school offer open until they move to the area.</p> <p>The School Admissions Code allows service children to be considered as an exemption to the Infant Class Size Limit, where the service child is first on the waiting list for a school place.</p>	The Bromley school's admission guidance includes guidance for children of armed forces personnel.	On Track
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4. SUPPORTING THE EMPLOYMENT OF VETERANS AND SERVICE LEAVERS

REF.	OUR COMMITMENT	LEAD OFFICER/TEAM	ACTION UPDATE	ONGOING/ FUTURE ACTIONS	CURRENT STATUS	
4.1	When recruiting for vacancies, recognising the value that the Armed Forces community bring including transferable skills developed through their military careers.	Organisational Development HR	The Career Transition Partnership (CTP) is a partnering agreement between the Ministry of Defence and Right Management Ltd which provides resettlement support services for those leaving the Armed Forces, as they transition from their military career into employment, further education or retirement and for up to two years after leaving in the form of employment support.	a) Explore the opportunity to introduce work experience/ apprenticeship and training opportunities for our Armed Forces Community.	Lead Officer/Teams are progressing the actions identified to deliver the commitments identified	
4.2	Ensuring that our recruitment process is inclusive and accessible.	Chief Executive	The Jobs and Employment section of the Armed Forces Covenant pages on the website signpost the Armed Forces Community to employment advice and support.	b) A decision to guarantee an interview for the Armed Forces Community will be made by the Chief Executive.	Awaiting decision from the Chief Executive	
4.3	Anticipating and providing reasonable adjustments as required.			c) The 'Special Leave' policy will be updated to clearly reflect the support available to reserves.	In Progress	
4.4	Promoting employment opportunities to members of the Armed Forces Community.			d) Use the annual recruitment fair as an opportunity to support the Armed Forces Community into employment.	In Progress	
4.5	Register in Defence Employer Recognition Scheme.			Following the renewal of the Armed Forces Covenant apply for the Defence Employer Recognition scheme - Bronze with commitment to Gold standard.	Registration with Employer Recognition Scheme complete with Bronze awarded. Investigate next steps to Silver and Gold Award.	Complete

5. SUPPORTING STAFF WHO ARE MEMBERS OF THE RESERVE FORCE OR CADET FORCE ADULT VOLUNTEERS

REF.	OUR COMMITMENT	LEAD OFFICER/TEAM	ACTION UPDATE	ONGOING/ FUTURE ACTIONS	CURRENT STATUS	
5.1	Providing the necessary support for our employees within the Armed Forces Community, including additional paid leave as appropriate and flexible working opportunities.	HR	<p>The Council positively supports staff who are reservists. Our offer to reservist employees includes:</p> <ul style="list-style-type: none"> • 10 days additional paid leave each year to carry out operational training. • A flexible working policy to assist with military commitments. • Management support in preparation for, during and after mobilisation. • Access to Occupational Health Service. • Eligibility for sickness absence pay in line with terms and conditions. • Eligibility for maternity, paternity and adoption leave in line with terms and conditions. 	The Council continues to positively supports staff who are reservists and ensure that the support available is widely promoted	On Track	
5.2	Wherever possible, accommodate the mobilisation of our reservists if they are required to deploy.				On Track	
5.3	Encourage any reservists in our organisation to participate in Reserves Day			The new HR Payroll System that went live in April 2023 will enable us to monitor the number of reservists employed at Bromley.	Use internal communications to all staff to promote how to become a Reservist.	Lead Officer to progress.
5.4	Ensuring employees can easily disclose whether they are members of the Armed Forces Community.			A survey went out to all staff last year to capture data that identifies members of staff that are also part of the Armed Forces Community.	Use the next staff survey as an opportunity to identify and capture data around veterans and reservists in the workforce.	Lead Officer to progress.

6. SUPPORTING MEMBERS OF THE AFC WITH URGENT HOUSING NEEDS

REF.	OUR COMMITMENT	LEAD OFFICER/TEAM	ACTION UPDATE	ONGOING/ FUTURE ACTIONS	CURRENT STATUS
6.1	Ensuring our Housing Allocation Scheme recognises the needs of the Armed Forces Community, providing additional preference for the Armed Forces as part the Housing Act 1996.	Housing	<p>Bromley’s Housing Allocations Scheme incorporates The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012, giving additional preference priority for housing to members of the Armed Forces and their family.</p> <p>Additional preference is also given to the following persons if they fall within one or more of the statutory reasonable preference categories and are in urgent housing need:</p> <ul style="list-style-type: none"> • Serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service. • Former members of the regular forces. • Bereaved spouses or civil partners of those serving in the regular forces where: <ul style="list-style-type: none"> (i) The bereaved spouse of civil partner has recently ceased, or will cease to be entitled to reside in Ministry of Defence accommodation following the death of their service spouse of civil partner and (ii) the death was wholly or partly attributable to their service. • existing or former members of the reserve forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service. • Returning members of the Armed Forces who have a housing need in accordance with either the Local or Reasonable Preference categories may be subject to further consideration or exemption from the local connection rule. 	<p>The Housing Allocations Scheme has been refreshed this year (2024) and confirms commitment to the Armed Forces Community.</p> <p>Ongoing communication of this to raise awareness amongst the Armed Forces Community.</p>	The lead officer/teams are progressing the identified ongoing/ future actions.

7. RECOGNISING AND REMEMBERING THE SACRIFICES MADE BY THE ARMED FORCES COMMUNITY

REF.	OUR COMMITMENT	LEAD OFFICER/TEAM	ACTION UPDATE	ONGOING/ FUTURE ACTIONS	CURRENT STATUS
7.1	Supporting and promoting other Armed Forces events in the local community.	Mayor's Office Culture Loneliness Champion	Each November Bromley holds Remembrance Day Services throughout the borough that are attended by Elected Members and the Mayor of the Council.	a) The Culture Team, Mayor's Office and Loneliness Champion will continue to maximise new opportunities to support and promote Armed Forces events in our communities.	The lead officer/teams are progressing the identified ongoing/ future actions
7.2	Mindfully recognising and remembering the contribution and sacrifices made by British and Commonwealth military and civilian service men and women who have been affected by armed conflict by supporting Remembrance Sunday and Armistice Day.		Since the creation of Armed Forces Day, Members of the Council and representatives of the Armed Forces including the Sea Cadets, RAF Flying Cadets, Royal Naval Association, Armed Forces Standard List and the Royal British Legion have marked the occasion by flag raising ceremonies at a location in Bromley.	b) Explore working with schools and Libraries to host events and activities at key occasions including Remembrance Sunday, this to include art exhibitions of children's artwork.	

Report No.
FSD24032

London Borough of Bromley

PART ONE - PUBLIC

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

Date: Monday 20th May 2024

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

Title: RISK MANAGEMENT

Contact Officer: Tasnim Shawkat, Director of Corporate Services and Governance –
Corporate Services Risk Register
Tel: 020 8461 7899 E-mail: tasnim.shawkat@bromley.gov.uk

Peter Turner, Director of Finance – Finance Risk Register
Tel: 020 8313 4338 E-mail: peter.turner@bromley.gov.uk

Charles Obazuaye, Director of Human Resources, Customer Services and
Public Affairs – Human Resources and Customer Services Risk Register
Tel: 020 8313 4335 E mail: charles.obazuaye@bromley.gov.uk

Chief Officer: Director of Finance

Ward: (All Wards);

1. Reason for decision/report and options

This report provides Members of the Executive, Resources and Contracts Policy, Development and Scrutiny Committee with the net 'High' (Red) risks extracted from the Corporate Services, Finance and the Human Resources and Customer Services Risk Registers.

2. **RECOMMENDATION**

That the Executive, Resources and Contracts Policy, Development and Scrutiny Committee review and comment on the Risk Register extracts and commentary, and direct any queries they may have to the relevant Contact Officer.

Impact on Vulnerable Adults and Children

1. Summary of Impact: There are no direct implications for Vulnerable Adults and Children arising from the attached Risk Register extracts, although failure of the Council to meet its commitments in any risk area could directly impact on life chances.
-

Transformation Policy

1. Policy Status: Not Applicable:
 2. 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. Cost of proposal: Not Applicable
 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: None:
 2. Call-in: Not Applicable:
-

Procurement

1. Summary of Procurement Implications: Where applicable, the risk category is reflected as Contractual and Partnership.
-

Property

1. Summary of Property Implications: Where applicable, the risk category is reflected as 'Property' or 'Physical', which includes hazards/risks associated with buildings.
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Where applicable, the risk category is reflected as Environmental.
-

Impact on the Local Economy

1. Summary of Local Economy Implications: Where applicable, the risk category is reflected as Economic.
-

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: There are no direct Health and Wellbeing Implications arising from the attached Risk Register extracts, although failure of the Council to meet its commitments in any risk area could directly impact on life chances.
-

Customer Impact

1. Estimated number of users or customers (current and projected): This report is intended primarily for the benefit of Members of the Executive, Resources and Contracts Policy, Development and Scrutiny Committee.
-

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 provides Members of the Executive, Resources and Contracts Policy, Development and Scrutiny Committee with the net 'High' (Red) rated risks for the areas falling within their remit.

- Corporate Services (Appendix A)
- Finance (Appendix B)
- Human Resources and Customer Services (Appendix C)

3.2 There are currently the following net 'High' risks across the three risk registers:

Corporate Services

- IT Security Failure
- Information Request non-compliance

Finance

- Financial Strategy

Human Resources, Customer Services and Public Affairs

- Insufficient Fire Safety Arrangements

3.3 In addition to the standard information on the risk registers (cause and effect, net and gross scores, existing controls and actions) risk owners have also provided further commentary for each risk at the end of each extract. These commentaries set out further actions that are being taken and / or explanation as to why the risk continues to remain high. The commentaries are intended to provide Members with a greater degree of assurance that risks are being effectively managed.

3.4 The net 'High' risks were previously presented to ER&C PDS on 10th February 2024. Since those reports, there have been no changes to scoring or new net 'High' risks added. However the risk narratives, including causes, controls and additional commentaries have been updated to reflect the current situation.

3.5 Each Director retains responsibility for risk management within their division, which includes identifying and assessing risks, and ensuring that effective controls and / or actions are in place where appropriate. Departmental Management Teams are expected to review their risk registers on a minimum quarterly basis.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 There are no direct implications for Vulnerable Adults and Children arising from the attached Risk Register extracts, although failure of the Council to meet its commitments in any risk area could indirectly impact on life chances.

5. TRANSFORMATION/POLICY IMPLICATIONS

5.1 Where applicable, the risk category in all registers is reflected as 'Financial, Operational'.

6. FINANCIAL IMPLICATIONS

6.1 The Finance department's net Red Risk is attached as Appendix B. Where applicable, the risk category in all registers is reflected as 'Financial, Operational'.

7. PERSONNEL IMPLICATIONS

7.1 The Human Resources' department's net Red Risk is attached as Appendix C. Where applicable, the risk category in all risk registers is reflected as 'Personnel, Operational'. The Council takes seriously the health and safety of its staff and third parties' staff on Council premises and hence every reasonable/proportionate step will be taken to fulfil the Council's moral and legal duty of care.

8. LEGAL IMPLICATIONS

8.1 Where applicable, the risk category in all registers is reflected as 'Legal, Operational'.

9. PROCUREMENT IMPLICATIONS

9.1 Where applicable, the risk category in all registers is reflected as 'Contractual and Partnership'.

10. PROPERTY IMPLICATIONS

10.1 Where applicable, the risk category is reflected as 'Physical / Property', which includes hazards/risks associated with buildings.

11. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

11.1 Where applicable, the risk category is reflected as Environmental.

12. IMPACT ON THE LOCAL ECONOMY

12.1 Where applicable, the risk category is reflected as Economic.

13. IMPACT ON HEALTH AND WELLBEING

13.1 There are no direct Health and Wellbeing Implications arising from the attached Risk Register extracts, although failure of the Council to meet its commitments in any risk area could directly impact on life chances.

Non-Applicable Headings:	Customer Impact Ward Councillor Views
Background Documents: (Access via Contact Officer)	None

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APPENDIX A - CORPORATE SERVICES NET 'HIGH' RISKS

Ref:	Risk Title and Description:	
1	IT Security Failure	
Division:	Risk Category:	Risk Owner:
Corporate Services	Data and Information	Assistant Director - IT
Risk Cause and Effect:		
<p>Cause(s): Failure of IT Security (responsibility across Bromley & BT) to manage risk of attack or intrusion leading to potential corruption / loss of data / loss of systems.</p> <p>Failure to comply with relevant legislation (GDPR) Failure to ensure the confidentiality, integrity, and availability of information assets.</p>		
<p>Effect(s):</p> <ol style="list-style-type: none"> 1. Distress and/or physical impact on wellbeing of customers 2. Impact on operational integrity 3. Reputational damage to services and the authority as a whole 4. Liability in law 5. Economic damage to authority and/or customers 6. Impact on service take up due to reduced confidence from the public 		
Gross Risk Rating:		
Likelihood	Impact	Risk Rating
4	5	20
Existing Controls in Place to Mitigate the Risk		
<p>-Application of effective security management including effective application of anti-virus protection and security measures through the IT Contract with BT</p> <ul style="list-style-type: none"> - Regular Penetration Testing undertaken - Information Security Team in place - Patch updates undertaken regularly - LBB is currently compliant with the Public Services Network Code of Connection (PSN CoCo), Cyber Essentials and DSP Toolkit and PCI-DSS (Payment Card Industry standards) <p>The LBB Corporate Leadership Team formally accept the above certifications as the basis of LBB's internal information governance and security program. These standards are based on the ISO27001 international best practice and NCSC guidance for managing information security and are therefore fit for purpose for assessing and managing the Council's information risk</p> <ul style="list-style-type: none"> - GDPR Training programme in place - Induction programme in place - Additional resources to manage riskd <p>- Security Operation Centre (SOC) has been implemented which proactively monitors the LBB Data and Infrastructure.</p>		

Current Risk Rating:		
Likelihood	Impact	Risk Rating
3	5	15
Further Action Required:		
<ul style="list-style-type: none"> - Review CIS benchmarking and secure score for On-prem, HCI and Azure servers. Implement CIS level 1 security patching - Mature DLP tool to ensure false positives are tuned out and that policies capture and flag high risk email communication - Ensure internal reporting of data breaches happens in a timely way - Ensure that services are supporting the SAR processes in a timely way 		
Commentary from Risk Owner:		
<p>The Security Operation Centre (SOC) has been implemented which is being fine-tuned to ensure efficient proactive monitoring of the LBB Data and Infrastructure. Monthly reports are provided from the SOC setting out the top ten threats to the Council. These are being further developed to include information on which specific controls prevented these threats so that we can analyse whether compensating controls require strengthening.</p> <p>The renewed BT contract strengthened the approach to proactive vulnerability management. The Council will have an external company conducting its annual IT Health Check in May, producing a report for actioning with BT. This will test the infrastructure configuration, penetration tests, residual vulnerabilities and device builds.</p> <p>A new staff training package is being developed for 2024 for security and data protection which will be mandatory for all staff to complete.</p> <p>The inherent risk will always be high because the threat is continually evolving and therefore keeping pace with the latest threats is an ongoing challenge. Whilst the Council has a number of controls in place, breach of any of these controls could result in a successful cyber attack.</p>		

Ref:	Risk Title and Description:	
16	Information Request non-Compliance	
Division:	Risk Category:	Risk Owner:
Corporate Services	Data and Information - Operational	Director of Corporate Services/ Assistant Director - IT
Risk Cause and Effect:		
Cause(s): Failure to meet timescales under FOIA, EIR and GDPR Failure to provide suitable answers in respect of these requests or correctly apply exemptions		
Effect(s): 1. Distress on wellbeing of customers 2. Impact on operational integrity 3. Reputational damage to services and the authority as a whole 4. Liability in law 5. Economic damage to authority due to fines		
Gross Risk Rating:		
Likelihood	Impact	Risk Rating
4	5	20
Existing Controls in Place to Mitigate the Risk		
SAR Team formed in the Information Management Team to ensure timely triage, collation, redaction and response. Appeal to COE, CLT, Manager's Briefing and all officers to support the information coordinators.		
Current Risk Rating:		
Likelihood	Impact	Risk Rating
4	4	16
Further Action Required:		
<ul style="list-style-type: none"> - Annual and increased training and awareness - experienced resources to triage and redact where necessary - improved technical measures to assist Data searches 		
Commentary from Risk Owner:		
<p>Annual and increased training and awareness</p> <ul style="list-style-type: none"> - experienced resources to triage and redact where necessary - improve technical measures to assist Data searches including the possibility of direct access to key information systems, improved information management (storing files in the correct place, adhering to retention schedules, not using the mailbox as an information store) <p>To improve compliance, there needs to be organisation-wide ownership of the Council's responsibilities under FOI, EIR and SAR and legislation. FOI and EIR responsibilities are devolved to individual departments.</p>		

Monthly reports are presented to Corporate Leadership Team on FOIs, EIRs and SARs. These reports highlight requests outstanding and overdue and hotspots where there are high numbers of open and overdue FOIs.

FOI / SAR learning sessions have been run for any officer to attend and these will continue to be run – further promotion required from HR and department leads to encourage more staff to attend these awareness sessions.

Information Co-ordinators have been asked to undertake FOI training provided by the ICO.

Information Co-ordinator meetings will take place on a regular basis and proposed process improvements will be discussed at the next meeting in May.

APPENDIX B - FINANCE NET 'HIGH' RISK

Ref:	Risk Title and Description:	
5	Financial Strategy <i>Failure to deliver a sustainable Financial Strategy which meets with Making Bromley Even Better priorities and failure of individual departments to meet budget</i>	
Division:	Risk Category:	Risk Owner:
Finance	Finance / Financial	Director of Finance
Risk Cause and Effect:		
<p>Cause(s):</p> <ol style="list-style-type: none"> 1. The 2024/25 Draft Budget report to Executive identified the need to reduce the Council's 'budget gap' of £38.7m per annum by 2027/28. The Council received a one-year financial settlement for 2024/25, which creates uncertainty on funding levels for the medium term. 2. The fundamental review of local government funding through the Fair Funding Review and Business Rate review is now expected to be delayed until at least 2026/27 which adds to financial uncertainty in considering the impact on the financial forecast for 2025/26 to 2027/28. Apart from cost/growth pressures relating to SEN, social care and homelessness, the significant cost increases relating to inflation continue for some time. These factors can have a significant impact on the future years' 'budget gap' identified above. More background is included in the Draft 2024/25 Budget and Update on the Council's Financial Strategy 2025/26 to 2027/28 report to Executive on 17th January 2024 and 2024/25 Council Tax report of February 2024. 3. Failure to meet departmental budgets due to increased demand on key services resulting in overspends: Housing (homelessness and cost of bed and breakfast); Adult Social Care (demographic changes including ageing population); Children's Social Care, Education (central costs, high needs transport and DSG deficit), Waste (growing number of households), Dedicated Schools Grant deficit increases and limited delivery of planned mitigation savings. 4. New capital schemes may be required with the associated revenue impact (including financing) adding to the Council's 'budget gap' to meet. 5. Dependency on external grants to fund services (schools and housing benefits are ring-fenced) - effect if grant reduces (Public Health services) or ceases. 6. Increases in national living wage will have cost implications to the Council over the next few years (e.g. care providers and carers). 7. Local government may be required to take on new funding responsibilities in the future without adequate funding. 8. Ongoing risk of inflation exceeding Bank of England inflation target levels. 9. Failure to identify and highlight frauds and weaknesses in the system of internal control (which invariably have a financial impact). Overall, identified fraud losses are mainly benefit related (Council Tax Support / Single Person Discount). <p>Effect(s):</p> <ol style="list-style-type: none"> 1. Increased overspends in particular services 2. Council unable to carry out its statutory duties due to services cuts 3. Reputational damage 		

Gross Risk Rating:		
Likelihood	Impact	Risk Rating
5	5	25
Existing Controls in Place to Mitigate the Risk		
<p>Strategic Controls:</p> <ol style="list-style-type: none"> 1. Regular update to forward forecast 2. Regular analysis of funding changes and new burdens including full year impact 3. Early identification of future savings required 4. Transformation options considered early in the four year forward planning period 5. Budget monitoring to include action from relevant Director to address overspends including action to address any full year additional cost 6. Mitigation of future cost pressures including demographic changes 7. Quarterly review of growth pressures and mitigation 8. Continue to progress with opportunities for the Transformation Reviews towards meeting future years' budget gap. <p>Operational Controls:</p> <ol style="list-style-type: none"> 1. Management of Risks document covering inflation, capping, financial projections etc. attached to budget reports 2. Departmental risk analysis 3. Reporting of financial forecast updates in year to provide an update of financial impact and action required 4. Obtain monthly trend / current data to assist in any early action required 5. Obtain regular updates / market intelligence 6. Reporting full year effect of budget variations 7. Analysis of government plans and changes 		
Current Risk Rating:		
Likelihood	Impact	Risk Rating
4	5	20
Further Action Required:		
<p>The Council continues to explore transformation opportunities to help meet the budget gap.</p>		
Commentary from Risk Owner:		
<p>Local Government faces the challenge of the impact of inflation, service and cost pressures continuing to reflect demographic changes and new burdens whilst income from council tax and government funding is not expected to be able to keep pace with inflation and other cost pressures. There is an increase in reported Section 114 notices and capitalisation directions which is a sign of deteriorating financial position facing local authorities. Although these were initially caused by poor governance and financial management, more are expected as due to the ongoing funding challenges, whilst needing to maintain statutory services. This Council has a statutory duty to have a balanced budget and the funding challenge is also faced by this Council as reported to Executive and Council as part of the annual budget process.</p> <p>The transformation programme and options to generate income will continue but the scale of cost pressures including housing, adult and children's social care and special</p>		

educational needs (and possibly higher inflation in the future) creates a deteriorating financial position in the medium to longer term.

Bromley is 'better placed' than many authorities but the significant financial challenges remain. The awaited Government review of local government finance continues to be deferred and is not expected until at least 2026/27.

On that basis, the significant financial sustainability risk is likely to remain in the medium to longer term without a fundamental review of local government finance.

Work will continue to deliver a balanced budget but the ongoing financial sustainability challenge remains.

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APPENDIX C - HUMAN RESOURCES AND CUSTOMER SERVICES NET 'HIGH' RISK

Ref:	Risk Title and Description:	
12	Insufficient fire safety arrangements <i>Non compliance with Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021</i>	
Division:	Risk Category:	Risk Owner:
Health and Safety / Property	Health and Safety / Property	Director of HR, Customer Services and Public Affairs & Director of Housing, Planning and Regeneration
Risk Cause and Effect:		
<p>Cause(s):</p> <ul style="list-style-type: none"> - No trained fire responsible person (legal) for some sites - Insufficient numbers of trained fire wardens and fire marshals onsite to safely manage an evacuation (in accordance with the Fire Risk Assessments). Cover has become even more stretched now that additional sites are operating simultaneously - Insufficient fire safety and fire fighting equipment - Property related issues, including property not being suitable for fire safety requirements - Insufficient arrangements for outside of normal working hours <ul style="list-style-type: none"> - Insufficient arrangements to support those who may need additional assistance evacuating in a fire - including the lack of undertaking of personal emergency evacuation plans - Fire risk assessments not undertaken - Insufficient arrangements for monitoring who is on site at any given time e.g. check in and check out arrangements <ul style="list-style-type: none"> - Lack of clarity on who is responsible for what should there be an emergency <p>Effect(s):</p> <ul style="list-style-type: none"> - Non compliance with the Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 - Inadequate plans for fire safety and evacuation for current occupation plans putting staff and visitors at risk 		
Gross Risk Rating:		
Likelihood	Impact	Risk Rating
4	5	20
Existing Controls in Place to Mitigate the Risk		
<ol style="list-style-type: none"> 1. Reduced number of staff on site 2. Check in and check out arrangements adopted at the Civic Centre site 3. Fire evacuation instructions for the Civic Centre site published 4. All staff required to complete fire prevention and evacuation e-learning course 5. Currently trying to recruit more volunteers to be fire wardens 6. New monthly allowance provided to fire wardens to encourage more people to volunteer 7. Fire Safety is standing item at Corporate Health and Safety Committee 8. Fire Safety policy published 9. Arrangements for new accommodation implemented and are under constant review 10. Fire drills undertaken 		

11. Fire warden arrangements recently discussed at COE. There was a particular focus on the arrangements to be adopted for the new site
12. Recent review done of how regularly fire drills are done at all of our sites. Any issues identified are being picked up
13. Creation of a fire safety committee
14. A report regarding fire risks of electric powered personal vehicles (EPPVs) created

Current Risk Rating:

Likelihood	Impact	Risk Rating
3	5	15

Further Action Required:

- Learning and Development to arrange training
- Facilities Management to ensure Fire Risk Assessments are completed
- Facilities Management to engage fire safety supplier to produce Emergency Plans for sites
- Civic Centre Emergency Plan is to include the revised fire evacuation procedure which meets the best practice advice from the London Fire Brigade and HSE
- Facilities Management team to implement new signage
- Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals
- Fire Safety to be added to COE agenda as a standing item
- Fire drills to be undertaken
- Alternatives to current Civic Centre check in and check out arrangements to be reviewed due to issues with current arrangements

Commentary from Risk Owner:

Due to the vast number of LBB sites, and due to the higher risk nature of work undertaken at our sites, including waste collections and supporting vulnerable persons, the risk rating will always be somewhat high.

Given the known ongoing issues with LBB's fire safety arrangements, as noted in the causes box for this risk on the risk register, and the severe findings noted in some of the recently completed fire risk assessments, the risk remains high. Some actions have now been progressed, such as some of the courses needing to be delivered have now been delivered, the creation of a fire safety committee and the creation of a report about the fire risks of electric powered personal vehicles.

Actions to be taken include:

- Learning and Development to arrange training – Ongoing – Accountable officer: Assistant Director of Human Resources
- Facilities Management to ensure Fire Risk Assessments are completed – Ongoing – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Facilities Management to engage fire safety supplier to produce Emergency Plans – As soon as possible – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Facilities Management team to implement new signage – Ongoing – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals – As soon as possible – Accountable officer: Director of Housing, Planning, Property and Regeneration

- Fire Safety to be added to COE agenda as a standing item – As soon as possible – Accountable officer: Director of Housing, Planning, Property and Regeneration & Director of Human Resources, Customer Services and Public Affairs
- Fire drills to be undertaken – Ongoing – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Alternatives to current Civic Centre check in and check out arrangements to be reviewed due to issues with current arrangements – As soon as possible – Accountable officer: Director of Human Resources, Customer Services and Public Affairs & Director of Housing, Planning, Property and Regeneration

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