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DATE: 11 June 2024

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

Councillor Tony Owen (Chairman)
Councillor Josh Coldspring-White (Vice-Chairman)
Councillors Will Connolly, Hannah Gray, Christine Harris, Charles Joel,
Tony McPartlan, Chris Price, Alison Stammers and Pauline Tunnicliffe

Non-Voting Co-opted Members
Tommy Velvick, Bromley Youth Council (Part 1 only)

A meeting of the Renewal, Recreation and Housing Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH
on **WEDNESDAY 19 JUNE 2024 AT 7.00 PM**

TASNIM SHAWKAT
Director of Corporate Services & Governance

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

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

A G E N D A

PART 1 AGENDA

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

STANDARD ITEMS

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 APPOINTMENT OF CO-OPTED MEMBER (Pages 5 - 8)

3 DECLARATIONS OF INTEREST

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

In accordance with the Council's Constitution, members of the public may submit one question each on matters relating to the work of the Committee. Questions must have been received in writing 10 working days before the date of the meeting - by **5.00pm on Wednesday 5 June 2024.**

Questions seeking clarification of the details of a report on the agenda may be accepted within two working days of the normal publication date of the agenda – by **5.00pm on Thursday 13 June 2024.**

a QUESTIONS FOR THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER

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

5 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETINGS HELD ON 14 MARCH AND 17 APRIL 2024 (Pages 9 - 24)

6 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME (Pages 25 - 32)

7 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT

a PORTFOLIO HOLDER'S UPDATE

b HOUSING, PLANNING AND REGENERATION PORTFOLIO PLAN UPDATE - 2023/24 Q4 UPDATE (Pages 33 - 72)

8 PRE-DECISION SCRUTINY OF RENEWAL, RECREATION AND HOUSING PORTFOLIO REPORTS

- a FINAL OUTTURN REPORT 2023/24** (Pages 73 - 84)

9 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

- a PROCEEDING TO PROCUREMENT: MANORFIELDS TRANSITIONAL ACCOMMODATION** (Pages 85 - 96)

- b PROVISION OF LIBRARY SERVICE - CONTRACT PERFORMANCE REPORT AND VARIATIONS** (Pages 97 - 124)

10 POLICY DEVELOPMENT AND OTHER ITEMS

- a LIBRARY REPAIR WORKS PROGRAMME AND CROFTON ROMAN VILLA UPDATE** (Pages 125 - 134)

- b UPDATE ON THE BROMLEY LOCAL PLAN REVIEW** (Pages 135 - 142)

- c CONTRACTS REGISTER PART 1 (PUBLIC) REPORT** (Pages 143 - 154)

11 RENEWAL, RECREATION AND HOUSING INFORMATION BRIEFING

The briefing comprises:

- Digital Infrastructure Work Plan Update

This briefing is circulated for information only, but issues can be debated at the meeting at the request of any member of the Committee. Such requests should be made to the Democratic Services Officer at least 24 hours before the meeting and should set out which aspects of the information briefing need to be discussed.

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

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

Printed copies of the briefing are available on request by contacting the Democratic Services Officer.

PART 2 (CLOSED) AGENDA

12 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

- | | |
|---|--|
| <p>13 EXEMPT MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE HELD ON 14 MARCH AND 17 APRIL 2024 (Pages 155 - 158)</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |
| <p>14 PART 2 (EXEMPT) POLICY DEVELOPMENT AND OTHER ITEMS</p> | |
| <p>a CONTRACTS REGISTER PART 2 (EXEMPT) REPORT (Pages 159 - 166)</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> |

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Agenda Item 2

Report No.
CSD24060

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

Date: Wednesday 19 June 2023

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

Title: APPOINTMENT OF CO-OPTED MEMBER

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

Chief Officer: Director of Corporate Services and Governance

Ward: All Wards

1. Reason for report

- 1.1 Members are asked to confirm the appointment of a non-voting Co-opted Member representing Bromley Youth Council to the Renewal, Recreation and Housing PDS Committee for the 2024/25 municipal year.

2. **RECOMMENDATION(S)**

- 2.1 That Tommy Velvick be appointed as a non-voting Co-opted Member of the Renewal, Recreation and Housing PDS Committee for the 2024/25 municipal year for the consideration of Part 1 (Public) reports only.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Co-opted Members representing Bromley Youth Council bring the perspective of young people to matters under consideration by the Committee, including those impacting vulnerable adults and children.
-

Transformation Policy

1. Policy Status: Not Applicable:
 2. Making Bromley Even Better Priority:
(3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
-

Financial

1. Cost of proposal: Not Applicable: No cost.
 2. Ongoing costs: Not Applicable: There is a marginal cost attached to printing agendas and posting to Co-opted Members if requested.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £402k
 5. Source of funding: Revenue Budget
-

Personnel

1. Number of staff (current and additional): 6 FTE
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

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

Procurement

1. Summary of Procurement Implications: N/A
-

Property

1. Summary of Property Implications: N/A
-

Carbon Reduction and Social Value

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

Impact on the Local Economy

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

Impact on Health and Wellbeing

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Co-opted Membership for 2024/25

- 3.1 PDS Committees may appoint non-voting Co-opted Members to assist their work and to allow representation from key groups in the community. Co-opted Members bring their own area of interest and expertise to the work of a PDS Committee and broaden the spectrum of involvement in the scrutiny process.
- 3.2 The Renewal, Recreation and Housing PDS Committee has historically appointed a representative of Bromley Youth Council each year to support representation by young people on the Committee. In line with the annual nomination made from the Bromley Youth Council, it is proposed that Tommy Velvick be appointed as the non-voting representative of the Bromley Youth Council to the Renewal, Recreation and Housing PDS Committee for the 2024/25 municipal year for the consideration of Part 1 (Public) reports only.

| | |
|---|---|
| Non-Applicable Headings: | Impact on Vulnerable Adults and Children, Transformation/Financial /Personnel/Legal/ Procurement/Property/Carbon Reduction and Social Value Implications, Impact on the Local Economy/Health and Wellbeing and Customers, Ward Councillor Views |
| Background Documents: (Access via Contact Officer) | Not Applicable |

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RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 14 March 2024

Present:

Councillor Tony Owen (Chairman)
Councillor Thomas Turrell (Vice-Chairman)
Councillors Jeremy Adams, Josh Coldspring-White,
Will Connolly, Hannah Gray, Chris Price, Alison Stammers
and Pauline Tunnicliffe

Tommy Velvick, Bromley Youth Council (Part 1 only)

Also Present:

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

59 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Colin Hitchins and Councillor Tony McPartlan and Councillor Hannah Gray and Councillor Jeremy Adams attended as their respective substitutes. Apologies for absence were also received from Councillor Christine Harris.

60 DECLARATIONS OF INTEREST

The Chairman declared that he had an acquaintance who was employed by the preferred bidder to deliver Project Management and Employers Agent services for the Bellegrove Housing Development but that he had not been involved in the tender evaluation process.

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

No questions were received.

62 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 31 JANUARY 2024

RESOLVED: That the minutes of the meeting held on 31 January 2024 be agreed and signed as a correct record.

63 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME Report CSD24042

The report set out progress against outstanding actions from previous meetings and the forward work programme of the Committee.

The Portfolio Holder advised that it was proposed to convene a special meeting of the Renewal, Recreation and Housing PDS Committee in April 2024 and further details would be provided to Members shortly.

RESOLVED: That the report be noted.

64 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT

A PORTFOLIO HOLDER'S UPDATE

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

The restoration works at the Crystal Palace Subway had been completed and a grand opening ceremony was being planned for Summer 2024. Work on the two remaining Changing Places facilities was also nearing completion, making a total of six Changing Places facilities in the Borough with two further facilities to be delivered as part of the planned refurbishment works to the Walnuts and West Wickham Leisure Centres. Work was ongoing to secure grant funding for other projects across the Portfolio, with a £300k grant recently awarded by Sport England to fund a more efficient heating system and new pool cover for West Wickham Leisure Centre. For the second year running, the Local Authority had the highest number of book issues in London across its library network with Central Library ranked the eight highest book issuer in the country.

In response to a question from a Member, the Director of Housing, Planning, Property and Regeneration advised that work to develop the new draft Homelessness Strategy was ongoing and that an update would be provided to the next meeting of the Committee on 19 June 2024. The Member queried whether the remaining £89k Homelessness Reduction Grant (carried forward) for services for young people had now been spent. The Director of Housing, Planning, Property and Regeneration confirmed that the full amount would be spent by the end of the 2023/24 financial year and that further details would be circulated to Members following the meeting. Another Member asked about the proposed special meeting of the Committee in April 2024 and the Portfolio Holder explained that this was to consider matters relating to the completion of the York Rise Project and the delivery schedule for the planned refurbishments of the Walnuts and West Wickham Leisure Centres. It was still intended to complete the planned refurbishments of both leisure centres by April 2026 and within the agreed cost envelope; however, the delivery schedule would be revised to bring forward the works at West Wickham Leisure Centre in light of concerns identified with the fabric of the building.

RESOLVED: That the update be noted.

65 PRE-DECISION SCRUTINY OF RENEWAL, RECREATION AND HOUSING PORTFOLIO REPORTS

The Committee considered the following Part 1 (Public) reports where the Portfolio Holder for Renewal, Recreation and Housing was recommended to take a decision:

A BUDGET MONITORING 2023/24 Report FSD24023

The report presented the revenue budget monitoring position for the 2023/24 financial year for the Renewal, Recreation and Housing Portfolio based on expenditure and activity levels as at December 2023.

A Member asked a question about the rising costs of temporary accommodation. The Director of Housing, Planning, Property and Regeneration advised that the average cost of temporary accommodation continued to increase and was currently averaging at just over £10k per household per annum. Robust measures were in place to monitor and, where possible, contain these growth pressures and a projected increase in demand and costs had also been built into the Portfolio's 2024/25 budget.

RESOLVED: That the Portfolio Holder be recommended to note the projected net overspend of £3,721k on controllable expenditure based on information as at December 2023

B CAPITAL PROGRAMME MONITORING - QUARTER 3 2023/24 Report FSD24026

The report presented the capital monitoring position for Quarter 3 of the 2023/24 financial year and the revised capital programme for the period 2023/24 to 2027/28.

In response to a question from a Member, the Director of Housing, Planning, Property and Regeneration explained that much of the Section 106 funds held by the Local Authority were utilised as a contribution towards the housing development programme. Further details on the allocation of Section 106 and Community Infrastructure Levy funds would be provided to the Committee following the meeting.

RESOLVED: That the Portfolio Holder be recommended to note and acknowledge the changes agreed by the Council's Executive on 7 February 2024.

**C CONTRACT AWARD EXEMPTION: HOMELESS PREVENTION
FUNDS CREDIT UNION
Report HPR2024/006**

The report requested that the Homeless Prevention Contract be awarded to the existing provider of this service, Lewisham Plus Credit Union via an exemption of tendering for a term of 10 years with the option to extend for two further periods of five years. Lewisham Plus Credit Union Ltd was the only Credit Union currently authorised by the Bank of England to operate within Bromley.

A Member asked how the loan facility was communicated to potential service users. The Group Manager: Housing Support and Resettlement advised that a loan from the Lewisham Plus Credit Union Ltd was one of a number of support options considered for clients when they entered the service and that clients were only referred to the Credit Union when it had been determined that a loan would be affordable. Information on the number of clients identified as ineligible for the service was not held but could be recorded in future if this would be useful.

RESOLVED: That the Portfolio Holder be recommended to:

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

**D BELLEGROVE HOUSING DEVELOPMENT - APPROVAL TO
APPOINT PROFESSIONAL SERVICES - PART 1 (PUBLIC)
REPORT
Report HPR2024/007A**

The report requested the appointment of professional services for the Bellegrove Housing Development.

RESOLVED: That the Portfolio Holder be recommended to:

- 1) Award a contract to the winning bidder to deliver multi-disciplinary consultancy services for the Bellegrove Housing Development for a whole life value of £865,000; and,**

- 2) **Award a contract to the winner bidder to deliver Project Management and Employers Agent services for the Bellegrave Housing Development for a whole life value of £129,500.**

66 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

The Committee considered the following reports on the Part 1 (Public) agenda for the meeting of the Council's Executive on 27 March 2024:

A LIBRARY REPAIR WORKS PROGRAMME Report HPR2024/011

The report provided an update on the library repair works programme and requested authority to both proceed to tender and award contracts for works at Mottingham, Chislehurst, Burnt Ash and Orpington library sites.

In response to a question from a Member, the Project Manager explained that there were separate budgets in place for each library site to ensure that funding was allocated fairly. While this was primarily an essential works programme, additional improvements could be delivered where appropriate, as seen in the recent refurbishment of St Paul's Cray library where the children's library had been extended. A Co-opted Member noted that new procurement legislation was due to be introduced in October 2024 and queried how this would impact the works programme. The Project Manager advised that any new requirements arising from the Procurement Act 2023 were anticipated to be minor but that the deadline for procurement for the Orpington and Mottingham library sites had been moved forward to September to mitigate any potential impact. Another Member asked about a temporary provision when Beckenham library was closed for refurbishment and the Head of Regeneration confirmed that Lewis House would host library services for the duration of the works which were expected to take nine months.

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

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

B PROVISION OF AFFORDABLE HOUSING IN WEST WICKHAM Report HPR2024/010

The report recommended the development and funding of the West Wickham Housing Scheme as a fully socially rented housing scheme in an amendment to the previously agreed scheme, which was approved in February 2023 as a mix of affordable and private housing.

A Member welcomed the move to delivering a fully socially rented housing scheme and underlined the need to take a similar approach to other mixed-use developments. The Head of Regeneration confirmed that work was underway to review the viability of all planned development schemes to increase the proportion of social rented housing and that this would be a key priority going forward, particularly as temporary accommodation costs continued to rise. A Member noted the increased capital financing requirement for delivering 26 social rented units and asked about the payback period for the project. The Head of Regeneration explained that as the Local Authority held fewer than 199 properties, it was able to hold its social housing stock in the General Fund via an exemption from the Secretary of State for Levelling Up, Housing and Communities which allowed for an immediate payback. When there were more than 199 properties, the Local Authority would be required to hold its stock in the Housing Revenue Account which had a significantly longer payback period of 25 years. In light of this significant disparity, the Local Authority and other local authorities in a similar position were actively lobbying the Secretary of State to increase the number of social housing units that could be held in the General Fund.

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

- 1) Approve the Capital Investment for the delivery of 26 new homes, on the basis that all homes will be held for affordable housing, on the assumption the increase of Greater London Authority grant is approved. Noting this requires £4,717k of external borrowing for the Council (as detailed in Section 6 of Report HPR2024/010). If the revised Greater London Authority grant is not received, the scheme will remain as was previously agreed;**
- 2) Approve an additional revenue contribution of £244k to part-finance the capital costs of the Library element of scheme, as detailed in Section 6 of Report HPR2024/010. Provision for this sum will be identified in central contingency as part of the 2023/24 revenue budget outturn;**
- 3) Approve required changes to be submitted via a planning variation; and,**
- 4) Accept any additional grants in relation to this scheme.**

67 POLICY DEVELOPMENT AND OTHER ITEMS

**A LOCAL LONDON ANNUAL UPDATE
Report HPR2024/009**

The report provided an update on the Local Authority's membership of the Local London sub-regional partnership.

A Member welcomed the funding that had been awarded to the Local Authority to roll out dark-fibre infrastructure across parts of the Borough, including for a number of libraries. Another Member noted that the Local Authority and its partner, Local London, had secured a total allocation of £734k funding from the UK Shared Prosperity Fund to be used in the delivery of employment and skills projects in Bromley. The programme had officially launched on 23 January 2024 and would operate until March 2025 with the aim of supporting over 200 economically inactive people to engage with key worker support and over 30 individuals into employment, including self-employment.

RESOLVED: That the update be noted.

**B CONTRACT REGISTER
Report HPR2024/008**

The report provided an extract from the Contracts Register detailing contracts with a whole life value of £50k or higher as at 15 January 2024.

RESOLVED: That the Contracts Register be noted.

PART 2 (CLOSED) AGENDA

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

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

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

**69 EXEMPT MINUTES OF THE RENEWAL, RECREATION AND
HOUSING PDS COMMITTEE HELD ON 31 JANUARY 2024**

The Part 2 (Exempt) minutes of the meeting held on 31 January 2024 were agreed and signed as a correct record.

**70 PRE-DECISION SCRUTINY OF PART 2 (EXEMPT) RENEWAL,
RECREATION AND HOUSING PORTFOLIO HOLDER
REPORTS**

The Committee considered the following Part 2 (Exempt) report for which the Portfolio Holder for Renewal, Recreation and Housing was recommended to take a decision:

**A BELLEGROVE HOUSING DEVELOPMENT - APPROVAL TO
APPOINT PROFESSIONAL SERVICES - PART 2 EXEMPT)
REPORT**

The Part 2 (Exempt) report sought to appoint professional services for the Bellegrove Housing Development.

The Meeting ended at 7.49 pm

Chairman

RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 6.00 pm on 17 April 2024

Present:

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

Tommy Velvick, Bromley Youth Council (Part 1 only)

Also Present:

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

71 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies for absence.

72 DECLARATIONS OF INTEREST

There were no additional declarations of interest.

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

No questions were received.

74 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

The Committee considered the following reports on the Part 1 (Public) agenda for the meeting of the Council's Executive on 18 April 2024:

A LOCAL AUTHORITY HOUSING FUND Report HPR2024/013

The report provided details of an indicative grant allocation from the Department for Levelling Up, Housing and Communities towards housing schemes and summarised how this grant would be allocated. The report also set out how any additional funding from the Department for Levelling up, Housing and Communities could be utilised if secured.

In response to a question from a Member, the Head of Regeneration explained that the term 'transitional accommodation' had been formulated to

reflect the high quality of the planned temporary accommodation. The quality of the proposed scheme was in line with the Local Authority's permanent housing stock and would comprise separate units with integral kitchens and bathrooms, but would not be compliant with the Mayor of London's minimum size standards for permanent homes. A Member asked about the four-bed settlement unit, which was a requirement of the grant, and was advised that the expectation was that this four-bed unit would be located within the Borough which was the requirement unless it could be demonstrated that this was not possible. Another Member asked for an update on additional funding and the Head of Regeneration confirmed that the Local Authority would receive notification of the grant outcome during the week commencing 8 May 2024.

RESOLVED: That the Council's Executive be recommended to propose to Full Council the addition of Manorfields to the capital programme and to agree as follows:

- 1) Approve the acceptance of DLUHC LAHF Round 3 funding estimated at up to £27.4M (made up of an indicative allocation of £13.9M and a request for a further £13.5M) for the schemes set out in Paragraph 3.5 of Report HPR2024/013, noting some schemes will require further reports; and authorise the Assistant Director of Legal Services to sign and execute all relevant legal documents arising in connection with acceptance of the LAHF;

Based on the Council's request for funding being approved, as detailed in Paragraph 3.5:

- 2) Approve the addition of Manorfields to the Capital Programme at a value of £5.2M; officers will then proceed to procurement via an officer gateway for a multidisciplinary team to design the major repair and refurbishment of Manorfields into Transitional Accommodation. The funding for the Manorfields scheme will be met by LAHF grant of £4.313k, with the balance of £888k to come from the existing Operational Property Review (OPR) capital programme budget;
- 3) Approve the appointment of two Senior Project Managers to support the delivery of the schemes set out for a fixed term of two years. These posts will be financed by the Revenue funding in the grant of £111k supplemented by capitalised funding allocated to the relevant schemes; and,
- 4) Approve an increase in the Council's capital programme budget of £638k towards the purchase of a four-bed settlement unit. This will be funded through £284k of LAHF grant, with the balance of £354k to be met from capital programme resources. Note that this purchase is required to meet the grant

requirements, and none of the grant can be secured without meeting this DLUHC requirement. And subject to this, approve the purchase of this property, delegating any related decisions to the Director of Housing, Planning, Property and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing.

**B CRYSTAL PALACE PARK REGENERATION PLAN - PROCEED TO PROCUREMENT FOR CAPITAL WORKS
Report HPR2024/015**

The report provided an update on the delivery of the Crystal Palace Park Regeneration Plan and requested approval to proceed to procurement on a 60% quality and 40% price basis for a main contractor to deliver the capital works of the next phase of the Plan.

In opening the discussion, the Chairman advised that a written statement had been received from Councillor Ruth McGregor and Councillor Ryan Thomson, Ward Councillors for Crystal Palace and Anerley, as follows:

“As ward councillors we are supportive of the regeneration plan but have some concerns which we would like to see addressed. We do not have any objection to the proposed route for procurement of contractors for the capital works; however, we do have a number of concerns regarding the detail of the plans so want to ensure that the London Borough of Bromley will continue to consult with interested parties. We would like to request an update meeting with the Regeneration Team at a convenient time. We are aware of concerns which have been raised with regard to the design of the information centre and the ongoing maintenance of the dinosaurs as well as other concerns. These concerns have been raised by the Friends of Crystal Palace Park Dinosaurs, so the Council are aware, and we want to ensure that these considerations are taken into account.”

With regard to ongoing maintenance of the dinosaurs, the Assistant Director: Culture and Regeneration was pleased to announce that Historic England had assembled an expert team to advise on the restoration of the dinosaurs and develop a longer-term maintenance plan. The Crystal Palace Park Trust would be responsible for the maintenance and conservation of the dinosaurs moving forward and there was a budget line for conservation in its business model. In response to a question from a Member, the Heritage Capital Project Manager advised that the park’s business model had been developed in comparison with parks of a similar size and character. Visitor numbers and events income had been projected using conservative estimates and had already been exceeded with respect to events income which would help ensure the long-term sustainability of the park. The Crystal Palace National Sports Centre was on a long lease to the Greater London Authority and GLL, and the Mayor of London had committed to the regeneration of the sports centre in the medium to long-term.

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

- 1) Proceed to procurement, as set out in Paragraphs 3.12 to 3.26 of Report HPR2024/015, for a main contractor to deliver the capital works at a total estimated contract cost of £17.7M; and,**
- 2) Agree and recommend Full Council increase the budget of the Crystal Palace Park Regeneration Plan already on the Capital Programme by £19.096M. The scheme will be funded through a £5M grant from the National Lottery Heritage Fund and the capital receipts from the sale of the two areas of parkland which are estimated to achieve £19.36M.**

**C LEISURE CENTRES MAJOR WORKS PROGRAMME -
APPROVAL TO PROCEED PART 1 (PUBLIC) REPORT
Report HPR2024/004A**

The report requested approval to proceed with construction works within the Leisure Centres Major Works Programme for the West Wickham and Walnuts Leisure Centres.

The Chairman welcomed the proposals which had been developed following extensive consultation with local residents and represented a significant investment in delivering high quality leisure services in the Borough into the future. The Portfolio Holder agreed, adding that the Leisure Centre Major Works Programme was being primarily funded by the Local Authority via the Operational Property Review Capital Budget with additional funds secured from other sources including the Tenant Operator and various grants and as such, it would be crucial to proceed with the works in a timely manner to de-risk against any loss of funding. Whilst the vast majority of members of the public had expressed support for the proposed improvements to the Walnuts and West Wickham Leisure Centres, a number of questions or requests for clarification had been received and a comprehensive Frequently Asked Questions document was in development and would be published shortly.

In response to a question from a Member, the Senior Regeneration Programme Manager explained that the timeframe for the planned programme of works had not changed but that an additional period had been scheduled for enabling works at West Wickham Leisure Centre in relation to identified structural issues for which additional funding had been requested. There was no reduction in the level of funding allocated for the programme of works at the Walnuts or West Wickham Leisure Centres. Another Member asked whether any part of the Walnuts Leisure Centre would be permanently closed. The Senior Regeneration Programme Manager reported that the existing learner pool would be closed, representing 3% of the on-site footprint, but that the soft play, sports hall and studio areas of the site would remain in use in their current form. A Member asked how cost escalation would be dealt with if further issues were identified at the Walnuts or West Wickham Leisure Centres and the Head of Regeneration advised that a further report

would be brought to the Committee and the Council's Executive where any such concerns were identified.

With regard to the use of the two leisure centres during the period of works, the Senior Regeneration Programme Manager clarified that West Wickham Leisure Centre had already closed due to structural issues and could not reopen until construction works had been completed. The Walnuts Leisure Centre currently remained open and works on this site would be phased between wet and dry facilities, allowing a certain degree of access during the construction period. A Member queried whether operating hours could be extended at other leisure centres during the closure periods, and the Senior Regeneration Programme Manager confirmed that discussions were ongoing with Mytime Active on how additional users could best be accommodated. Mytime Active members already had unlimited access to swimming, gym and exercise classes at all of Mytime Active's centres.

The Senior Regeneration Programme Manager was pleased to advise that accessibility had been a key area of focus in developing the Major Works Programme with Changing Places facilities at both leisure centres and Poolpod lifts to provide people with independent and comfortable access to the swimming pools. Other benefits of the programme included the installation of a competition-length pool at the Walnuts Leisure Centre and solar panels on West Wickham Leisure Centre. A Member queried plans to site the learner and main pools in the same pool hall at the Walnuts Leisure Centre. The Senior Regeneration Programme Manager explained that this was the preferred model of the operator which did not anticipate any issues. The tandem siting would also benefit families with children of different swimming abilities. Another Member asked about the plans to reduce the size of the learner pool at West Wickham Leisure Centre by 24% and was advised that the operator had confirmed that the proposal would not impact the swimming lesson offer.

A Member asked whether it would be the Local Authority or tenant operator's responsibility for delivering future improvements across the two leisure centres once the major works programme had been completed. The Senior Regeneration Programme Manager reported that the Local Authority proposed entering into a Full Repair and Insurance Lease with the tenant operator. Both the tenant operator and the Council would continue to pursue grant applications to further enhance the leisure centres, with a view to ensuring that those who lived, worked and studied in the Borough benefitted from the highest quality leisure services. A Member asked about heating and the Assistant Director: Culture and Regeneration confirmed that the heating infrastructure across the Walnuts estate was being updated and would move away from the District Heating model with all units having a dedicated heating system and a further update would be provided to Members following the meeting.

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

General Recommendations

- 1) Delegate authority to the Director for Housing, Planning, Property and Regeneration, in consultation with the Renewal, Recreation and Housing Portfolio Holder, to enter into a Full Repair and Insurance Lease, up to a period terminating no later than March 31st 2059, with the tenant operator named in the Part 2 report, after works are completed for both West Wickham and the Walnuts Leisure Centres, as set out in paragraphs 3.2 to 3.6 of the Part 2 report (Report HPR2024/004B);**
- 2) Approve the acceptance of £296k grant funding from Sport England to fund solar panels and pool covers at West Wickham Leisure Centre;**
- 3) Subject to plans remaining within budget at the end of RIBA 4, delegate authority to the Director of Housing, Planning and Regeneration, in consultation with the Director of Corporate Services, to enter into a Development Agreement with Alliance Leisure Services to deliver the works and services (project management and quantity surveying) contained within this report for both the West Wickham and Walnuts Leisure Centres;**
- 4) Approve the release of £640,750 from the Section 106 Carbon Offset Fund scheme, as accrued through developer contribution, for air handling units and building energy management systems to support additional carbon reduction and improved energy efficiency of both the Walnuts and West Wickham leisure centres;**
- 5) Delegate authority to the Director of Environment and Public Protection, in consultation with the Portfolio Holder for Environment and the Director of Housing, Planning and Regeneration, to approve the allocation of additional Section 106 Carbon Offset Funding, up to 20%, should there be an overspend on the installation of air handling units and building energy management systems;**
- 6) Delegate authority to the Director of Environment and Public Protection, in consultation with the Portfolio Holder for Environment and the Director of Housing, Planning and Regeneration, to approve the allocation of additional Section 106 Carbon Offset Funding, up to £150k, for further identified carbon reduction projects during the leisure centre major works programme;**

- 7) Approve the acceptance of a £1M contribution from the tenant operator towards the major works;

Walnuts Leisure Centre

- 8) Approve £10.949M from the Operational Property Review's (OPR) budget for leisure centres to fund the proposed works and services at the Walnuts Leisure Centre;
- 9) Approve an additional budget of £232,310 above the OPR allowance, funded from OPR Contingency (see Paragraph 6.4 of Report HPR2024/004A), required to deliver the major works;
- 10) Approve the plans for the Walnuts Leisure Centre as set out on pages 30-32 of the Part 1 Appendices and laid out in paragraphs 3.38-3.55 of Report HPR2024/004A;
- 11) To note that any Planning Applications required will be submitted;

West Wickham Leisure Centre

- 12) Approve £402,390 from the OPR's budget for leisure centres to fund the proposed enabling works package at West Wickham Leisure Centre;
- 13) Approve £15.374M from the OPR's budget for leisure centres to fund the proposed works and services at West Wickham Leisure Centre;
- 14) Approve an additional budget of £550,000, above the OPR allowance, funded from OPR Contingency (see 6.4 of Report HPR2024/004A), required to deliver the major works as a result of the major structural issues at this site;
- 15) Approve the plans for West Wickham Leisure Centre as set out on pages 12-13 of the Part 1 Appendices and laid out in paragraphs 3.56-3.67 of Report HPR2024/004; and,
- 16) To note that any Planning Applications required will be submitted.

PART 2 (CLOSED) AGENDA

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

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

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

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

The Committee considered the following reports on the Part 2 (Exempt) agenda for the meeting of the Council's Executive on 18 April 2024:

**A LEISURE CENTRES MAJOR WORKS PROGRAMME -
APPROVAL TO PROCEED PART 2 (EXEMPT) REPORT**

The Committee considered Part 2 (Exempt) information on the Leisure Centre Major Works Programme.

The Meeting ended at 6.46 pm

Chairman

Agenda Item 6

Report No.
CSD24073

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

Date: Wednesday 19 May 2024

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

Title: MATTERS OUTSTANDING & FORWARD WORK PROGRAMME

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

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

Ward: All Wards

1. Reason for report

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

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

2. **RECOMMENDATION(S)**

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

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

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
-

Transformation Policy

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

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £402k
 5. Source of funding: Revenue Budget
-

Personnel

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

Legal

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

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Property

1. Summary of Property Implications: Not Applicable
-

Carbon Reduction and Social Value

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

Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
-

Impact on Health and Wellbeing

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Matters Outstanding from Previous Meetings

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

Work Programme

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

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

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

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

| | |
|---|--|
| 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, Impact on the Local Economy, Impact on Health and Wellbeing, Customer Impact, Ward Councillor Views |
| Background Documents: (Access via Contact Officer) | Minutes of previous meetings |

MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

| Minute Number/Title/Date | Action/PDS Request | Update | Action by | Expected Completion Date |
|---|---|----------------------|---|---------------------------------|
| 64a: Portfolio Holder Update (14 March 2024) | Details of how the remaining £89k Homelessness Reduction Grant (carried forward) has been spent to be provided to Members | To be actioned | Assistant Director: Housing | June 2024 |
| 65b: Capital Programme Monitoring (14 March 2024) | Further details on the allocation of Section 106 and Community Infrastructure Levy funds to be provided to Members | To be actioned | Head of Finance (Environment & Corporate Services)/ Infrastructure Delivery Team Leader | June 2024 |
| 74c: Leisure Centre Major Works Programme (17 April 2024) | An update on the heating infrastructure changes across the Walnuts estate to be provided to Members. | Provided to Members. | Head of Capital Projects | Completed. |

**RENEWAL, RECREATION & HOUSING PDS COMMITTEE
WORK PROGRAMME 2024/25**

| Meeting Date: 12 September 2024 | | |
|--|--|----------------------------|
| Meeting Date: 12 September 2024 | Division | Committee Role |
| Matters Outstanding and Work Programme | Democratic Services | Standard Items |
| HPR Portfolio Plan Q1 Update, including grants register (additionally, Risk Register reported bi-annually) | Housing Compliance and Strategy | Holding PH to Account |
| Housing Assistance Policy (Disabled Facilities Grant) – Joint Item with HWB, CEF PDS and ACH PDS | Housing Compliance and Strategy | Executive Decision |
| Update on Empty Homes Programme Engagement | Culture and Regeneration | Executive Decision |
| Gateway report for procurement of contractor for works at Manorfields | Culture and Regeneration | Executive/Council Decision |
| Budget Monitoring Report | Financial Management | PH Decision |
| Capital Monitoring Programme Report | Financial Management | PH Decision |
| More Homes Bromley Annual Performance Report | Housing Service | PDS Committee |
| Draft Homelessness Strategy Update | Housing Compliance and Strategy | PDS Committee |
| Local Plan Progress Update | Planning Policy and Strategy | PDS Committee |
| Thematic Session | To Be Confirmed <u>Current Suggestions:</u> <ul style="list-style-type: none"> • Homelessness and the Cost of Overnight Accommodation • The Grey Belt | PDS Committee |
| Meeting Date: 12 November 2024 | | |
| Meeting Date: 12 November 2024 | Division | Committee Role |
| Matters Outstanding and Work Programme | Democratic Services | Standard Items |
| HPR Portfolio Plan Q2 Update, including grants register (additionally, Risk Register reported bi-annually) | Housing Compliance and Strategy | Holding PH to Account |
| Budget Monitoring Report | Financial Management | PH Decision |

| | | |
|--|------------------------------------|-----------------------|
| Capital Monitoring Programme Report | Financial Management | PH Decision |
| Contract Register (<u>Public and Non-Public Reports</u>) | Culture and Regeneration | PDS Committee |
| Local Plan Progress Update | Planning Policy and Strategy | PDS Committee |
| Thematic Session | To Be Confirmed | PDS Committee |
| Bi-Annual Provision of Libraries – Contract Performance Report | Culture and Regeneration | Information Item |
| Bi-Annual Digital Infrastructure Work Plan Update | Housing, Planning and Regeneration | Information Item |
| Meeting Date: 23 January 2025 | Division | Committee Role |
| Matters Outstanding and Work Programme | Democratic Services | Standard Items |
| Capital Monitoring Programme Report | Financial Management | PH Decision |
| Draft Budget 2025/26 | Financial Management | PDS Committee |
| Local Plan Progress Update | Planning Policy and Strategy | PDS Committee |
| Thematic Session | To Be Confirmed | PDS Committee |
| Meeting Date: 19 March 2025 | Division | Committee Role |
| Matters Outstanding and Work Programme | Democratic Services | Standard Items |
| HPR Portfolio Plan Q3 Update, including grants register (additionally, Risk Register reported bi-annually) | Housing Compliance and Strategy | Holding PH to Account |
| Budget Monitoring Report | Financial Management | PH Decision |
| Capital Monitoring Programme Report | Financial Management | PH Decision |
| Local London Annual Update | Economic Development | PDS Committee |
| Contract Register (<u>Public and Non-Public Reports</u>) | Culture and Regeneration | PDS Committee |
| Local Plan Progress Update | Planning Policy and Strategy | PDS Committee |

| | | |
|--|---------------------------------|-----------------------|
| Thematic Session | To Be Confirmed | PDS Committee |
| To be Scheduled | Division | Committee Role |
| Housing Statutory Homelessness Reviews | Housing Compliance and Strategy | Executive Decision |
| York Rise Project Completion Contract Award Report | Culture and Regeneration | Executive Decision |
| HRA Business Plan and Policies | Financial Management | PDS Committee |

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Report No.
HPR 2024/025

London Borough of Bromley

PART ONE - PUBLIC

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

Date: Wednesday 19 June 2024

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

Title: HOUSING, PLANNING AND REGENERATION PORTFOLIO
PLAN UPDATE - 2023/24 Q4 UPDATE

Contact Officer: Lynnette Chamielec, Assistant Director Housing
Tel: 020 8313 4009 E-mail: lynette.chamielec@bromley.gov.uk

Chief Officer: Sara Bowrey, Director of Housing, Planning and Regeneration
Tel: 0208 313 4013 E-mail: sara.bowrey@bromley.gov.uk

Ward: N/A

1. REASON FOR REPORT

1.1 This report presents the Renewal, Recreation and Housing Policy Development and Scrutiny Committee with the update for Q4 2023/24 in respect of the following:

- RRH Portfolio Plan HPR Q4 Strategic Project Tracker
- Portfolio Plan - HPR Operational KPIs FY - MAR24
- HPR Grant Register Q4
- HPR Risk Register Q4 2023-24

2. RECOMMENDATION(S)

2.1 Members are asked to note the information presented outlining progress in Q4 2023/24

Impact on Vulnerable Adults and Children

1. Summary of Impact: The Council has a statutory responsibility to ensure that services are provided to vulnerable members of the community.
 2. Through the management of resources and risk the Council is able to ensure that those most in need are able to secure housing and access support when required.
 3. The efficient utilisation of available grant funding helps to support the aims of the Council in providing these services.
 4. The Council's house building programme is focused on the delivery of good quality, affordable and sustainable housing for its tenants.
-

Transformation Policy

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

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A
 3. Budget head/performance centre: N/A
 4. Total current budget for this head: N/A
 5. Source of funding: N/A
-

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: N/A
 3. Call-in: Not Applicable: No Executive decision.
-

Procurement

1. Summary of Procurement Implications: N/A
-

Property

1. Summary of Property Implications: N/A
-

Carbon Reduction and Social Value

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All vulnerable adults and older people within Bromley.
-

Ward Councillor Views

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

3. COMMENTARY

Background

3.1 The following documents are contained as an appendix to this report:

- Appendix A: RRH Portfolio Plan HPR Q4 Strategic Project Tracker
- Appendix B: Portfolio Plan - HPR Operational KPIs FY - MAR24
- Appendix C: HPR Grant Register Q4
- Appendix D: HPR Risk Register Q4 2023-24

3.2 It continues to be a challenging time for the Housing Team. The number of households approaching as homeless rose last year. With the loss of local temporary accommodation placements at Bellegrove; which has been identified as a future site for the development of affordable housing and the shift away from private sector leasing; which is being run down by the current Provider due to being financially uneconomical we have seen an increase in the number of households going into expensive nightly paid temporary accommodation. The demand for this type of housing across London and beyond continues to increase and we have seen a significant uplift of costs particularly in the last quarter of the year. Despite proactive work to support clients the number of high priority households continues to increase. Move on opportunities within social housing are not increasing and whilst the Council and some Registered Providers are developing new homes it will be many months before these are ready for occupation. The team have managed to hold the line in terms of securing affordable private sector accommodation for our customers. Through the revision of our offer to private landlords and targeted marketing we were able to secure more placements than they did the previous year which is a significant achievement given the volatility of the market.

3.3 The Culture and Regeneration team continue to make good progress, despite the ongoing challenges in the construction market, in relation to the delivery of capital schemes, including the West Wickham library and housing scheme, and the wider library repair programme with both Southborough and Beckenham library works currently underway. There has also been great success with recent grant applications and receipts, including the £6m Salix grant award towards the major OPR works at the Walnuts and West Wickham leisure centres. Additionally the Bromley High Street lighting works are almost complete with the technical complexities now resolved. The York Rise scheme continues to be complex to complete, and works are being undertaken in stages currently to secure warranties from the sub-contractors following the principal contractor going into administration. The regeneration of Crystal Palace Park has also made good progress with the grant funded Subway restoration complete, and the development phase of the Lottery funded project to conserve the dinosaurs and improve the Penge end of the park also complete with the delivery stage grant application submitted awaiting final decision in September. The leisure strategy is broadly complete however the draft will not be shared for comment until the final data on playing pitch and indoor facility capacity in the borough is received which is being commissioned in partnership with Planning who require the data to inform Planning policy. The tennis court works are completed and the courts are open for use, with the permanent line markings scheduled to be undertaken during the dry weather this summer. The Libraries contract continues to go from strength to strength with Bromley libraries issuing the most books and e-books in London in 2023. The cultural activity programme has been successful this year with high numbers attending events such as Open House. The Bromley FC bus parade and Night Time Enterprise Zone pilot events in particular had a big impact on town centre footfall and we await the Mastercard data to understand the impact of these on spending. Finally the multi-million grant funded UKSPF programmes continue to be expertly administered by the team with the business support, employment and skills, and

community strands all in delivery; and the digital infrastructure dark fibre project is in its delivery phase and will be completed this calendar year, again funded through a £1m grant.

- 3.4 The incoming application numbers across all of the Planning and Building Control teams have remained lower over the last year compared to recent years. This has given the teams time to continue to focus on the project to replace our case management software which will bring about an improved more reliable experience for the teams and the public. We have started work on reviewing the Bromley Local Plan which will set out our planning policies for the next 15 years.
- 3.5 The Strategic Property team continues to be engaged in the delivery of the Council’s core objectives. Alongside its day-to-day business supporting other Council Services that operate out of the Council’s operational properties it undertakes management of the Council’s property assets for their occupation, repair, maintenance, rent/service charge collection and maximisation of income from its investment portfolio to support the delivery of Council services. Following its acquisition of Churchill Court, Strategic Property continues to have a lead role in the move to the new Civic Offices through the procurement and management of the fit out works, delivery of the proposed Health & Wellbeing Centre and letting of space that is surplus to requirements. The sale of surplus assets (including the existing Civic Centre) to fund the delivery of the Operational Property Repair (OPR) Programme in a challenging property market that has been impacted by rising interest rates and inflation is a key area of work that the team is focused on delivering alongside the Capital Programme works. Strategic Property reviews its projects on an ongoing basis to provide best value and to ensure the future best use of the Council’s property portfolio.

| | |
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| Non-Applicable Sections: | Financial implications; Personnel Implications; Procurement Implications; Impact on Vulnerable Adults and Children; Policy Implications; Legal Implications; Procurement Implications. |
| Background Documents: (Access via Contact Officer) | N/A |

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RRH Portfolio Plan Q4 2023/24

Strategic Project Tracker

Appendix A

| | Division | MBEB Ambition Supported | Key Projects | Description | Overall date | RAG Status MAR24 | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | | 2025 | | | | | | | | | | | | 2026 | | | | | | | | | | | | 2027 | | | | | | | | | | | | MAR24 Updates | |
|---|-----------------------|--|--|--|--------------|---|--|--------|---|--|---------|---------------------------|--|--|--------|---|---|--------|-------------------------------|---|---------------------------|---------------------------|---------------------------|---|--------------------------|---|---|----|---|---|----------------------|---|---|----|---|---|----------------------|---|---|----|---|---|----------------------|---|---|----|---|---|----------------------|---|---|---|---|---|------|---|---|---|---|---|--|---|---|--|--|--|--|--|--|---|--|--|---|--|--|--|---|--|---------------|--|
| | | | | | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | | | | | | | | | | | | | | | | | |
| Housing Policy Management | HPR | 5 | HRA Housing Management Contract | Phase 1.1: Issue soft market testing to inform the specification for the Housing Management Contract. | Dec-22 | Completed | [Green bars for Dec 2022] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Initial soft market testing was completed DEC22, however due to lack of responses from suppliers we are further engaging the market and re-publishing the questionnaire in APR23. | | | | | | | | | | | | | |
| | | | | Phase 1.2: Issue soft market testing to inform the specification for the Housing Management Contract (Republish) | May-23 | Completed | [Green bars for May 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed MAY23. The incumbent provider has stated they will not extend beyond the current term. | | | | | | | | | | | | | |
| | | | | Phase 2: Procure specialist legal and finance advice on the Beehive scheme. | Feb-23 | Completed | [Green bars for Feb 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed FEB23. Legal advice is now being used to inform the future stock management appraisal. | | | | | | | | | | | | | |
| | | | | Phase 3: Preparation of documentation: Scope, specification, KPIs | Jul-23 | Completed | [Green bars for Jul 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Work was completed in JUL23. | | | | | | | | | | | | | |
| | | | | Phase 4: Gateway 1 report seeking authorisation to proceed with Housing Management tender | Sep-23 | Completed | [Green bars for Sep 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed SEP23. Currently out to tender. | | | | | | | | | | | | | |
| | | | | Phase 5: Negotiations with new provider to take on the contract. | May-24 | On-Track for revised deadline | [Green bars for May 2024] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Member approval obtained and contract awarded to new provider. Contract negotiations are nearing completion. | | | | | | | | | | | | | |
| Housing Policy Management | Compliance & Strategy | 3 | Homelessness Strategy Review | Undertake a review of the current Homelessness Strategy and implement a new 5 year strategy. | Jan-25 | At-Risk | | | | | | | | | | | | | [Orange bars for Jan 2025] | | | | | | | | | | | | [Grey bars for 2026] | | | | | | | | | | | | [Grey bars for 2027] | | | | | | | | | | | | | | | | | | | | | | | | New manager is being recruited. Corporate secondment for an additional project officer to assist in ensuring the strategy is delivered by the end of the financial year. Strategy drafting will now resume, aiming for committee in SEP24 and publication in Q4 24/25. | | | | | | | | | | | | | |
| | | | | HPR | 3 | HRA Tenancy and Policy Documents | Identifying and producing all documents and policies associated with the running of the management of the residential housing stock. | Sep-24 | On-Track for revised deadline | [Green bars for Sep 2024] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Contract is being extended until SEP24. This is a no cost variation. All other policy and strategy documents on track for completion. | | | | | | | | | | |
| | | | | | | | Housing | 3 | Allocations Scheme | Phase 1: Reviewing the existing allocations scheme and consulting on changes that need to be introduced. | Mar-24 | Completed | [Green bars for Mar 2024] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed MAR24. Members reviewed the results of the consultation and approved the allocations scheme for adoption. | | | | | | | |
| | | | | | | | | | | Phase 2: Implementation of the new allocations scheme. | Apr-25 | Not Started | | | | | | | | | | | | | [Grey bars for Apr 2025] | | | | | | | | | | | | [Grey bars for 2026] | | | | | | | | | | | | [Grey bars for 2027] | | | | | | | | | | | | Review being undertaken with IT provider regarding implementation. Updated plan will be reported for Q1 24/25. | | | | | | | | | | | | | | | | | | | |
| | | | | | | | HPR | 3 | Effective Management of Bromley owned Housing Stock | Contract performance and monitoring of existing/new housing stock. | May-23 | Completed | [Green bars for May 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed MAY23. Ongoing monitoring continues as a BAU process. | | | | | | | |
| | | | | | | | | | | Contra cts | Housing | 5 | Supported Housing Contracts Review and Tenders Completed | Ensure that all supporting housing contracts are up-to-date and achieving the agreed aims and KPIs. | Jun-22 | Completed | [Green bars for Jun 2022] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed JUN22. | | | |
| Service | Compliance & Strategy | 3 | Roll out of Household Support Grant | | | | Ensure the effective roll out of the Household Support Grant making sure funding is fully utilised. | Mar-23 | Completed | | | | | [Green bars for Mar 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed MAR23. This tranche of funding has now closed. | | | | | | |
| | | | | Compliance & Strategy | 3 | Roll out of Household Support Grant tranche 4 | Ensure the effective roll out and ongoing effectiveness of the Household Support Grant making sure funding is fully utilised. | Mar-24 | Completed | | | | | [Green bars for Mar 2024] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed MAR24. This tranche of funding has now closed. | | | | | | |
| | | | | | | | Compliance & Strategy | 3 | Homes for Ukraine | | | | | Implementation and delivery of the Homes for Ukraine Programme, ensuring Government Guidance is followed and continually kept under review | Apr-24 | On-Track | [Green bars for Apr 2024] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Programme continuing. The team has filled the Project Coordinator position. The new Refugee & Projects Manager has been appointed. The BSO position has been filled, and recruitment for the Refugee Casework Coordinator is ongoing. | | | |
| | | | | | | | | | | | | | | Housing | 3 | Service Review Disabled Facilities Grants | Review, benchmark and propose changes to the scheme, then to be taken to Members for consideration and formal sign off. | Sep-24 | On-Track for revised deadline | [Green bars for Sep 2024] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Wider consultation undertaken. Partner input sought. First draft due to go to COE Q1. Anticipated to go to all required committees by SEP24. |
| | | | | | | | | | | | | | | | | | Planning | 3 | Planning Obligations SPD | Document that provides guidance on the council's general approach to planning obligations, and where relevant, sets out the requirements and mechanisms for securing contributions. | Jun-22 | Completed | [Green bars for Jun 2022] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | Planning | 3 | Orpington Town Centre SPD | Document that provides detailed guidance to assist with the implementation of adopted Development Plan policies - Bromley Local Plan and the London Plan - that relate to Orpington Town Centre. | | | | | | | Jul-23 | Completed | [Green bars for Jul 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning | 3 | Bromley Town Centre SPD Document that provides detailed guidance to assist with the implementation of adopted Development Plan policies - Bromley Local Plan and the London Plan - that relate to Bromley Town Centre. | Phase 1: Preparing documents for consultation. | | | | | | | | | | Sep-22 | | | | | | | Completed | [Green bars for Sep 2022] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 2: Documents out for consultation. | Jan-23 | Completed | [Green bars for Jan 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed JAN23. Public consultation has been finalised - transition to Phase 3 started. | | | | | | | | | | | | |
| Phase 3: Review consultation responses, making any necessary changes before adoption. | Oct-23 | Completed | [Green bars for Oct 2023] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Completed OCT23. Approved for adoption at Exec on 18OCT23. | | | | | | | | | | | | |

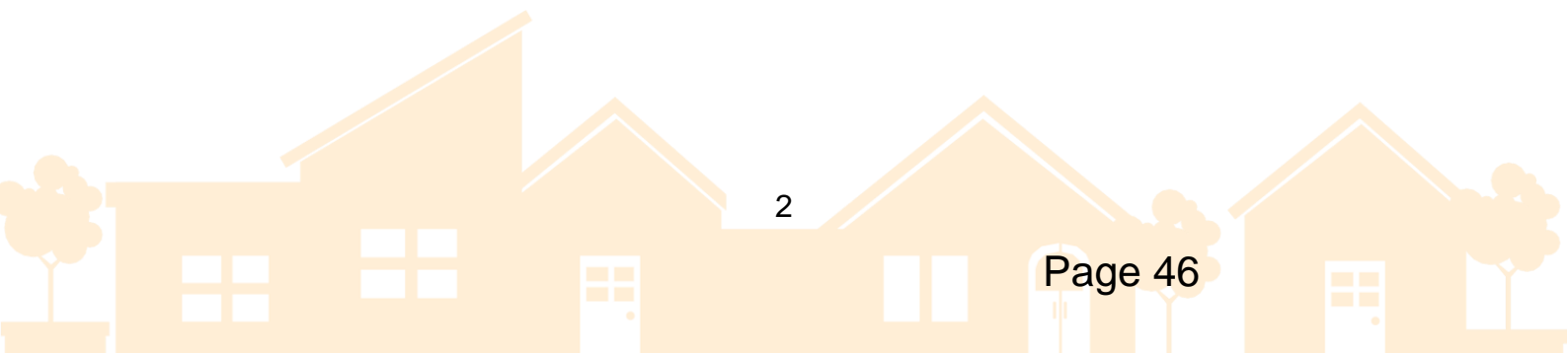
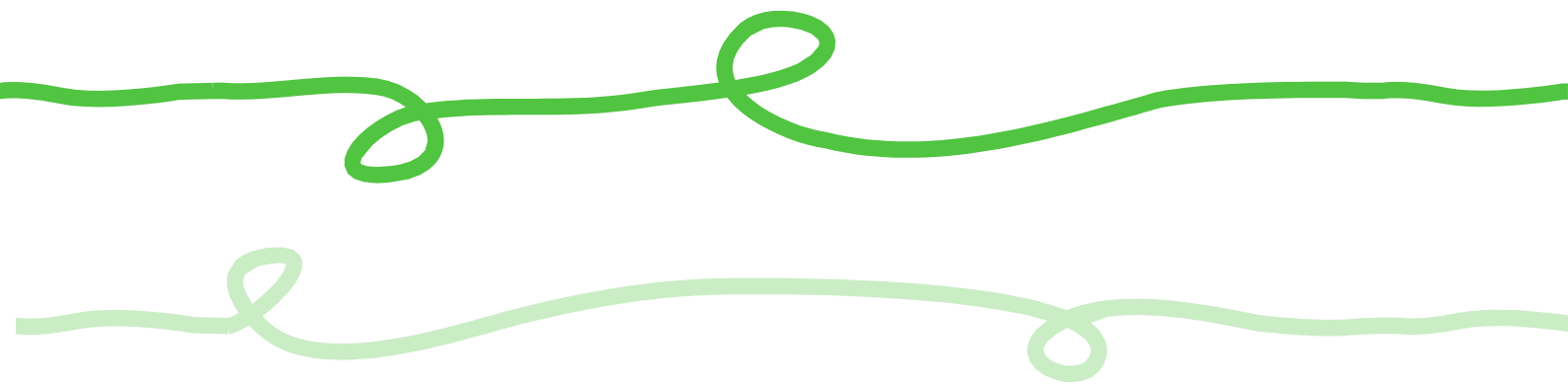
| Division | MBEB Ambition Supported | Key Projects | Description | Overall date | RAG Status MAR24 | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | | 2025 | | | | | | | | | | | | 2026 | | | | | | | | | | | | 2027 | | | | | | | | | | | | MAR24 Updates |
|----------|-------------------------|--|--|--------------|-------------------------------|------|---|---|----|---|---|----|---|---|----|---|---|------|---|---|----|---|---|----|---|---|----|---|---|------|---|---|----|---|---|----|---|---|----|---|---|---|---|---|----|---|---|----|---|---|---|---|---|------|---|---|---|---|---|---|---|---|--|--|--|------|--|--|--|--|--|--|--|--|--|--|--|---------------|
| | | | | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | | | | | | | | | | | | | | | | |
| Planning | 3 | Urban Design Guide SPD Document that provides guidance on urban design to inform and engage developers, applicants, planning officers and other interested parties in bringing forward proposals for development in Bromley. | Phase 1: Preparing documents for consultation. | Sep-22 | Completed | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Completed SEP22. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 2: Documents out for consultation. | Dec-22 | Completed | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Completed DEC22. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning | 3 | Local Plan Review Review of the Bromley Local Plan to reflect new Council priorities and changes to national and regional planning policy. | Phase 1: Give notice of start of plan-making. | Mar-25 | Not Started | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Not yet commenced. The Government Local Plan regime is due to change this year. Instead of continuing under the old regime, we have planned to temporarily delay and continue under the new regime. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 2: (Gateway 1) Ensuring the plan sets off in the right direction. Supporting early diagnosis of potential issues - legal and procedural requirements and soundness and first public consultation. | Mar-26 | Not Started | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Not yet commenced. Expected to meet the revised deadline of MAR26. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 3: (Gateway 2) Supporting early resolution of potential soundness issues, where possible. Ensuring legal and procedural compliance. Monitoring and Tracking Progress and second public consultation. | Dec-26 | Not Started | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Not yet commenced. Expected to meet the revised deadline of DEC26. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 4: (Gateway 3) Checking the plan is ready to proceed to examination. Ensuring legal and procedural compliance. Monitoring and tracking progress. | Mar-27 | Not Started | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Not yet commenced. Expected to meet the revised deadline of MAR27. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 5: Examination - Independent examination by a planning inspector (or inspectors), including a series of examination hearings. | Sep-27 | Not Started | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Not yet commenced. Expected to meet the revised deadline of SEP27. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 6: Inspector's Report and Adoption - If the plan is found 'sound' and legally compliant (set out in an inspector's report), it can then be adopted; this would be subject to any modifications required by the inspector in their report. Adoption of the Local Plan is a matter for Full Council. | Dec-27 | Not Started | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Not yet commenced. Expected to meet the revised deadline of DEC27. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning | 5 | New IT system Procurement of case-management software that will enhance workflows, remove reliance on paper and improve interaction with both the public and other services. | Phase 1: Establishing requirements, specification and supplier research. | Nov-22 | Completed | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Completed NOV22. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 2: Authorisation and procurement of the management system. | Feb-23 | Completed | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Completed in FEB23, contract with IT vendor has now been signed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 3: Preparation for installation and data migration. | Aug-23 | Completed | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Completed AUG23. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 4: UAT (User Acceptance Testing) | Jul-24 | On-Track for revised deadline | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | Testing has started and is underway. Completion date has moved from MAR24 to JUL24. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Phase 5: Training, installation and implementation of the new software. | Oct-24 | On-Track for revised deadline | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | █ | | | The installation and implementation phase has moved from MAY24 to OCT24. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

HPR Operational KPIs

Q4 2023/4 Jan-Mar

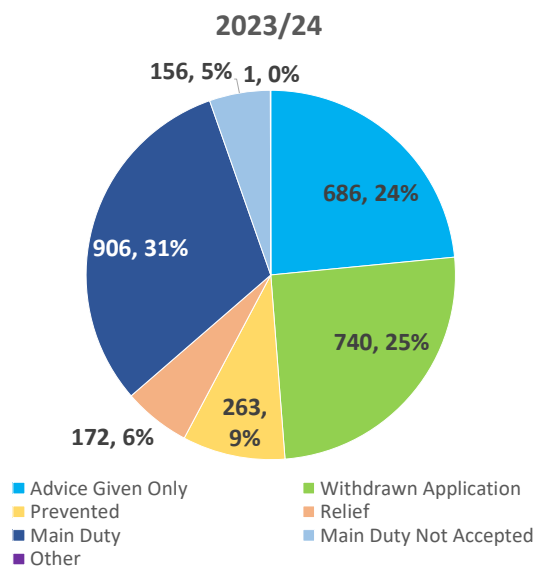
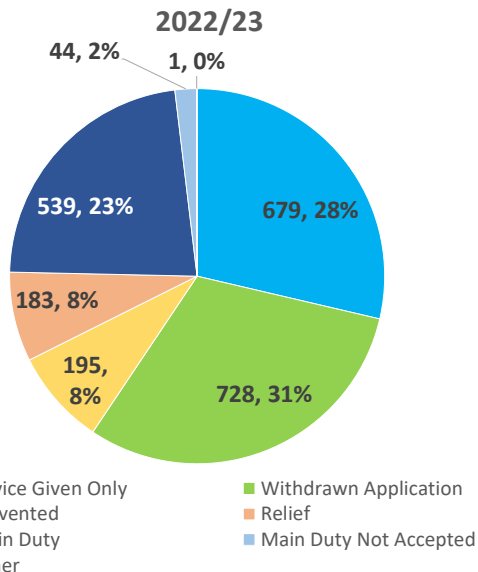
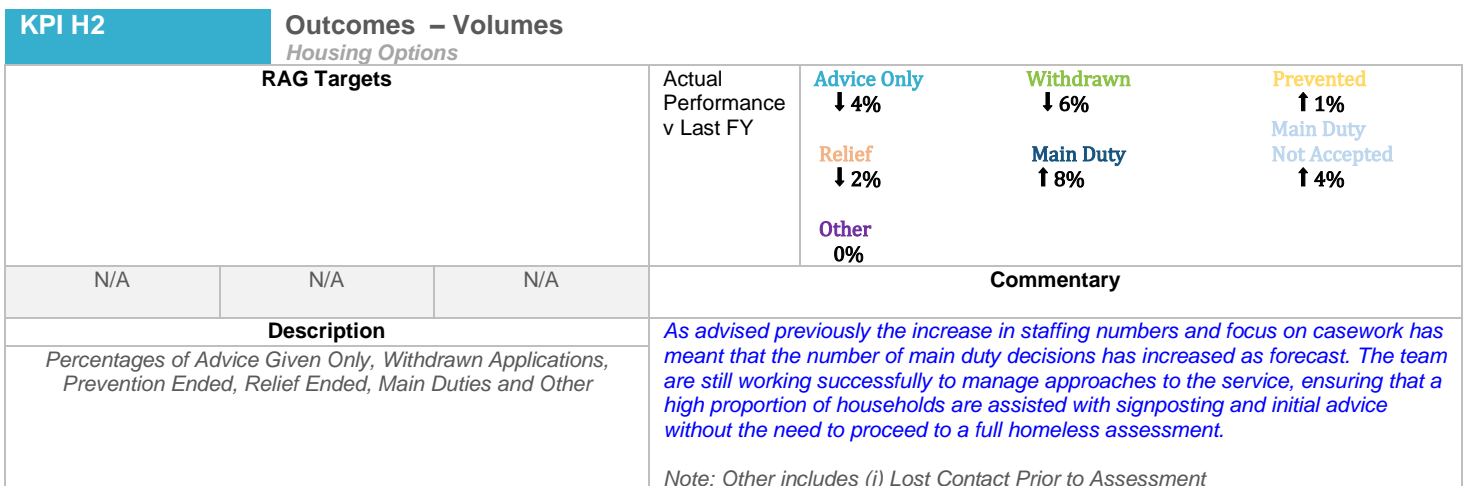
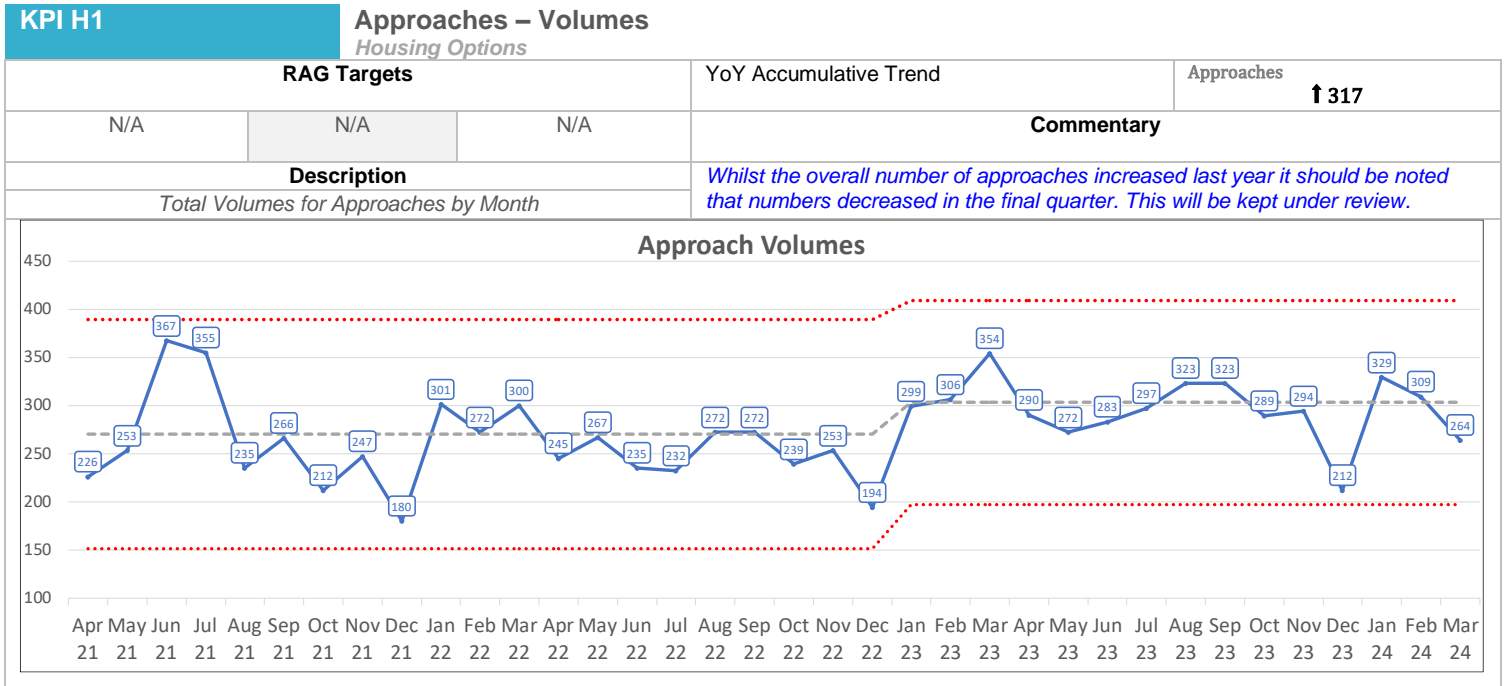
Prepared by Compliance & Strategy

Housing KPIs



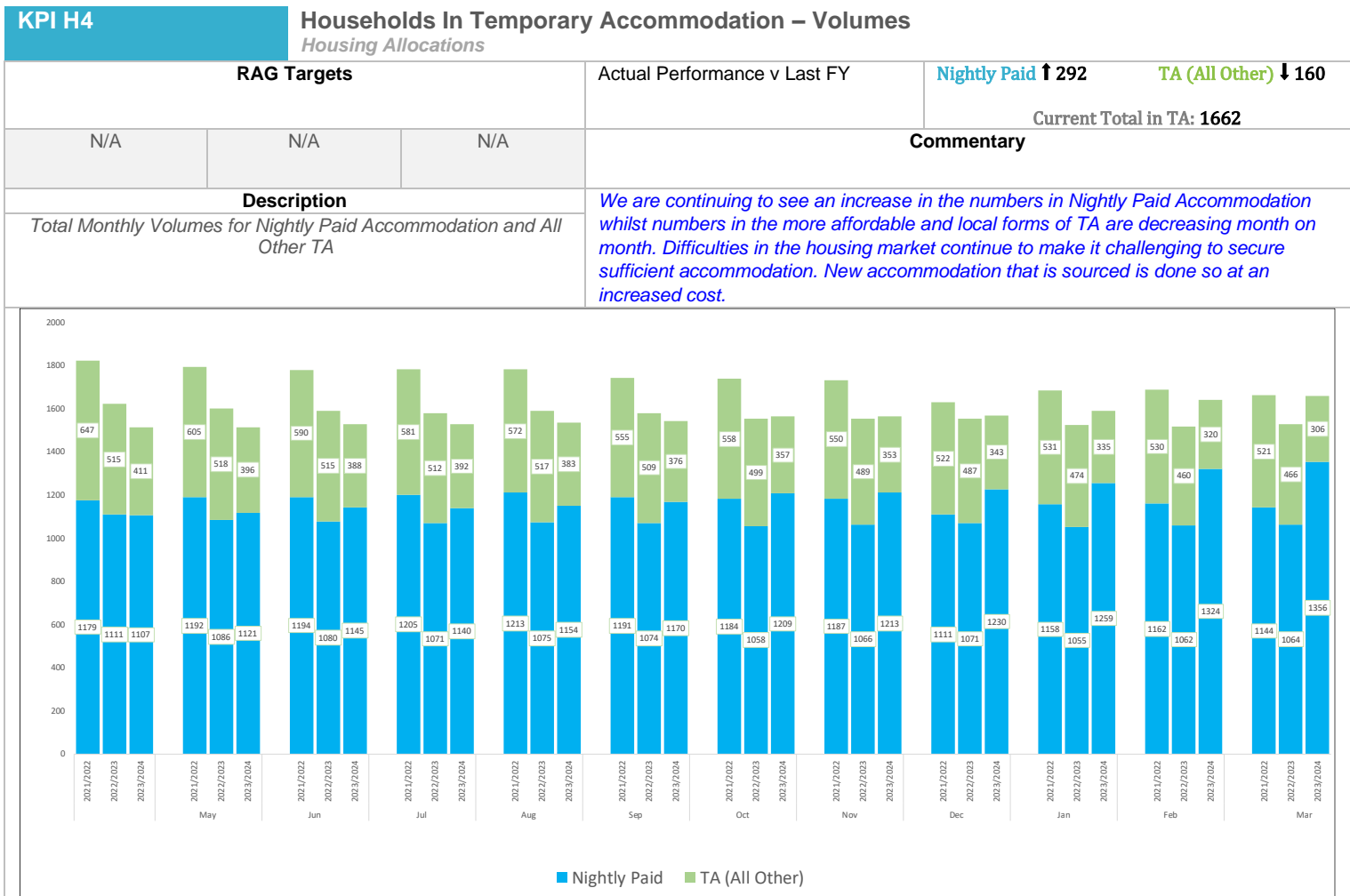
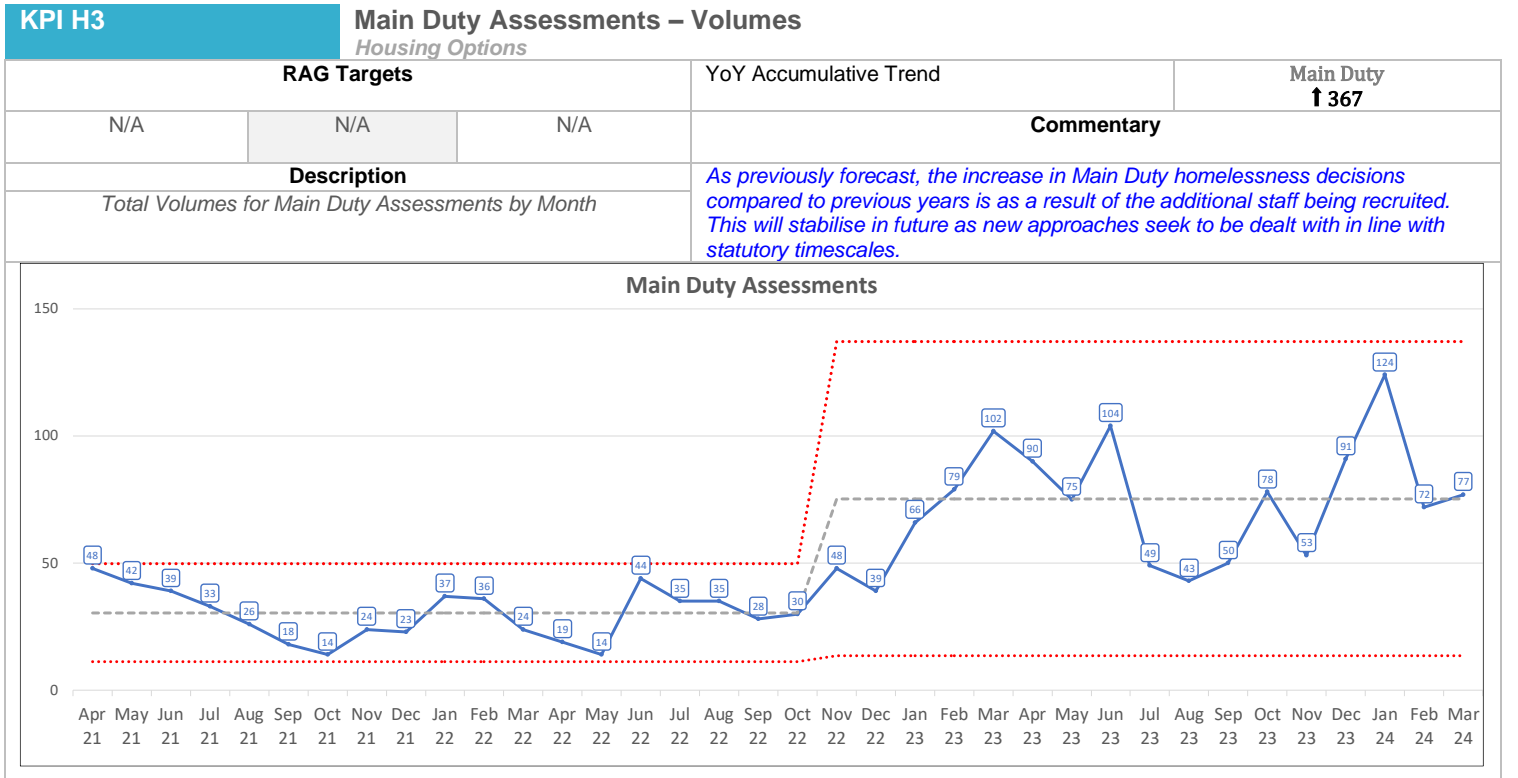
RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024



RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024

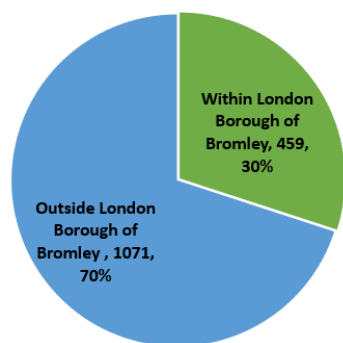


RRH Portfolio Performance Report

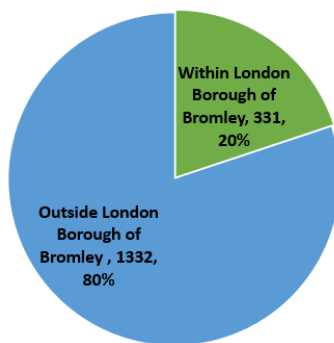
HPR Monthly Operational KPIs – March 2024

KPI H5

Total TA Placements – Volumes Housing Allocations



March 2023



As at March 2024

| Actual Performance v Last FY | | | In Borough ↓ 123 | Out of Borough ↑ 261 |
|---|-----|-----|---|-------------------------|
| N/A | N/A | N/A | | |
| Description | | | Commentary | |
| Snapshot of Total TA Placements In v Out of Borough | | | Out of borough placements have increased by a further 10% last year. There continues to be very little availability of good quality, affordable accommodation locally. Whilst the majority of out of borough placements are within 14 miles of borough boundaries, a lack of availability means that placements beyond this distance have been necessary in order to meet statutory responsibilities. | |

Banding Key:

Band E = Emergency, Band 1 = High Need, Band 2 = Medium Need, Band 3 = Low Need, Band 4 = Reduced Priority

KPI H6

Number on Register by Band and Bed Size – Volumes Housing Register

| Total Number on Register by Band And Bed Size | 0-1 bed | 2 bed | 3 bed | 4 bed | 5 bed | 6 bed | 7 bed | Total by Band | Total by Band | 22/23 v 23/24 |
|---|---------|-------|-------|-------|-------|-------|-------|---------------|---------------|---------------|
| | 35% | 28% | 27% | 9% | 1% | 0% | 0% | | | |
| Band E | 7 | 4 | 20 | 9 | 1 | 0 | 0 | 41 | 27 | 14 |
| Band 1 | 414 | 159 | 182 | 124 | 22 | 7 | 0 | 908 | 781 | 127 |
| Band 2 | 349 | 577 | 363 | 95 | 11 | 1 | 0 | 1396 | 1016 | 380 |
| Band 3 | 265 | 111 | 285 | 56 | 6 | 0 | 0 | 723 | 581 | 142 |
| Band 4 | 97 | 61 | 42 | 10 | 0 | 0 | 0 | 210 | 353 | -143 |
| Total by Bed Size 2023/24 | 1132 | 912 | 892 | 294 | 40 | 8 | 0 | 3278 | | |
| Total by Bed Size 2022/23 | 899 | 757 | 821 | 243 | 33 | 5 | 0 | | 2758 | |
| EoY 22/23 v 2023/24 YTD | 233 | 155 | 71 | 51 | 7 | 3 | 0 | | | |

| RAG Targets | | | Actual Performance Month | Number on Register |
|--|-----|-----|--|--------------------|
| N/A | N/A | N/A | | ↑ 378 |
| Description | | | Commentary | |
| Monthly Snapshot of Total Volumes on Register by Band and Bed Size | | | Approaches to the Housing Register have remained consistent throughout the year. Band 2 increased most significantly due to the increased number of main duty homeless decisions. Accepted Homeless Households are afforded a Band 2 priority on the Housing Register. | |

RRH Portfolio Performance Report

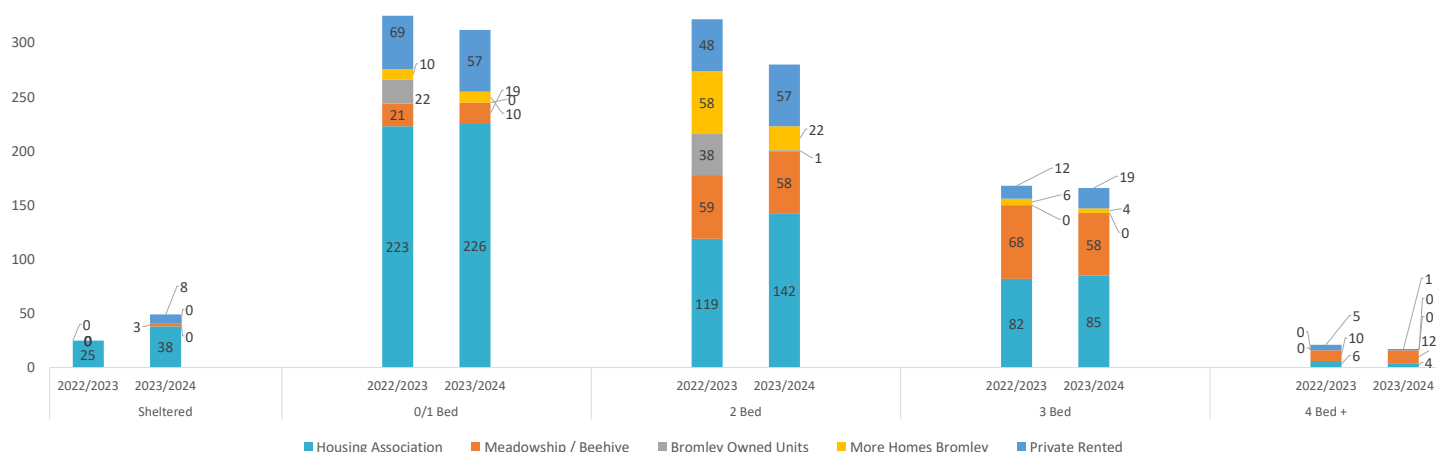
HPR Monthly Operational KPIs – March 2024

KPI H7

Housing Outcomes – Secured Housing – Volumes

Housing Register

| RAG Targets | | | Actual Performance this Month | Commentary |
|--|-----|-----|--|------------|
| N/A | N/A | N/A | | |
| Description | | | <p><i>Despite challenges in the private sector the team managed to secure slightly more moves compared with the previous year, however this was done through an increased incentive package and enhanced advertising. The uplift seen in 2022/23 was as a result of the Bromley owned stock coming online and delays to the York Rise development in 2023/24, which were outside the control of the Council have meant that the uplift hasn't been achieved last year but will roll through to 2024/25. Whilst the number of CBL lets remain steady across the two years, albeit down on years prior to that, it should be noted that these figures include both Clarion Transfers as well as Council nominations.</i></p> | |
| Last FY v YTD Housing Outcomes – Secured Housing Volumes | | | | |



2022/2023

| | Sheltered | 0/1 Bed | 2 Bed | 3 Bed | 4 Bed + | Total |
|---------------------------|-----------|------------|------------|------------|-----------|------------|
| Housing Association (CBL) | 25 | 223 | 119 | 82 | 6 | 455 |
| Meadowship/Beehive | 0 | 21 | 59 | 68 | 10 | 158 |
| Bromley Owned Units | 0 | 22 | 38 | 0 | 0 | 60 |
| More Homes Bromley | 0 | 10 | 58 | 6 | 0 | 74 |
| Private Rented | 0 | 69 | 48 | 12 | 5 | 134 |
| Total By Size | 25 | 345 | 322 | 168 | 21 | 881 |

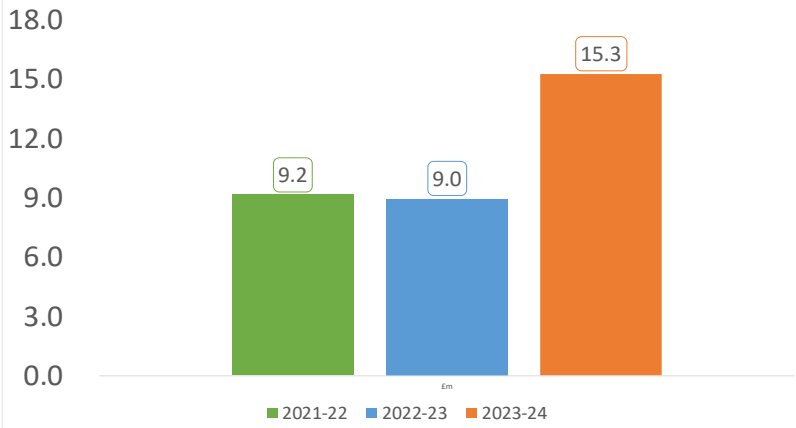
2023/2024

| | Sheltered | 0/1 Bed | 2 Bed | 3 Bed | 4 Bed + | Total |
|---------------------------|-----------|------------|------------|------------|-----------|------------|
| Housing Association (CBL) | 38 | 226 | 142 | 85 | 4 | 495 |
| Meadowship/Beehive | 3 | 19 | 58 | 58 | 12 | 150 |
| Bromley Owned Units | 0 | 0 | 1 | 0 | 0 | 1 |
| More Homes Bromley | 0 | 10 | 22 | 4 | 0 | 36 |
| Private Rented | 8 | 57 | 57 | 19 | 1 | 142 |
| Total By Size | 49 | 312 | 280 | 166 | 17 | 824 |

RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024

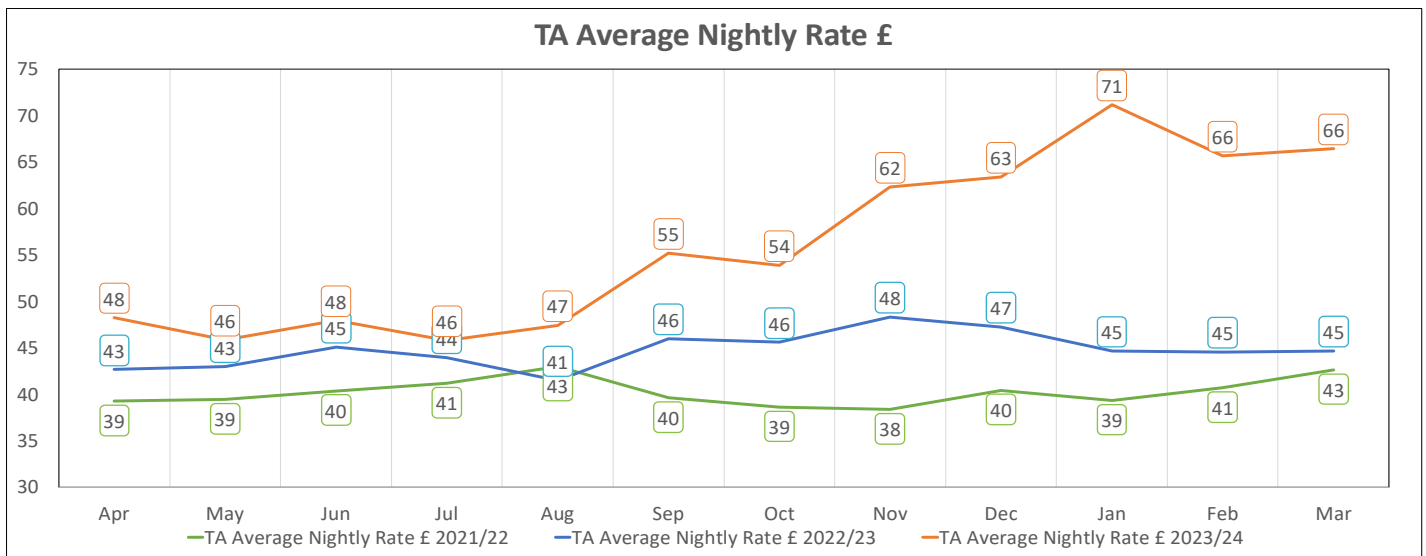
KPI H8 Temporary Accommodation – Spend £m Housing Allocations



| Actual Performance v Last FY | | | Spend ↑ £6.3m |
|--|-----|-----|---|
| N/A | N/A | N/A | |
| Description | | | Commentary |
| Annual net expenditure on Temporary Accommodation Nightly Paid | | | There has been a significant uplift in the overall cost of temporary accommodation placements. This is a result of the increased use of nightly paid accommodation, the cost of which continues to rise and the loss of temporary accommodation within the Private Sector Leasing Schemes and Bellegrove which has been decanted ahead of demolition and redevelopment. |

KPI H9 Temporary Accommodation – Average Nightly Rates Housing Allocations

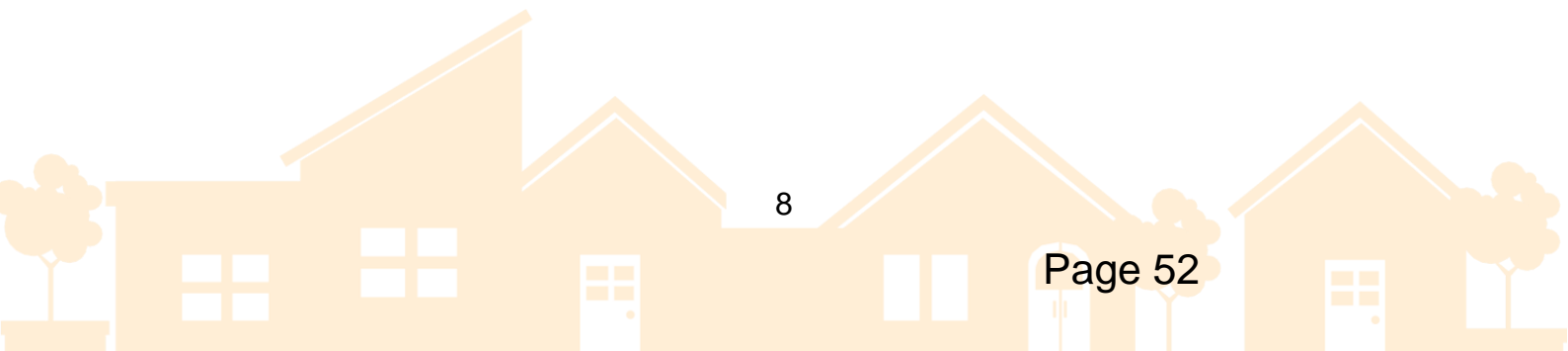
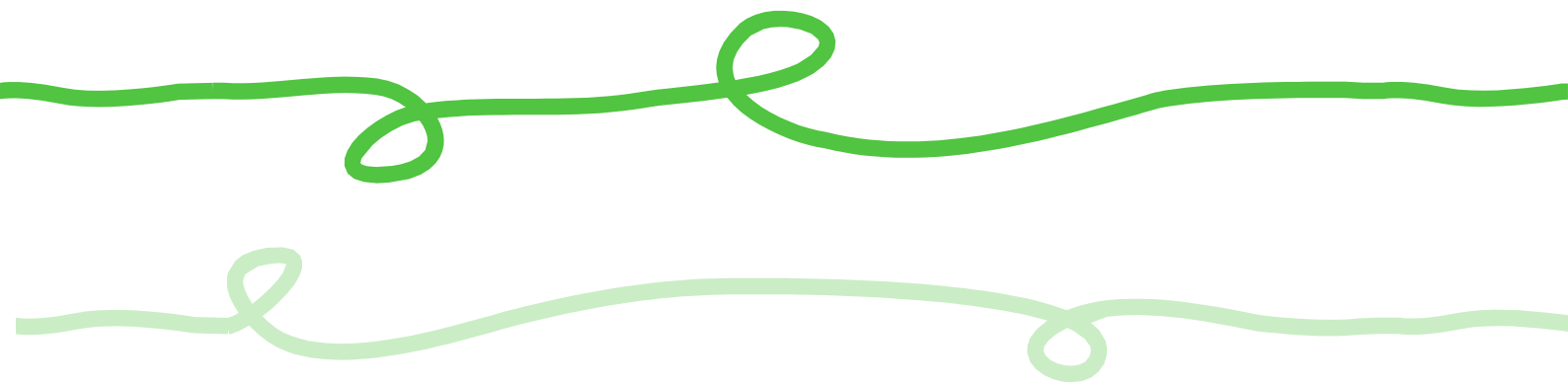
| RAG Targets | | | Commentary |
|-------------|-----|-----|--|
| N/A | N/A | N/A | |
| | | | Temporary accommodation nightly rates increased though out the year; lifting significantly through Q3-4. The average annual cost of households in TA was £11,155 per household per annum in 23/24, compared to £7,650 in 22/23 and £6,216 in 21/22. Despite averaging £11,155 for the year, the last quarter saw increases to an average of £15,216 per placement for new households going into nightly paid accommodation. |



Placement Cost

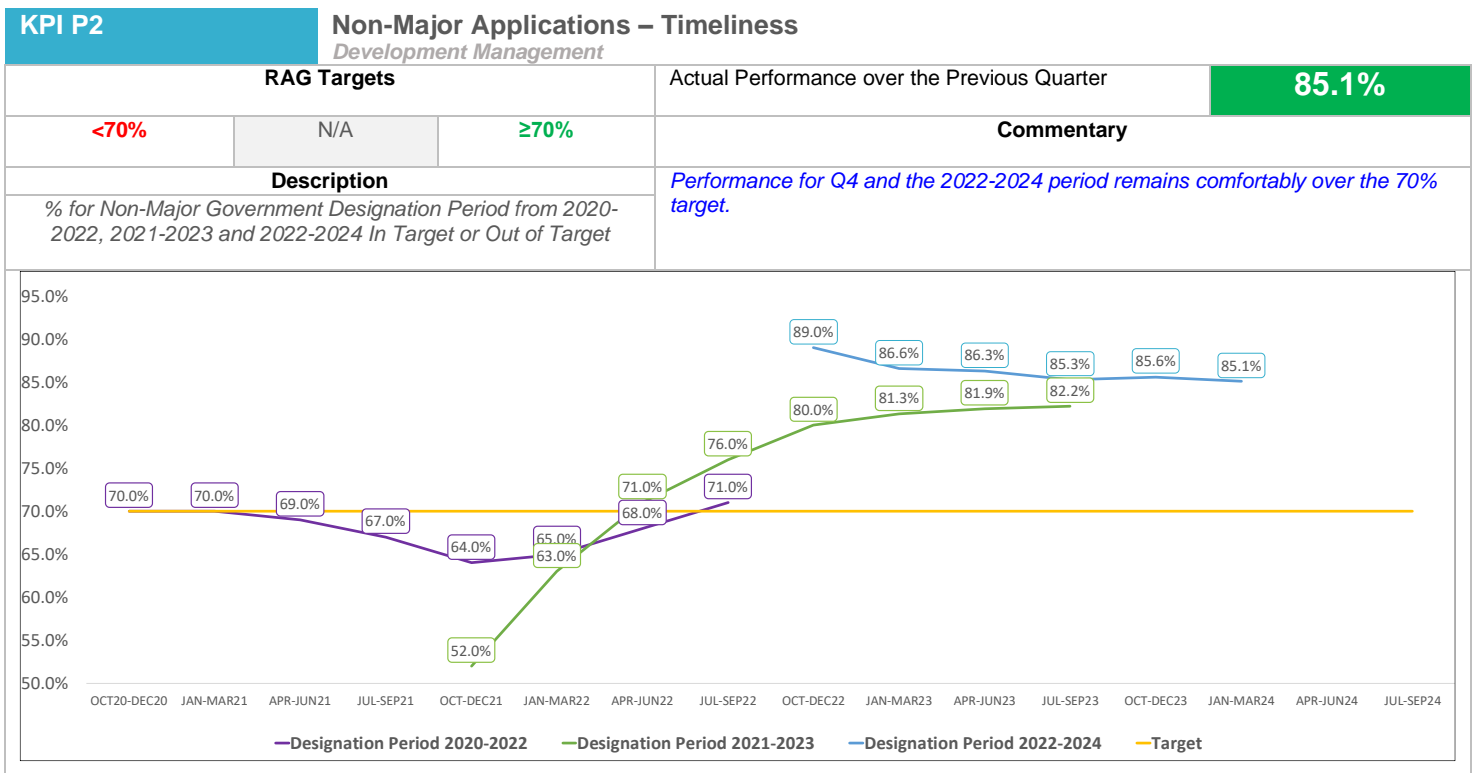
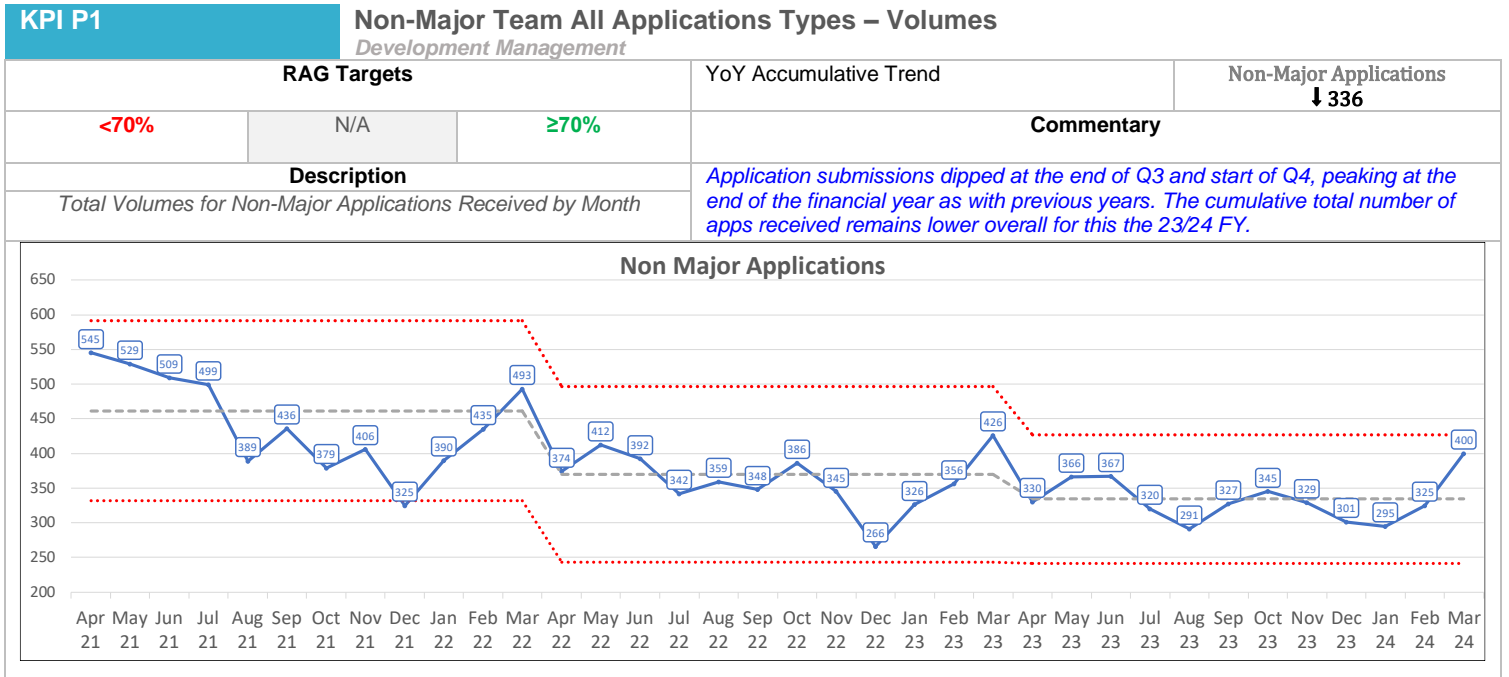
| | Single Room | Studio | Self Contained (1 Bed) | Self Contained (2 Bed) | Self Contained (3 Bed) | Self Contained (4 Bed) | Self Contained (5 Bed) | Total |
|---------------------------|-------------|--------|------------------------|------------------------|------------------------|------------------------|------------------------|---------|
| 2023-24 Placements | | | | | | | | |
| Number of Households | 11 | 262 | 271 | 434 | 270 | 98 | 1 | 1,348 |
| Average of Cost to LBB | £7,924 | £5,289 | £10,592 | £12,124 | £14,621 | £14,510 | £53,443 | £11,155 |
| Average Nightly Rate | £46.86 | £39.65 | £47.99 | £56.32 | £68.03 | £79.91 | £185.00 | £55.47 |

Planning KPIs



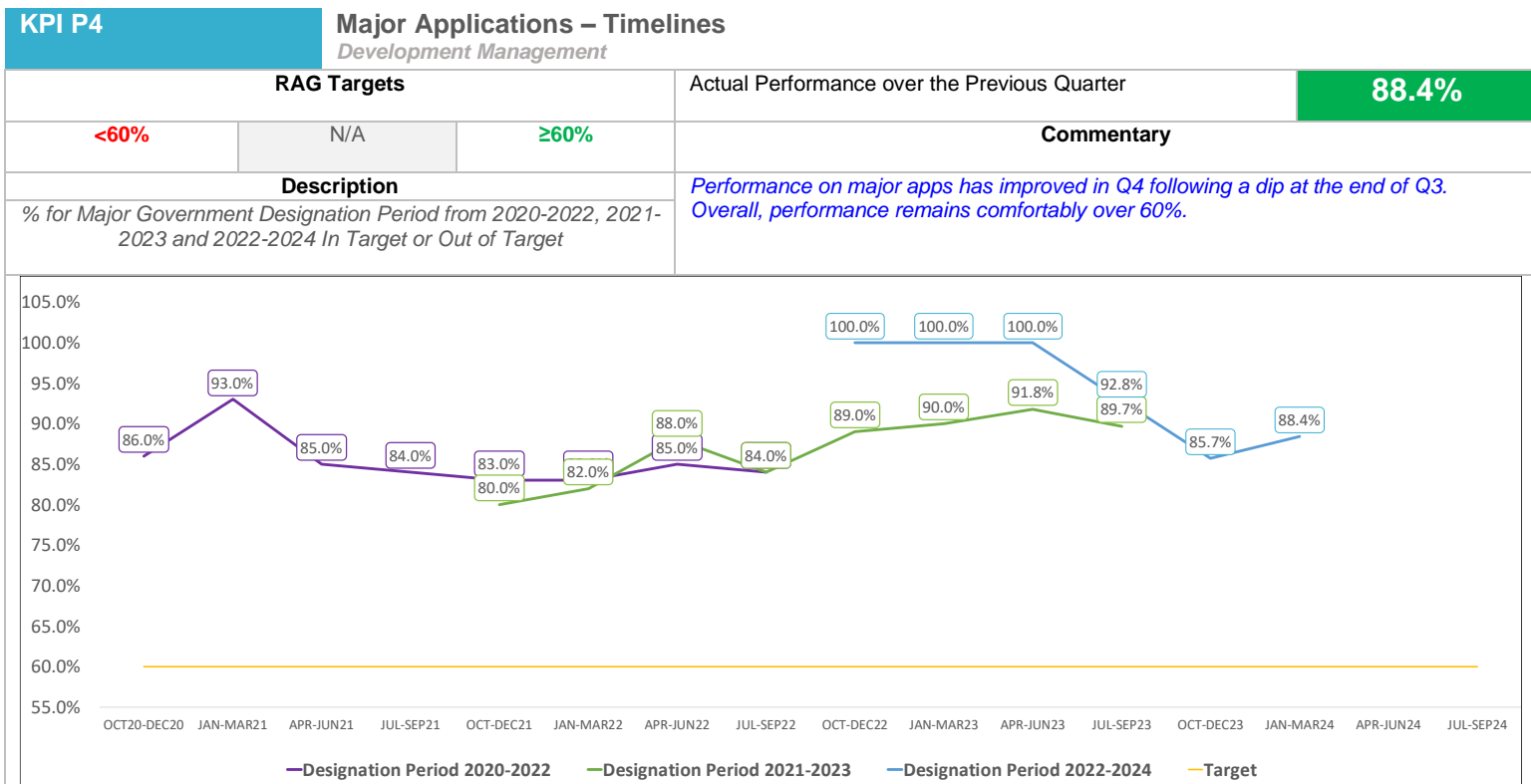
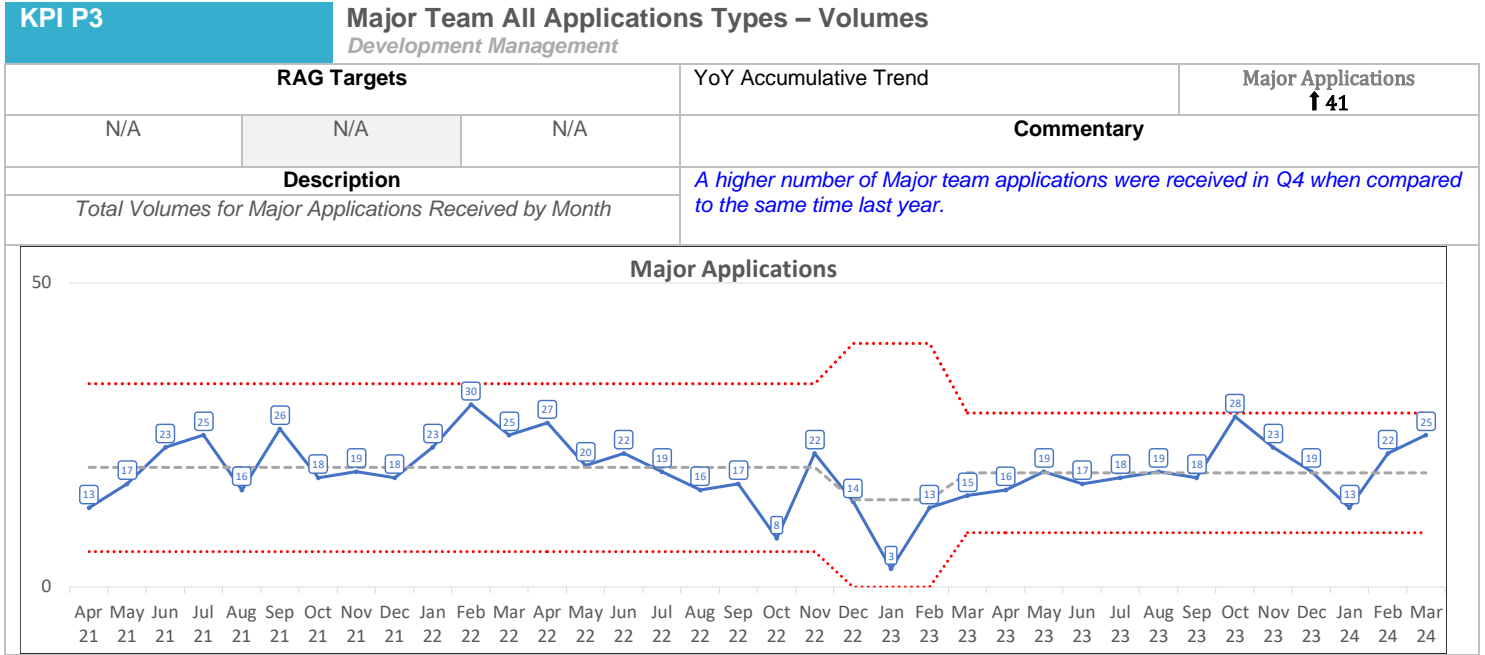
RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024



RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024

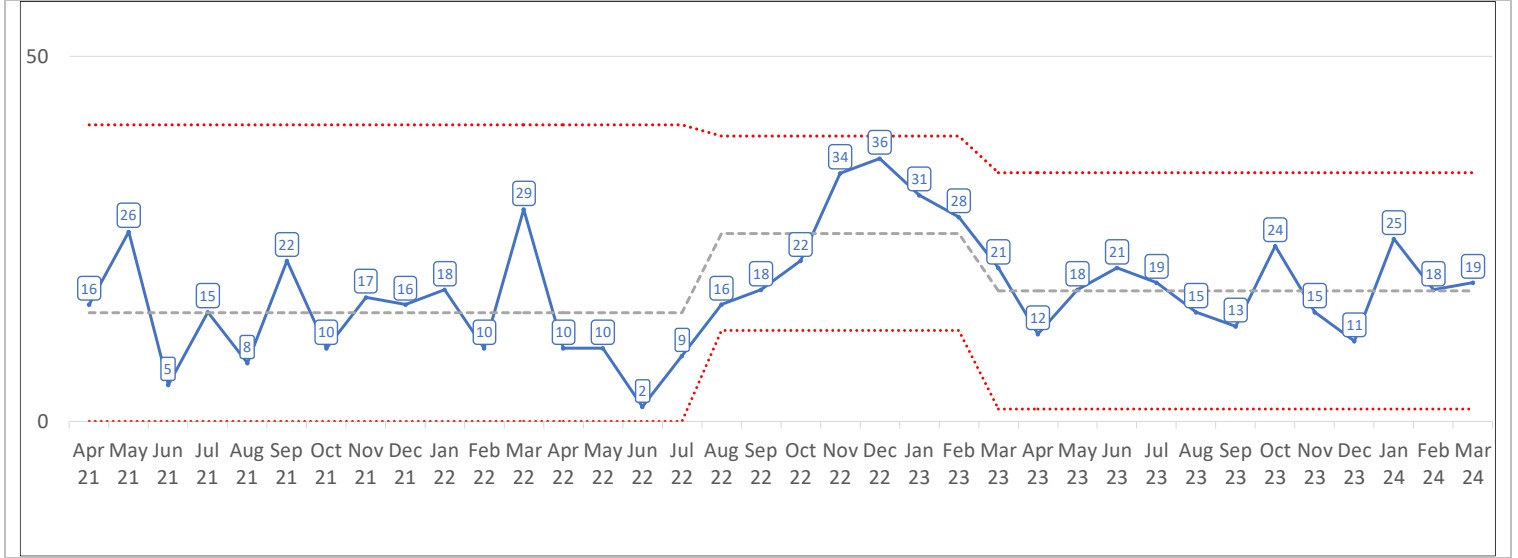


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HPR Monthly Operational KPIs – March 2024

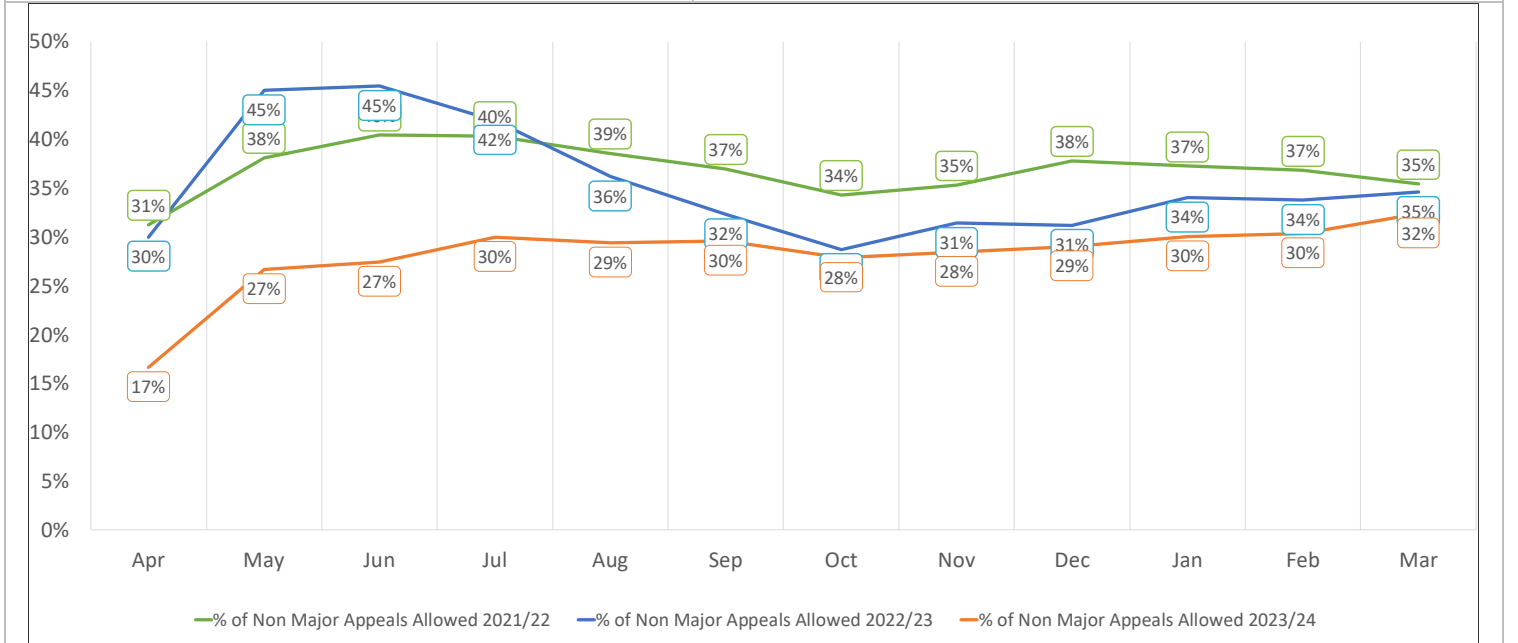
KPI P5 Non-Major Appeals Determined – Volumes

| RAG Targets | | | YoY Accumulative Trend | Major Applications ↓ 27 |
|---|-----|-----|--|----------------------------|
| N/A | N/A | N/A | Commentary | |
| Description | | | The number of appeals determined has remained consistent overall, with a slight decrease compared to last year, following the clearing of the application backlog. | |
| Total Volumes for Non-Major Appeals Determined by Month | | | | |



KPI P6 Non-Major Appeals Allowed – %

| RAG Targets | | | YoY Accumulative Trend | Non-Major Appeals Allowed ↓ 3% |
|---|-----|-----|---|-----------------------------------|
| N/A | N/A | N/A | Commentary | |
| Description | | | Performance has improved partly due to a larger number of non-determination appeals being submitted last year following the post COVID application backlog, which has now been cleared. Not at risk of designation. | |
| Percentages Average for Non-Major Appeals Allowed by Month Over 2 Year Period | | | | |

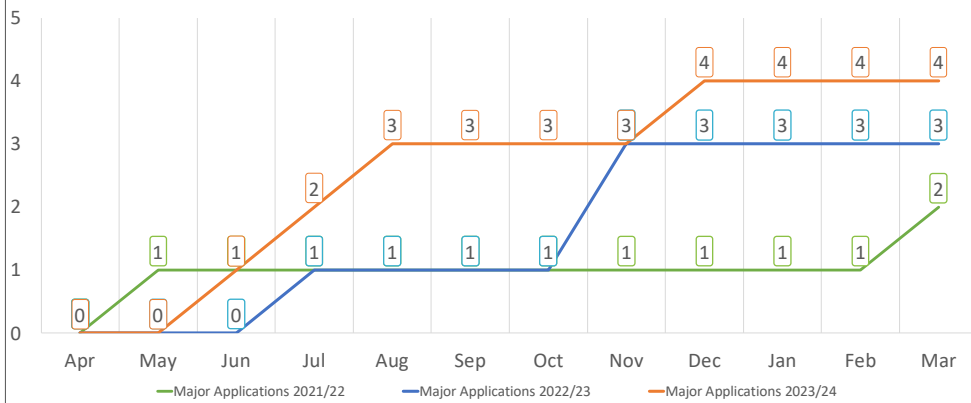


RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024

KPI P7 Major Appeals Determined – Volumes

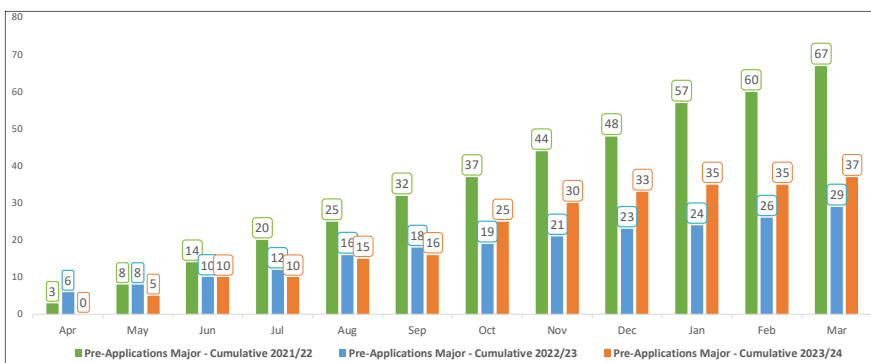
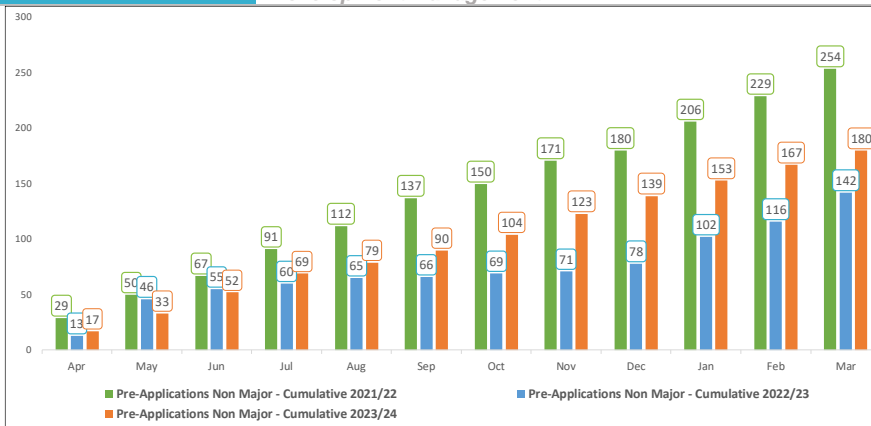
Appeals



| RAG Targets | | | YoY | Major Appeals |
|--|-----|-----|--|---------------|
| N/A | N/A | N/A | Accumulative Trend | ↑ 1 |
| Description | | | Commentary | |
| Total Volumes for Major Applications Received by Month | | | There is a consistently small number of major appeals following work by the major applications team to try to avoid refusals for major applications wherever possible by negotiation or encouraging withdrawal - this is a continuing trend. Not at risk of designation. | |

KPI P8 Pre-Applications Non-Majors and Majors – Volumes

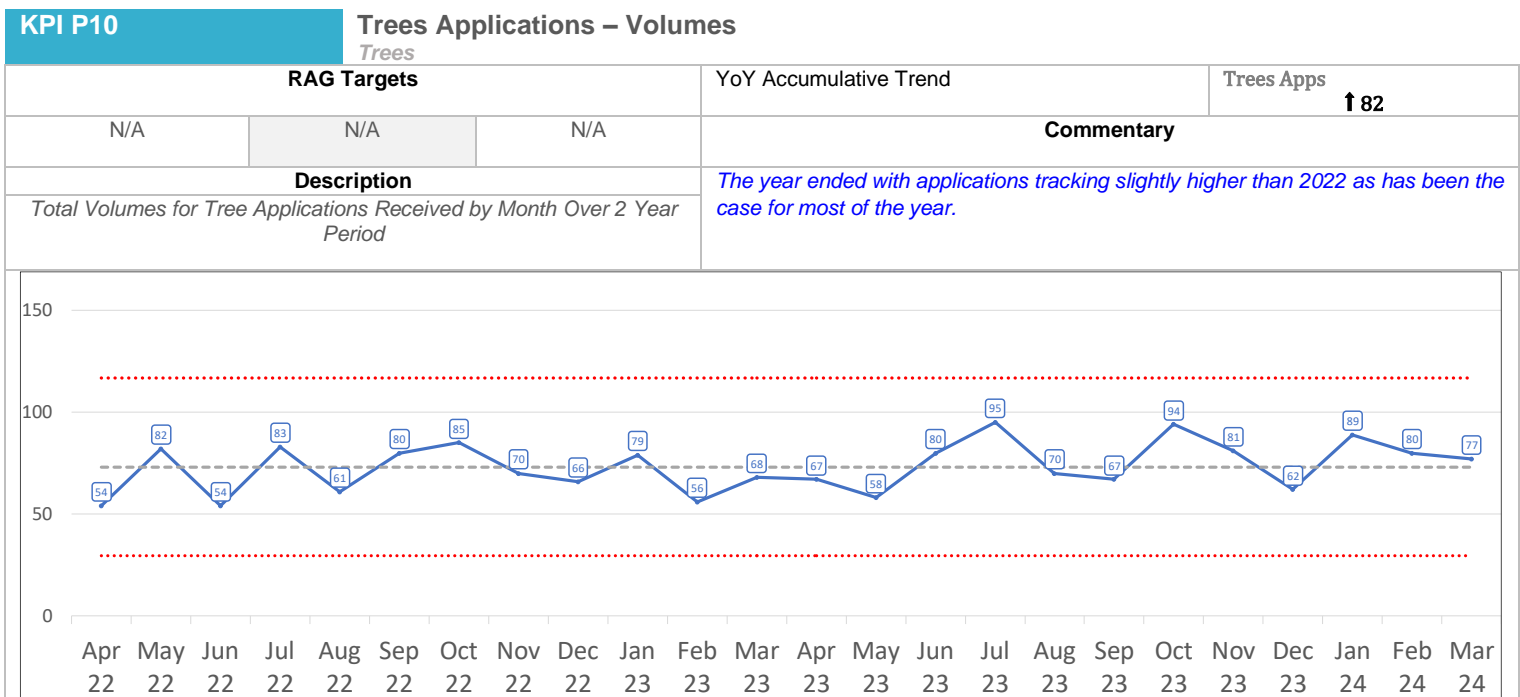
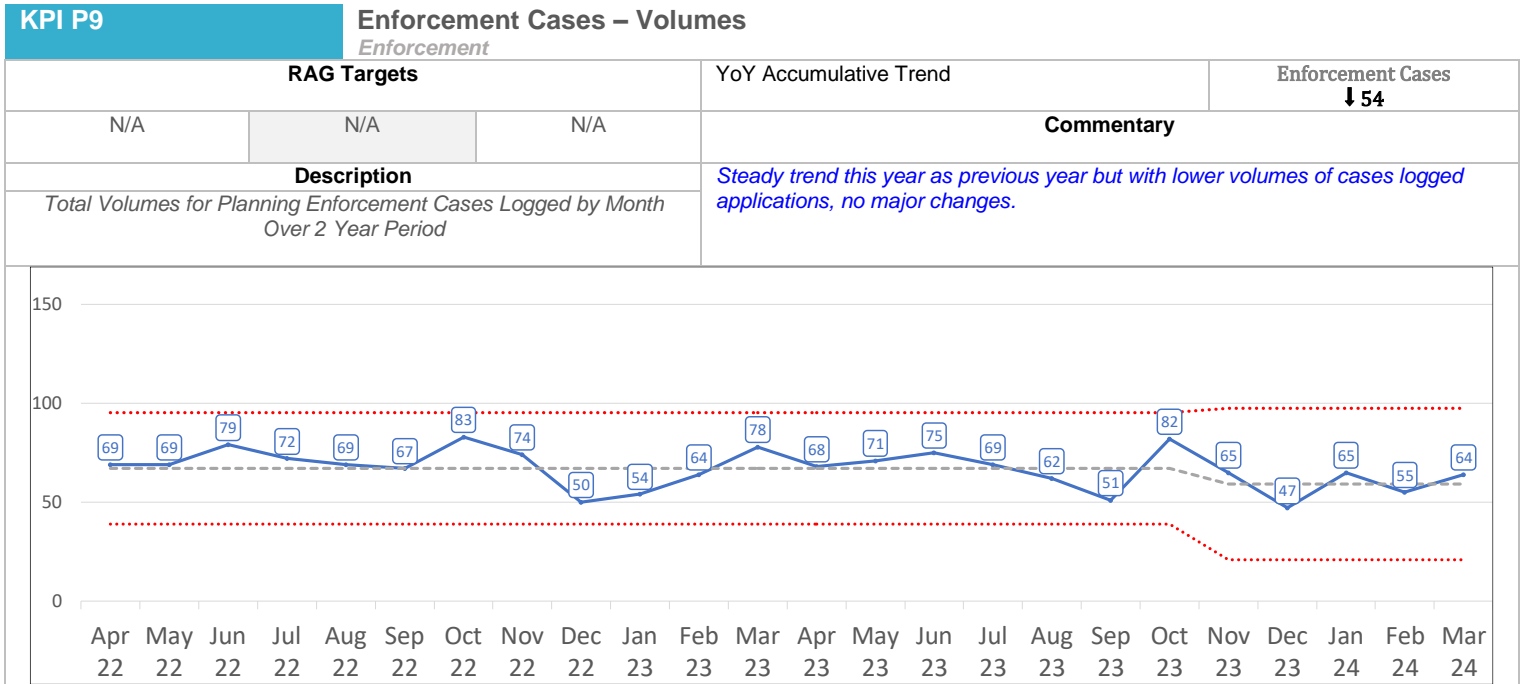
Development Management



| RAG Targets | | | Actual Cumulative Performance YTD | Non-Majors Pre-Apps |
|---|-----|-----|--|---------------------|
| N/A | N/A | N/A | | ↑ 38 |
| Description | | | Commentary | |
| Total Volumes for Pre-Applications Received for Non-Majors and Majors in FY 21/22, 22/23 against Non-Majors and Majors FY 2023/24 | | | The number of submissions is up compared to the 22/23 financial year but still lower than the 21/22, indicating a lower take up of the service. | |
| | | | Note: There is currently no KPI for the determination of major pre-applications although we aim to deal with non-major pre-applications in 8 weeks but there is no specific target % that we seek to hit. Pre-applications are a non-statutory part of the service and have not been prioritised over planning applications, which have statutory determination targets. | |
| | | | Majors Pre-Apps ↑ 8 | |

RRH Portfolio Performance Report

HPR Monthly Operational KPIs – March 2024



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HPR Monthly Operational KPIs – March 2024

| | | | | | |
|---|-----|-----|--|--|--------------------------------|
| KPI P11 | | | Building Control Applications – Volumes | | |
| | | | <i>Building Control</i> | | |
| RAG Targets | | | YoY Accumulative Trend | | Building Control Apps ↓ 511 |
| N/A | N/A | N/A | Commentary | | |
| Description | | | <i>The downturn in applications due to the economy continues, with a 10% reduction on last year's total figures.</i> | | |
| Total Volumes for Applications Received by Month Over 2 Year Period | | | | | |

Building Control Applications

| Month | Volume |
|--------|--------|
| Apr 21 | 361 |
| May 21 | 312 |
| Jun 21 | 325 |
| Jul 21 | 296 |
| Aug 21 | 247 |
| Sep 21 | 331 |
| Oct 21 | 245 |
| Nov 21 | 242 |
| Dec 21 | 143 |
| Jan 22 | 247 |
| Feb 22 | 281 |
| Mar 22 | 337 |
| Apr 22 | 324 |
| May 22 | 326 |
| Jun 22 | 370 |
| Jul 22 | 221 |
| Aug 22 | 236 |
| Sep 22 | 250 |
| Oct 22 | 205 |
| Nov 22 | 193 |
| Dec 22 | 123 |
| Jan 23 | 206 |
| Feb 23 | 210 |
| Mar 23 | 239 |
| Apr 23 | 221 |
| May 23 | 265 |
| Jun 23 | 234 |
| Jul 23 | 214 |
| Aug 23 | 193 |
| Sep 23 | 204 |
| Oct 23 | 188 |
| Nov 23 | 179 |
| Dec 23 | 112 |
| Jan 24 | 195 |
| Feb 24 | 191 |
| Mar 24 | 198 |

| | | | | | |
|---|-----|-----|---|--------------------------|--------------------------------|
| KPI P12 | | | Market Share – Volumes | | |
| | | | <i>Building Control</i> | | |
| RAG Targets | | | Actual Performance this Month | Initial Notices ↓ 289 | |
| N/A | N/A | N/A | | | Apps Dealt by Bromley ↓ 222 |
| Description | | | Commentary | | |
| FY 21/22, 22/23 v YTD FY 2023/24 Volumes for Number of Initial Notices, Number of Applications Dealt by Bromley and Percentages of Market Share Last FY and YTD | | | <i>Market share has dipped by 1% over the whole year. The industry is undergoing regulatory changes (registration of Approved inspectors) which should settle in 2024 giving a better indication of market share.</i> | | |

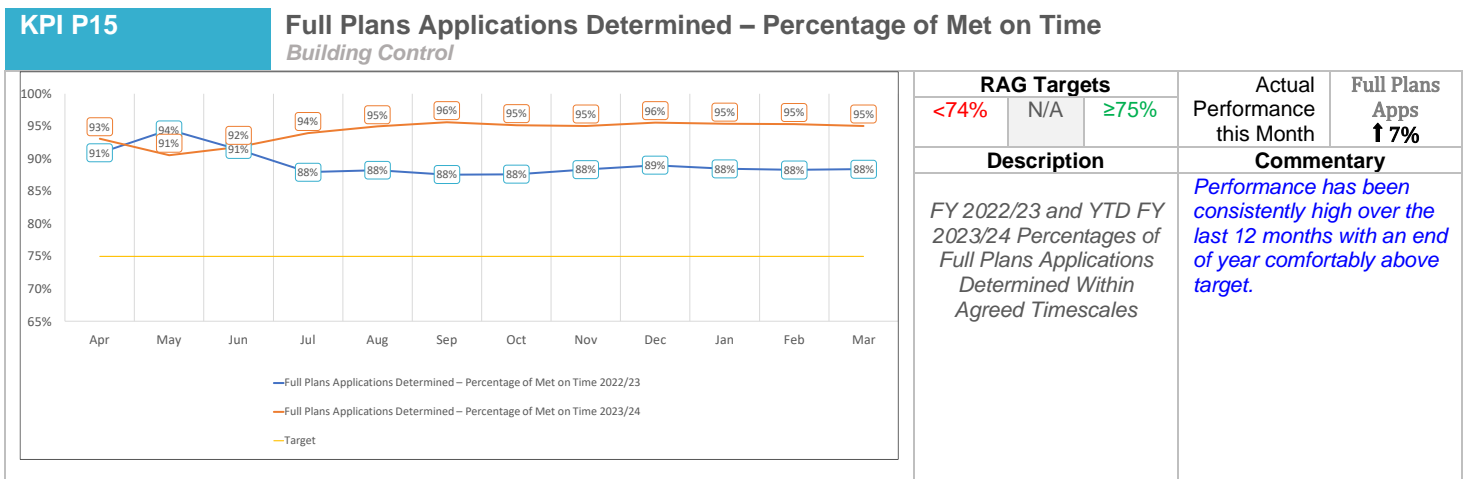
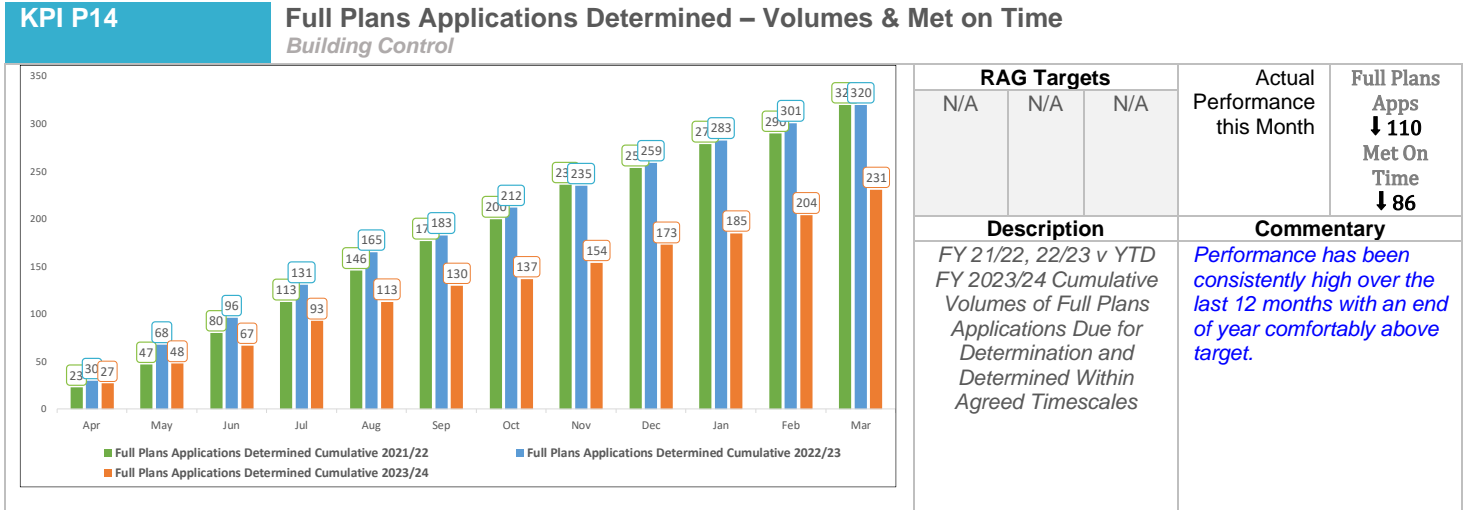
| Month | Initial Notices | Apps Dealt by Bromley |
|--------|-----------------|-----------------------|
| May 21 | 230 | 66 |
| Jun 21 | 405 | 239 |
| Jul 21 | 580 | 280 |
| Aug 21 | 774 | 429 |
| Sep 21 | 1079 | 680 |
| Oct 21 | 1328 | 889 |
| Nov 21 | 1561 | 1193 |
| Dec 21 | 1813 | 1544 |
| Jan 22 | 2007 | 1814 |
| Feb 22 | 2181 | 2149 |
| Mar 22 | 2371 | 2500 |
| Apr 22 | 2571 | 2814 |
| May 22 | 2771 | 3129 |
| Jun 22 | 2971 | 3444 |
| Jul 22 | 3171 | 3759 |
| Aug 22 | 3371 | 4074 |
| Sep 22 | 3571 | 4389 |
| Oct 22 | 3771 | 4704 |
| Nov 22 | 3971 | 5019 |
| Dec 22 | 4171 | 5334 |
| Jan 23 | 4371 | 5649 |
| Feb 23 | 4571 | 5964 |
| Mar 23 | 4771 | 6279 |
| Apr 23 | 4971 | 6594 |
| May 23 | 5171 | 6909 |
| Jun 23 | 5371 | 7224 |
| Jul 23 | 5571 | 7539 |
| Aug 23 | 5771 | 7854 |
| Sep 23 | 5971 | 8169 |
| Oct 23 | 6171 | 8484 |
| Nov 23 | 6371 | 8799 |
| Dec 23 | 6571 | 9114 |
| Jan 24 | 6771 | 9429 |
| Feb 24 | 6971 | 9744 |
| Mar 24 | 7171 | 10059 |

| | | | | | |
|---|-----|-----|---|------------------------|--|
| KPI P13 | | | Market Share – % | | |
| | | | <i>Building Control</i> | | |
| RAG Targets | | | Actual Performance this Month | Market Share ↓ 0.7% | |
| N/A | N/A | N/A | | | |
| Description | | | Commentary | | |
| FY 2022/23 v YTD FY 2023/24 Average Percentages of Market Share | | | <i>Market share has dipped by 1% over the whole year. The industry is undergoing regulatory changes (registration of Approved inspectors) which should settle in 2024 giving a better indication of market share.</i> | | |

| Month | Market Share 2021/22 | Market Share 2022/23 | Non Major Appeals 2023/24 |
|--------|----------------------|----------------------|---------------------------|
| Apr 21 | 41.8% | 29.6% | 41.2% |
| May 21 | 39.8% | 37.4% | 37.4% |
| Jun 21 | 40.7% | 38.8% | 38.8% |
| Jul 21 | 40.2% | 38.0% | 37.9% |
| Aug 21 | 40.4% | 39.1% | 38.0% |
| Sep 21 | 42.4% | 39.4% | 38.8% |
| Oct 21 | 42.5% | 39.9% | 39.4% |
| Nov 21 | 42.1% | 40.4% | 39.5% |
| Dec 21 | 41.7% | 40.8% | 39.8% |
| Jan 22 | 41.9% | 40.9% | 40.2% |
| Feb 22 | 41.2% | 40.5% | 39.8% |
| Mar 22 | 41.4% | 40.4% | 39.7% |

RRH Portfolio Performance Report

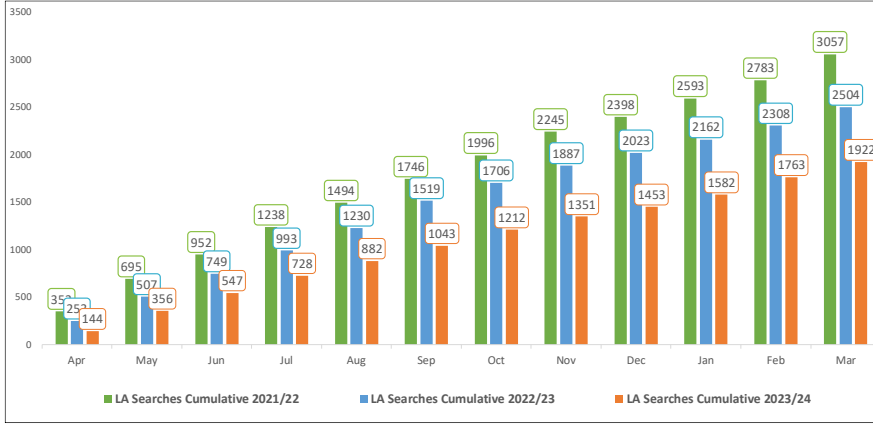
HPR Monthly Operational KPIs – March 2024



RRH Portfolio Performance Report

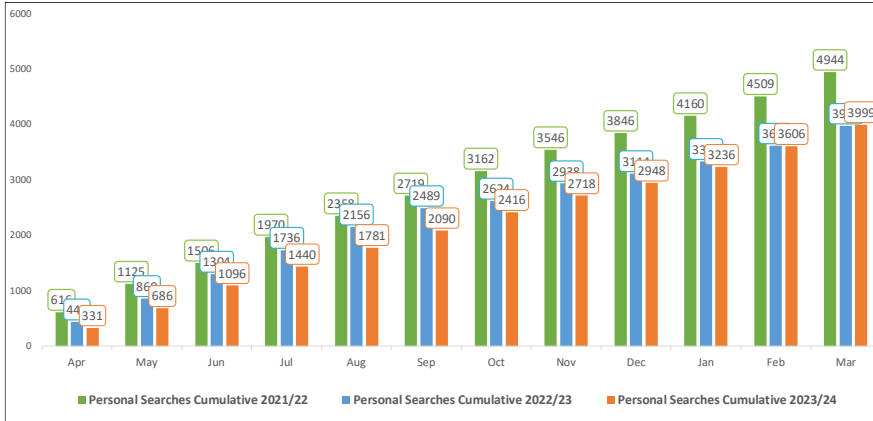
HPR Monthly Operational KPIs – March 2024

KPI P16 LA Searches – Volumes Local Land Charges



| RAG Targets | | | Actual Performance this Month | LA Searches ↓ 570 |
|--|-----|-----|---|-------------------|
| N/A | N/A | N/A | | |
| Description | | | Commentary | |
| FY 21/22, 22/23 v YTD FY 2023/24 Cumulative Volumes for LA Searches by Month | | | The volumes for local authority searches received have increased slightly from the last quarter. And the 24h turnaround time has remained consistent. | |

KPI P17 Personal Searches – Volumes Local Land Charges



| RAG Targets | | | Actual Performance this Month | Personal Searches ↓ 166 |
|---|-----|-----|---|-------------------------|
| N/A | N/A | N/A | | |
| Description | | | Commentary | |
| FY 21/22, 22/23 v YTD FY 2023/24 Cumulative Volumes of Personal Searches by Month | | | The volumes for personal searches received have increased significantly since the last quarter. The 5 working days turnaround time has remained consistent. | |

| Department | Name of Grant | Source of Grant (Agency/Organisation Name) | Grant available for following LBB Purposes | Intended LBB Use (Statement of Intent) | Latest Status (as at Mar-24) | Deadlines to Spend | Amount Applied For/Allocated | Amount Awarded | Matched Funding | Spend to Date (as at Mar-24) | Expired and Returned |
|------------|---|--|---|---|--|--------------------|---------------------------------|----------------|-----------------|------------------------------|----------------------|
| Housing | Homelessness Prevention Grant (HPG) | MHCLG | Preventing / Resolving Homelessness 2023/24. | Bromley has an established toolkit covering a range of initiatives which seek to prevent homelessness or secure alternative accommodation. For example, rental deposits assist in clearing existing rental arrears to prevent eviction. Included within this funding is a dedicated Domestic Abuse Allocation of £100k for 2024/25. | Confirmed to receive £3,747,432 for Financial Year 2023/24. | Ongoing Annually | £3,747,432 | £3,747,432 | £0 | £3,747,432 | N/A - ongoing |
| Housing | Rough Sleeping initiative 5 (2022-2025) | DLUHC | To build on the successes already established through RSI, to continue the work to reduce the number of rough sleepers and enhance services for those and them for those at risk of sleeping rough. | 2022-2023, 2023-2024, 2024-2025, total Sum total £455,238, £428,111, £359,071, £1,242,420 Employment support officer (ETE) £34,968, £47,256, £0, £82,224 Project Support Officer (ex-offenders) £53,550, £109,600, £115,228, £278,378 Rough Sleeping Team (Co-ordinator, and support workers) £121,260 £85,505 £87,593 £294,358. Private Rented Sector Incentives £80,000 £70,000 £60,000 £210,000 Personalisation Fund £4,000 £3,750 £3,750 £11,500 Flexible Surge Funding £112,500 £90,000 £67,500 £270,000 Temporary Accommodation and Resettlement Worker (6 months only) - £20,980 £0 £0 £20,980 Private Rented Sector Officer - £20,980 £0, £0, £20,980 Tenancy Starter Fund- £0, £10,000, £10,000 £20,000 Tenancy Sustainment fund £7,000, £12,000, £15,000 £34,000 | Note(s): (a) Awarded amount of £1,242,420 is a 3 year funding. (b) 2022/3 underpend of £42,662.59. This has been carried forward into 2023/24 budget. (c) Grant started April 2022. | Apr-25 | £2,089,431 | £1,242,420 | £0 | £470,775 | No return required. |
| Housing | Youth Homelessness | MHCLG | - | - | Funding was carried forward to this financial year (23/24). | Mar-24 | TBC Government allocate funding | £89,000 | £0 | £89,000 | - |

| | | | | | | | | | | | |
|-----------------------|--|-------|--|---|--|-----------|---------------------------------|------------|----|------------|---------------------|
| Housing | Disabled Facility Grant | DLUHC | Capital funding for the provisions of home adaptations to help older and disabled people to live as independently and safely as possible in their home. | Provision of home adaptations in line with Grant purpose. | Capital budgets under review by Finance, full update should be available next quarter. NB Total figure includes 2.4million in this years award plus 3.7million funds carried forward. Note(s): (a) Capital budgets under review by Finance full update should be available next quarter. | Ongoing | TBC Government allocate funding | £7,147,831 | £0 | £2,614,000 | No return required. |
| Housing | AFO Funding | DLUHC | Allowing the Council and Probation Services to boost its partnership work to find suitable and safe accommodation for ex-offenders and help to minimise repeat offending and rough sleeping. | House ex-offenders into PRS accommodation. | MOU received. | 2023-2025 | TBC Government allocate funding | £296,257 | £0 | £296,257 | - |
| Compliance & Strategy | Homes for Ukraine | DLUHC | People fleeing the war in Ukraine, following the Governments Homes for Ukraine Programme. | Re-housing people from Ukraine into approved Sponsor Accommodation. | BAU - ongoing project. Note(s): The spending figure for this financial quarter also includes the additional Homelessness Prevention Grant, Homes for Ukraine Top-Up funding. | Ongoing | TBC Government allocate funding | £8,000,325 | £0 | £3,827,718 | - |
| Compliance & Strategy | Household Support Fund | DWP | Initially Covid response, now for cost of living. | To assist those who are financially vulnerable and physical/mental vulnerability - e.g. benefit capped h/hold, domestic abuse, disabled households, FSM during school holidays. | HSF rolled out in June 2023, distribution proposal signed off at Exec in March 2023. | Mar-24 | TBC Government allocate funding | £3,735,765 | £0 | £3,735,765 | - |
| Housing | HPG - 2023/24 Homes for Ukraine Funding Top-Up | - | - | - | - | Mar-24 | TBC Government allocate funding | £1,117,550 | £0 | £1,117,550 | - |

**Housing
Total:**

£ 25,376,580 £ - £ 15,898,497 £ -

| | | | | | | | | | | | |
|----------------------|----------------------------------|--|--|--|---|-----------------------------------|-------------|-------------|----------|-------------|---------------------|
| Economic Development | Night Time Enterprise Zone | GLA | Improving footfall in Bromley town centre, with a focus on evening economy | Interventions include event programme and capital infrastructure investment in Bromley Town Centre. | Grant fully spent. | Mar-24 | £130,000 | £130,000 | £110,000 | £210,961 | - |
| Economic Development | UKSPF - People and Skills | Local London | brokerage support for economically inactive residents | Care leavers programme, SEND programme and establishing labour shortage/employment and skills centre in Orpington with LSEC. | Confirmation of funding from Local London received, finalising Grant Funding Agreement. | Mar-25 | Allocation | £733,440 | £0 | £5,214 | - |
| Regeneration | Changing Places Funding | DLUHC | Improving accessibility across the Borough | To improve access to toilet facilities for all, by providing 4 Changing Places facilities in strategic locations. | £160k received by the Council August 2022. £185k more funding secured in early 2023 for 2 more facilities. Additional £53300 secured to support the completion of the Crystal Palace Park unit. Note(s): (a) £10,000 matched funding from Crystal Palace Park Trust | Spend before March 2024 | £458,300 | £458,300 | £10,000 | £468,300 | - |
| Regeneration | Affordable Housing programme (1) | GLA | To improve delivery of Bromley homes for Bromley residents | To deliver affordable homes in Bromley. | | Mar-24 | £10,485,002 | £11,160,002 | £0 | £10,485,002 | No return required. |
| Regeneration | Affordable Housing programme (2) | GLA | To improve delivery of Bromley homes for Bromley residents | To deliver more affordable homes in Bromley. | August 23 - confirmation received successful reallocation of funding. | Spend before end of March 2026-28 | £37,500,000 | £37,500,000 | £0 | £0 | - |
| Regeneration | Heritage at risk grant | Historic England | to remove the subway off the heritage at risk register | Restore subway and remove asset off at risk register. | Grant was increased by £200k in Feb 24. Final instalments (totalling £520k) were received in March 2024. | Deadline extended to March 24 | £400,000 | £520,000 | SIP | £520,000 | - |
| Culture | Cricket NTPs (Non Turf Pitches) | London Cricket Trust/England Cricket Board | Installation of Non-Turf Cricket Pitches in Parks | Installation of pitches at the following sites: Goddington Park and Poverest Park | Provisional installation date of mid-June 2024 for both sites. | TBC | £20,000 | £18,630 | £0 | £0 | - |
| Culture | Parks Tennis Renovation Fund | LTA (from DCMS) | Improve existing park tennis courts which refurbishment | Refurbish tennis courts at the following sites: Church House Gardens, Coney Hall Rec, Poverest Park, Goddington Park. | Initial resurfacing work completed at all sites. Courts opened for public use in APR24. Final colour coating work completed at Goddington Park. Colour coating work due to take place at remaining 3 sites imminently - weather permitting. | Mar-24 | £230,510 | £244,696 | £0 | £196,127 | - |

RRH Portfolio Plan Q4 2023/24

HPR Grant Register - Ended

| Department | Name of Grant | Source of Grant (Agency/Organisation) | Grant available for following LBB Purposes | Intended LBB Use (Statement of Intent) | Latest Status (as at Mar-24) | Deadlines to Spend | Amount Applied For | Amount Awarded | Matched Funding | Spend to Date (as at Mar-24) | Expired and Returned |
|------------|--|---------------------------------------|--|---|---|--------------------|---------------------------------|----------------|-----------------|------------------------------|----------------------|
| Housing | Homelessness Prevention Grant | MHCLG | Preventing / Resolving Homelessness 2022/23 | Bromley has an established toolkit covering a range of initiatives which seek to prevent homelessness or secure alternative accommodation. For example, rental deposits assist in clearing existing rental arrears to prevent eviction. | The full grant has been spent. Details to be removed next quarter. | Ongoing Annually | TBC Government allocate funding | £3,678,364 | £0 | £3,678,364 | N/A - ongoing |
| Housing | Rough Sleeping Initiative 4 | MHCLG | To fund and deliver initiatives targeted to end rough sleeping | Rough Sleeping Initiative 4 - Payments Allocation Funding Award: 1 April 2021 (Q1) A one-off uplift payment to contribute to the costs of additional emergency accommodation, support and move on costs. £130,000.00 Q1 Funding – Advance RSI-4 Payment £25,914.00 Funding Award: 1 July 2021 – End March 2022 (Q2-Q4) □ Rough Sleeping Co-ordinator (1 x FTE) £48,161.00 Complex Needs Navigator (1 x FTE) £31,328.00 Floating Support Officer (1 x FTE) £41,771.00 PRS Incentives Fund £22,500.00 Personalisation Budget £3,750.00 Flexible Year Round Surge Budget (Temporary Accommodation) £26,250.00 RSI – Personalisation Budget £3,750.00 Total RSI-4 Funding Allocation £314,557.00 | This funding has now expired and no longer available for use. The underspend of c.£117k has been taken forward to RSI-5. | Mar-22 | TBC Government allocate funding | £314,557 | £0 | £197,386.86 | No return required. |
| Housing | Next Steps Accommodation Programme (NSAP) Funding | MHCLG | To assist with the move on rough sleepers, who had been placed into emergency accommodation during the COVID period and winter months | NSAP Project / Resource Allocation PRS Procurement and Resettlement Officer £50,000 TA Support and Resettlement Officer £44,000 BEAM £52,000 The Bromley Homeless Shelter - Tenancy Starter Assistance £10,000 Arrears and Tenancy Sustainment Fund £20,000 PRS Incentives Fund £27,500 Health and Treatment Interventions for complex needs or entrenched rough sleepers £22,361 £225,861 | Grant has been fully spent and ended. | Mar-23 | TBC Government allocate funding | £391,250 | £0 | £391,250 | No return required. |
| Housing | Ex-Offender Accommodation Budget | MHCLG | Allowing the Council and Probation Services to boost its partnership work to find suitable and safe accommodation for ex-offenders and help to minimise repeat offending and rough sleeping. | 1 FTE Project Support Officer (PSO) £45,000.00 Uplift in salary costs for a Team Leader Post to manage the PSO £5,000.00 Total financial package of £2500 per service user for 28 service users £70,000.00 Expenses to include client provisions on release and travel costs £5,000.00 | Grant has been fully spent and ended. | Mar-23 | TBC Government allocate funding | £69,500 | £0 | £69,500 | No return required. |
| Housing | Domestic Abuse Funding Grant | MHCLG | To provide vital support services for domestic abuse victims to help them rebuild their lives in a safe environment. | To provide support services for domestic abuse victims. | Grant has been fully spent and ended. | Mar-23 | TBC Government allocate funding | £34,892 | £0 | £34,892 | No return required. |
| Housing | Protect and Vaccinate Grant Funding | MHCLG | To provide emergency accommodation to rough sleepers to protect against COVID-19. | To use to purchase commercial hotels for rough sleepers that are ineligible for TA. | Grant not fully spent and partially returned. | Mar-23 | TBC Government allocate funding | £34,717 | £0 | £16,327 | £18,390 |
| Housing | Homelessness Prevention Grant - Winter 2021/Covid-19 | MHCLG | To provide local authorities more control and flexibility in managing homelessness pressures and supporting those who at risk of homelessness. | To continue to prevent homelessness or secure alternative accommodation using a range of initiatives. | This funding has now expired and no longer available for use. | Mar-22 | TBC Government allocate funding | £771,270 | £0 | £771,270 | No return required. |

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Housing Total: £ 5,294,550 - £ 5,158,990 = £ 18,390

| | | | | | | | | | | | |
|--------------|----------------------------------|------------------|--|--|---|-----------------------------|------------|------------|-----|----------|---------------------|
| Culture | Tackling Inequalities Fund (TIF) | London Sport | Install an Exergame console system which encourages physical activity at Mottingham Library. | Intervention to encourage customers to exercise and improve fitness levels | The full grant has been received by LBB | Mar-22 | £5,000 | £6,000 | £0 | £6,000 | No return required. |
| Culture | Tackling Inequalities Fund (TIF) | London Sport | Install an Exergame console system which encourages physical activity at Penge Library. | Intervention to encourage customers to exercise and improve fitness levels | The full grant has been received by LBB as of Jun 2023 Installed equipment remains in use at Penge Library. | Aug-23 | £5,250 | £5,250 | £0 | £5,250 | No return required. |
| Regeneration | High Street for All | GLA | Improving footfall in Bromley town centre, with a focus on young people. | To help create a vibrant town centre. | August 23 update - Final claim forms approved in early August. Grant to be paid in 23/24 Q2. | Jul-23 | £200,000 | £140,000 | £0 | £140,000 | No return required. |
| Regeneration | Strategic Investment Fund | City of London | For restoration and conservation of Crystal Palace Subway. | For phase 1 of restoration and conservation of Crystal Palace Subway. | Received to date £585k Note(s): (a) Matched funding from Historic England Funding has been used. | Deadline extended to Dec-23 | £2,340,000 | £2,340,000 | TBC | £500,000 | - |
| Regeneration | Heritage at risk grant | Historic England | To remove the subway off the heritage at risk register. | Restore subway and remove asset off at risk register. | | Deadline extended to Dec-23 | £639,000 | £639,000 | TBC | £639,000 | - |

Regen Total: £ 3,130,250 £ - £ 1,290,250 £ -

HPR Total: £ 8,424,800 £ - £ 6,449,240 £ 18,390

RRH Portfolio Plan Q4 2023/24

HPR Grant Register - Outstanding

| Department | Name of Grant | Source of Grant (Agency/Organisation Name) | Grant available for following LBB Purposes | Intended LBB Use | Latest Status | Amount Applied For | Matched Funding (Y/N) |
|-----------------------|--------------------------------|---|--|---|--|---------------------|-----------------------|
| Compliance & Strategy | ESF FAST-CARE | European Social Fund - via DWP (London Councils have submitted a bid on behalf of all 33 London Boroughs) | Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine. | Continued support of arrivals from Ukraine under the HFU scheme including transition support from sponsor accommodation to independent accommodation as required. | Anticipating an update in June 2023. | £788,424 | £0 |
| Regeneration | Local Authority Housing Fund | DLUHC | Grant to support delivery of Transitional Accomodation, Bromley North housing scheme and commence acquisition programme. | To support the delivery of housing. | Grant annoucement delayed by DLUHC. | £13,912,000 | £5,242,000 |
| Regeneration | Local Authority Housing Fund | DLUHC | Grant towards Beckenham Housing scheme, Empty Homes Acquistions, New Build Developments. | To support the delivery of housing. | Grant annoucement delayed by DLUHC. | £12,746,850 | £18,900,000 |
| Housing Total: | | | | | | £ 27,447,274 | £ 24,142,000 |
| Regeneration | National Lottery Heritage Fund | NLHF | Support the Library Repair Works Programme | To install and maintain heritage exhibition spaces across three of the borough's libraries, Beckenham, Chislehurst and Orpington. | Anticipating an update in February 2024. | £250,000 | £250,000 |
| Regen Total: | | | | | | £ 250,000 | £ 250,000 |
| HPR Total: | | | | | | £ 27,697,274 | £ 24,392,000 |

RRH Portfolio Plan Q4 2023/24

HPR Grant Register - Unsuccessful

| Department | Name of Grant | Source of Grant (Agency/Organisation Name) | Grant available for following LBB Purposes | Intended LBB Use | Latest Status | Amount Applied For | Matched Funding (Y/N) |
|----------------------|---|--|--|---|--|--------------------|-----------------------|
| Economic Development | Business Friendly Licensing & Regulation Fund | GLA | Comprehensive advice for businesses to encourage & support new enterprise, commercial activities, plus later opening hours as well as ensuring the safety & security, plus welfare of patrons/visitors to the town centre. | Local Online Business Toolkit and the engagement of additional Street Marshalls/Ambassadors for extra staffing support. | Unsuccessful bid | £25,000 | N/A |
| Regeneration | Levelling up | DLUHC | To support the delivery of the Regeneration in CPP, including works to the prehistoric animal area and development of the new cultural venue. | To support delivery of the regeneration plan for CPP, and moving the park to a FRIL to the Trust to reduce the Council's ongoing liabilities. | LUF not expected until late this year due to govt department change. | £20,000,000 | Y |
| Regeneration | GLA revenue funding for housing | GLA | Support the delivery of more affordable housing. | To support the delivery of more affordable housing. | TBC | £397,000 | £0 |
| Culture | Library Improvement Fund | ARTS COUNCIL ENGLAND | Enhancement and improvement of library building to roll out new services to increase footfall and attract new audiences. | To improve Mottingham Library by providing a room of requirement which offers enhanced IT equipment not previously available. The equipment is fully portable so can be moved to other libraries if required. | Notified 02/02/23 that our bid was unsuccessful on this occasion | £52,000 | £0 |

Regen Total: £ 20,474,000 £ -

HPR Total: £ 20,474,000 £ -

| REF | DIVISION | RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title) | RISK CAUSE & EFFECT | RISK CATEGORY | GROSS RISK RATING (See next tab for guidance) | | | EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK | CURRENT RISK RATING (See next tab for guidance) | | | FURTHER ACTION REQUIRED | RISK OWNER |
|-----|------------------------------------|--|--|---------------|--|--------|-------------|--|--|--------|-------------|--|---|
| | | | | | LIKELIHOOD | IMPACT | RISK RATING | | LIKELIHOOD | IMPACT | RISK RATING | | |
| 1 | All | Failure to deliver against Housing Financial Strategy | <p>Cause(s):</p> <ul style="list-style-type: none"> - Demand led statutory services which can be difficult to predict - High number of households meeting criteria for temporary accommodation - Lack of suitable housing - Increased costs at 2 Traveller Sites for repairs and maintenance - Impact and inflation and increased demand on accommodation for temporary accommodation across London - Temporary accommodation not keeping pace with increasing costs of temporary accommodation - Increase number of households approaching <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to achieve a balanced budget | Financial | 5 | 5 | 25 | <ul style="list-style-type: none"> - Match financial planning to Council priorities - Plans to deliver increased housing supply through increased acquisitions - Conditions attached to s106 to ensure it is spent on additional affordable housing provision to reduce the reliance on temporary accommodation - Budget monitoring and forecasting - Regular reporting to CLT and Members via the Committee reporting process - Internal audit framework - Regular review of strategies to prevent homelessness and identify/develop temporary accommodation housing - Determination at planning stage to ensure collection of obligations due (S106) - Conditions attached to S106 funding received to ensure it is spent on preventing homelessness - Constantly reviewing service operations for potential efficiencies - All relevant statutory strategies implemented | 4 | 5 | 20 | <ul style="list-style-type: none"> - Ensure the continued delivery of the housing schemes as set out in the Transformation Board Housing Plan - Complete the feasibility studies for the Phase 2 housing development sites - Close monitoring required for homeless approaches. This will allow earlier identification of any changes in homelessness demand which could have an impact of adding further financial pressures | Director, Housing, Planning and Regeneration (Sara Bowrey) |
| 2 | Housing Needs | Failure to deliver effective Housing Needs services The Council is unable to deliver an effective Housing Needs service to fulfil its statutory obligations | <p>Cause(s):</p> <ul style="list-style-type: none"> - Very demand led - Difficulties in recruiting and retaining experienced staff - Homelessness approaches remain high but significant decreases in availability of accommodation and rising cost of accommodation. - Complexity of cases needing maximisation of early intervention - Lack of awareness of where households need to approach services - Lack of suitable housing options. <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - Impact on life chances and outcomes for individuals and families in need of Housing Services - Reputational damage - Legal challenge - Financial Impact | Legal | 4 | 4 | 16 | <ul style="list-style-type: none"> - The homelessness forum has been established and is taking forward the priorities of the homelessness strategy - Implementing the Homelessness Strategy - the multi-agency Homelessness Forum has been established and implemented and other priorities of the Strategy are being taken forward - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Housing Transformation Board programme being implemented - Implementation of new Bromley owned Housing schemes as well as property purchasing schemes to increase the number of units of accommodation in order to reduce the reliance on nightly paid accommodation. - Provide a competitive private sector offer - All relevant statutory strategies implemented - Ensuring grant funding is pursued and properly utilised. - Comprehensive and flexible approach to managing homelessness with a range of schemes to support households to either remain in their own home or to secure affordable accommodation. | 2 | 4 | 8 | <ul style="list-style-type: none"> - The majority of officers are now attending the office 2 + days per week. - Recruitment is progressing a number of posts have been recruited to. Training programmes and inductions in place to ensure that staff have the correct skill set. | Assistant Director, Housing (Lynnette Chamielec) |
| 3 | Housing Needs | Temporary Accommodation Inability to effectively manage the volume of people presenting themselves as homeless and the additional pressures placed on the homeless budgets. Rising cost of placements. | <p>Cause(s):</p> <ul style="list-style-type: none"> - Continued subsidy freeze on TA subsidy rates - Rising numbers of placements (approx. 15 per month) - Further reductions to local affordable sustainable options - Rising energy and other costs mean households are facing increasing risk of homelessness - Uncertainty around the impact of move on requirements for schemes such as Homes for Ukraine, Afghanistan resettlement programme - Withdrawal of number of private landlords and housing providers from the TA market. - Market reaction to interest rates, response to inflation rates, and proposed changes to legislation leading to reduction in supply. - Reaction to supply and demand leading to increased costs - Increased pressure securing accommodation as a result of competition from others <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - Impact on life chances and outcomes for individuals and families in temporary accommodation - Increased risk of legal challenge due to accommodation and increased risk of Out of Borough Placements - Increased risk of legal challenge due to provision of accommodation (including shared accommodation and commercial hotels) - Pressure on other services - Increase in the number of out of borough placements - Increased length of stay in TA due to less move on opportunities - Costs cannot be contained within budget | Legal/Social | 5 | 5 | 25 | <ul style="list-style-type: none"> - Focus on preventing homelessness and diversion to alternative housing options through:- - Landlord and Tenancy advice, support and sustainment - Assistance, (including financial aid) to access the private rented sector - Access to employment and training - Debt, money, budgeting and welfare benefits advice, including assistance to resolve rent and mortgage arrears - Sanctuary scheme for the protection of victims of domestic violence - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Development of social housing on LBB sites and implementation of Meadowship Homes acquisition - Implementing the Homelessness Strategy - setting up the multi agency Homelessness forum and taking forward the priorities of the strategy - New incentive campaign for private sector landlords embedded and benefits being realised | 5 | 4 | 20 | <ul style="list-style-type: none"> - Phase 2 of meadowship homes property acquisition now live. Approval to progress with a further 3 housing sites under the LBB affordable housing delivery programme. - Ongoing conversion of tenancies in the More Homes Bromley scheme from temporary to permanent. - Review requirement for block bookings to ensure sufficient TA supply. - Progress counter fraud work on TA properties and explore joint fraud working with social landlords to ensure properties are occupied by intended clients. - Pursue additional grant funding to increase affordable housing supply through development acquisition and empty homes. - Explore whether, when accommodation is lost, the Council can take on these properties instead. - Undertake a review of arrangements with Housing Association partners to look at potential to increase number of nominations and make best use of existing housing stock. | Assistant Director, Housing (Lynnette Chamielec) |
| 4 | Housing Needs (Housing Strategy) | Capital Grant Failure to deliver the Council's affordable housing strategy in support of statutory obligations Lack of infrastructure in place where growth is occurring | <p>Cause(s):</p> <ul style="list-style-type: none"> - Lack of availability of external capital grant (Housing Associations) to deliver key housing schemes - Lack of available suitable sites within the borough on which to develop new affordable housing schemes over the short to medium term together with delays in completing developments - Potential fluctuations in house prices and supply chains - Schemes not granted planning permission to develop identified sites <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - An inadequate supply of housing will lead to an inability to meet housing needs of a range of client groups in support of statutory housing and homelessness duties. | Social | 4 | 4 | 16 | <ul style="list-style-type: none"> - Participation in negotiations on the affordable housing provision on section 106 applications, ensuring that the affordable housing obligation reflects local adopted planning policy and local statutory and high priority housing need - Work underway to streamline the S106 process to ensure that the Council maximises the use of available funding to meet housing needs - Determination at planning stage to ensure collection of obligations due - Conditions attached to funding received to ensure it is spent on preventing homelessness - Development group with Housing Associations established to improve relationships with planners and developers to increase supply of affordable housing - Bromley Federation of Housing Association Meetings are operational. - working with the GLA to negotiate favourable grant levels to enable proposed affordable housing schemes to proceed | 3 | 4 | 12 | <ul style="list-style-type: none"> - Discussions held with individual registered providers. - Planning seeking to maximise affordable housing delivery through planning consents and s106 funding - Ongoing negotiations to maximise grant rates for affordable housing delivery | Assistant Director, Housing (Lynnette Chamielec) |
| 5 | Housing, Planning and Regeneration | Recruitment and Retention Failure to recruit and retain key skilled staff with suitable experience/qualifications | <p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to compete with other organisations to recruit the highest quality candidates to build an agile workforce - Small pool of experienced workers <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to identify and meet service user needs - Provision of service to ineligible clients - Provision of service prior to/without appropriate authorisation - Lack of skill sets result in an inability to deliver effective housing services and planning services as well as progressing housing and regeneration schemes. - Impact on life chances and outcomes of families and young people. | Personnel | 5 | 4 | 20 | <ul style="list-style-type: none"> - Recruitment drive to convert locums to permanent staff - Council's recruitment web site includes a video virtual tour of the Council in housing - Support in effectively managing staff performance - Bespoke training for first line managers - Training and quality assurance of best practice - Role on Recruitment and Retention Board - Review the recruitment/retention of housing staff including packages for retaining staff - Developing apprenticeship and trainee roles in Planning Services - Grading and role responsibilities for key posts benchmarked - Promotion of employment prospects and career progression in Bromley enhanced - Working with specialist recruiters. - Salary benchmarking and key roles consideration | 2 | 4 | 8 | <ul style="list-style-type: none"> - Consideration to be given around succession planning across the department - Recruitment and retention package developed. | Director, Housing, Planning and Regeneration (Sara Bowrey) Supported by Director, Human Resources (Charles Obazuaye) |
| 6 | Housing, Planning and Regeneration | Business Interruption / Emergency Planning Failure to provide Council services or statutory requirements of mass illness/fatalities scenario following a business interruption or emergency planning event | <p>Cause(s):</p> <ul style="list-style-type: none"> - Business Interruption could be caused by Loss of Facility (fire, flood etc.), Staff (illness, strike) or IT (cyber attack). - Mass fatalities or illness has a range of causes and this risk to the council could be caused by council staff being impacted resulting in failure to manage statutory requirements of mass illness/fatalities scenario (e.g. registering of deaths within timescales) <p>Effect(s):</p> <ul style="list-style-type: none"> - Business interruption - failure to deliver services, loss of customer / resident satisfaction. - Emergency planning - failure to deliver statutory duties. | Personnel | 2 | 5 | 10 | <p>Business Interruption</p> <ul style="list-style-type: none"> - Civil protection and emergency planning policies in place at corporate level overseen by the Corporate Risk Management Group - Business Continuity Plans in place at service level. Reviewed and updated. - Contracts contain business continuity provision - Communication to all staff prior to all impending industrial action, informing of any possible service disruption as well as explaining implications of strike action for individual staff members <p>Emergency Planning</p> <ul style="list-style-type: none"> - Robust plans in place, including Outbreak Plan, Flu Plan and Pandemic Flu Plan - Alert system via the South East London Health Protection Unit (SEL HPU) - Annual Flu vaccination programme in place | 1 | 5 | 5 | <ul style="list-style-type: none"> - Business Continuity Plans reviewed annually - Review business continuity plan with key partner agencies - Undertake business continuity plan stress test exercise | Director, Housing, Planning and Regeneration (Sara Bowrey) |

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|-----|--|--|---|--|--|--------|-------------|--|--|--------|-------------|--|--|
| | | | | | LIKELIHOOD | IMPACT | RISK RATING | | LIKELIHOOD | IMPACT | RISK RATING | | |
| 7 | Housing, Planning and Regeneration | Health & Safety (Fire and First Aid) Non compliance with legislation | <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 working from the site to safely manage an evacuation (in accordance with the Fire Risk Assessments) - further sites running simultaneously means cover is further stretched. Insufficient fire safety and fire fighting equipment and insufficient first aid supplies Property related issues Insufficient numbers of trained first aiders working from site to ensure sufficient first aid cover - further sites running simultaneously mean cover is further stretched Insufficient arrangements for monitoring who is onsite at any given time Fire risk assessments not undertaken <p>Effect(s):</p> <ul style="list-style-type: none"> Non compliance with legislation which could lead to legal and financial consequences Inadequate plans for fire safety and evacuation Non compliance with Health and Safety (First Aid) Regulations 1981 in terms of adequate first aid provision in the form of trained first aiders and appropriate equipment if employees are injured or become ill at work | Legislative Reputation al Legal Physical Personnel | 4 | 5 | 20 | <ul style="list-style-type: none"> Reduced number of staff on site Check in and check out arrangements adopted at the Civic Centre site New fire evacuation instructions for the Civic Centre site published All staff required to complete fire prevention and evacuation e-learning course Currently trying to recruit more volunteers to be fire wardens and first aiders To encourage people to become fire wardens and first aiders, monthly allowance volunteers receive was increased Fire Safety is standing item at Corporate Health and Safety Committee New Fire Safety policy published Arrangements for new accommodation implemented and under constant review Fire Safety Committee established | 3 | 5 | 15 | <ul style="list-style-type: none"> Learning and Development arranging fire responsible person, fire warden and first aider training. Facilities Management to ensure Fire Risk Assessments are completed. Facilities Management to engage fire safety supplier to produce Emergency Plans, 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 etc. Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals. Fire safety documents to be stored corporately to retain corporate knowledge and ensure regularly reviewed. 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. Out of normal office hours arrangement to be reviewed. | Director Housing, Planning and Regeneration (Sara Bowrey) Supported by Director, Human Resources (Charles Obazuyae) |
| 8 | Housing, Planning and Regeneration | Deleterious Materials Discovery of Deleterious Materials in the construction and fit out of properties owned or occupied by the Council. | <p>Cause(s):</p> <ul style="list-style-type: none"> Use of deleterious material in building construction and fit out that are harmful to human health. Use of deleterious material in building construction and fit out which cause of long-term failure in building fabric and/or structure. <p>Effect(s):</p> <ul style="list-style-type: none"> Release of substances harmful to human health resulting in... short- and long-term harm to employees, members, visitors and general public Failure of building structure resulting in...acute harm to employees, members, visitors and general public Closure or partial closure of buildings leading to temporary relocation and impact on Service delivery. Non-co-operation of tenants leading to Council having to result to dispute resolution to access building. Possibility of compensation if lease has such a clause. Investigation by the HSE leading to possible prosecution. | Health & Safety | 3 | 4 | 12 | <ul style="list-style-type: none"> Council is complying with existing HSE and industry guidance including Health and Safety at Work regulations. Specification of all works to properties commissioned by the Property and Regen Teams ban the use of deleterious materials. Property and Regen to ensure Asbestos Management Surveys in place across the Councils' property portfolio. RAAC surveys commissioned by Property and Regen to cover the Councils' property portfolio. | 3 | 3 | 9 | <ul style="list-style-type: none"> Continued training on deleterious materials for property and regen staff (asbestos awareness etc). Council to hold a register of all identified deleterious material across the estate with mitigation plans were identified. | Director Housing, Planning and Regeneration (Sara Bowrey) |
| 9 | Strategy, Performance and Corporate Transformation | Data Collections Failure to undertake statutory statistical data collections; including key housing and planning information, thereby adversely affecting government grant allocations and performance assessments | <p>Cause(s):</p> <ul style="list-style-type: none"> Business Interruption IT systems do not keep pace with legislative reporting requirements <p>Effect(s):</p> <ul style="list-style-type: none"> Failure to commission effectively Adverse impact on the timing and quality of decision making | Data and Information | 3 | 3 | 9 | <ul style="list-style-type: none"> Schedule of statutory returns has been incorporated into the Performance and Information team's work programme Specialist members of the team for each area Other staff trained to provide 'back up' for specialist members of the team Good project planning in place to co-ordinate all data collections including contributions from other services | 1 | 3 | 3 | <ul style="list-style-type: none"> Complete contract extension for the Orchard Housing system to ensure operational continuity Reports under continued improvement programme. Acquire and implement new Planning IT system | Director Housing, Planning and Regeneration (Sara Bowrey) Supported by Assistant Director, Strategy, Performance & Corporate Transformation (Naheed Chaudhry) |
| 10 | Strategic Property | Financial Performance Failure to reach expected income through rental income and property disposal | <p>Cause(s):</p> <ul style="list-style-type: none"> Failure to lease all properties Failure to eliminate rent arrears Downturn in property market Non-payment of rent on properties Failure to realise anticipated sale values for property disposal programme <p>Effect(s):</p> <ul style="list-style-type: none"> Reduced rental income Reduced capital income Impact on overall Council budget | Financial | 3 | 5 | 15 | <ul style="list-style-type: none"> A programme of rent reviews, lease renewals, new lettings, lease renegotiations, cost recharges and cost refunds is being carried out by the property team. Rental deferrals monitored and repayment plans arranged from property portfolio. Implementing the approved investment portfolio strategy to ensure investment properties are maintained to suitable standards to maximise income | 2 | 5 | 10 | <ul style="list-style-type: none"> Continue the disposal programme as approved at November 2022 Executive, the revenue impacts of such disposals have been reported to Finance for their revenue impact monitoring (July 2023) over the financial years 2023/24 and 2024/25 and further updates will follow. | Assistant Director, Strategic Property (Darren Essex) |
| 11 | Strategic Property | Contractor Performance Failure to deliver facilities management service | <p>Cause(s):</p> <ul style="list-style-type: none"> Inadequate Contracts. Contractor Performance not adequately scrutinised and challenged. Poor Asset Records. <p>Effect(s):</p> <ul style="list-style-type: none"> Reactive service delivery. Lack of Planned Maintenance. | Contractual and Partnership - Operational | 3 | 5 | 15 | <ul style="list-style-type: none"> Contract arrangements under review. Statutory Compliance audits outcomes being addressed. Monthly performance meetings with Contractors | 2 | 5 | 10 | <ul style="list-style-type: none"> New supply chain being formulated which include mitigation factors to ensure performance failure and service is de-risked. July 2023 Exec approved FM strategy for new Churchill Court building making a direct award to Ascot Services who are the incumbent provider. This will be for a period of max 2 years whilst a full tender for a scope of works tbc can be facilitated. An Exec Committee report will go forwards in March 2024 on the re-tendering strategy for all FM contracts as those that are in place at present were short term solutions following the in sourcing of the FM function from the TFM contract. Intention is that a 2 contract provision for the Council's HQ estate and all other properties is market tested against a pre determined specification and comprehensive asset register for those properties the Council is retaining (with Churchill Court to follow in 2025) - Whilst this external procurement process continues a review of the existing FM team will need to be undertaken to move it into a functioning commissioning / intelligent client model team. | Assistant Director, Strategic Property (Darren Essex) |
| 12 | Strategic Property | Capital Financing Shortfall Risk of significant costs increase in the Capital Programme and possible reductions in proceeds from disposals could impact on the Council's ability to fully fund the Capital programme | <p>Cause(s):</p> <ul style="list-style-type: none"> Property price reductions as a result of the economic environment could have a negative impact on sale proceeds. Limited scope to identify further Council assets for disposal Significant increase in cost of capital schemes due to inflation and supply issues requiring an increase in funding Significant additional costs and future liabilities across the Council's operational estate arising from any further condition survey liabilities not identified at this stage. Requirement to obtain funding for significant new Housing Schemes and impact of higher borrowing costs In February 2024, a report titled Capital Strategy 2024-25 to 2027-28 and Q3 Capital Programme Monitoring to Executive identified a significant increase in the Council's capital programme and resulting funding proposals given the factors identified above there is a risk that significant changes in cost and proceeds could create a new capital financing shortfall that needs to be addressed. The full funding identified excludes the potential works relating to potential works on the Churchill Theatre and library with proposals expected to be reported to Members later this year. Only limited earmarked reserves available to support the capital programme, once other pressures (inc revenue budget gap) are factored in. <p>Effect(s):</p> <ul style="list-style-type: none"> Without alternative funding, the Council would require drawdown from revenue resources. This would increase the Council's revenue budget gap and/or further deplete earmarked reserves. Increased use of external borrowing would add interest cost pressure to the Council's revenue budget along with Minimum Revenue Provision requirements for repayment of borrowing. Schemes would not be able to progress due to lack of funding available although the scope to do this may be limited given the critical nature of some of the works required. Potential requirement to sell operational or income generating investment properties to fund capital costs. | Financial | 4 | 4 | 16 | <ul style="list-style-type: none"> Fundamental review of capital programme undertaken to inform updated Capital Strategy 2023/24 to 2026/27 as reported to Executive in January 2023 - this includes full capital programme, approved asset disposals, mitigations and agreed financing options. Regular reporting to Members via SAG, FSG and Executive Tight control and scrutiny [by finance] of capital spending commitments as they reach the level of business case. Quarterly reports on capital receipts (actual and forecast) to Executive. Members have approved PWLB borrowing to refinance existing housing schemes (£50m via PWLB) and the additional option of up to £10m support from the Council's revenue earmarked reserves. | 3 | 4 | 12 | <ul style="list-style-type: none"> Monitor capital programme costs, disposals sales prices and programme. | Assistant Director, Strategic Property (Darren Essex) |

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|-----|--------------------------|--|---|---------------------------------|--|--------|-------------|--|--|--------|-------------|--|--|
| | | | | | LIKELIHOOD | IMPACT | RISK RATING | | LIKELIHOOD | IMPACT | RISK RATING | | |
| 13 | Strategic Property | Operational Property Repair The OPR Programme cannot be delivered to budget and within programme | <p>Cause(s):</p> <ul style="list-style-type: none"> - That building cost inflation and other economic uncertainties continue - The scope of works required exceeds the budget - The programme continues beyond the time anticipated - Resource to deliver the programme not available as anticipated <p>Effect(s):</p> <ul style="list-style-type: none"> - Not all works required can be implemented - Impacted properties may continue to have repair liabilities beyond those anticipated - Impacted properties may not be compliant for building regulations and health & safety - Works continue beyond the end of the anticipated programme | Financial | 5 | 4 | 20 | <ul style="list-style-type: none"> - Condition Surveys undertaken across all Workstreams - Original Cost estimates utilised cost per m2. Reviewed based upon Projects in or out of scope and QS assessment of Condition Surveys undertaken. - Executive Report on findings of the review and proposed capital works to repair the properties agreed at Full Council in Dec '22. Update tabled at COE in Dec 23. - Internal Resource increased by way of appointment of Capital Programme and Capital Works Managers. Also services from original consultant reviewed in terms of performance and scope. | 4 | 3 | 12 | <ul style="list-style-type: none"> - Monitor costs at Programme Board. Review of professional services required to deliver programme, leading to procurement of new multi disciplinary design lead services. Two Consultants to be appointed to manage workload. Tender due to be returned 15 Feb 24. Consultants to be appointed by 10 April 24. Master Programme drafted for discussion with Heads of Service. | Assistant Director, Strategic Property (Darren Essex) |
| 14 | Strategic Property | Operational Property Repair Buildings within the OPR Programme fail prior to commencement of works | <p>Cause(s):</p> <ul style="list-style-type: none"> - Infrastructure that is beyond economic repair fails <p>Effect(s):</p> <ul style="list-style-type: none"> - The property cannot be occupied - A Council service or stakeholder is unable to continue to offer a service from the property - There is a health & safety incident 5. The Council suffers financial and/or reputational loss | Financial | 5 | 4 | 20 | <ul style="list-style-type: none"> - OPR Team working closely with FM to identify any emergency works/repairs that need to be undertaken ahead of the OPR commencing. Engagement with FM through Sub Board and Programme Board meetings. Standard Agenda item to pick any FM related issues. Works on properties known to be at significant will be accelerated if the works are to be undertaken via OPR. | 4 | 3 | 12 | <ul style="list-style-type: none"> - Monitor Facilities Management reports of infrastructure failure. - FM to monitor/track OPR Programme and scope their FM Programme accordingly to ensure compliance. - Failure of building services to at any property to be reported to the FM property help desk by site. - FM property to engage supplier to attend promptly to investigate and remedy. - Where Failure terminal and business critical to be reported to Assistant Director. | Assistant Director, Strategic Property (Darren Essex) |
| 15 | Culture and Regeneration | Outreach Service Failure to provide service in Cotmandene and Mottingham | <p>Cause(s):</p> <ul style="list-style-type: none"> - Buildings vulnerable to water and sewerage issues - Small staff base vulnerable to stress, lone working, and staff leaving - Change in locations and competing services <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to deliver full service - Closure of outreach centres - Impact on vulnerable adults - Lack of local users finding or using the service - Mottingham service halted during staff consultation due to lack of staff and low usage of service by local residents. Appointments still possible from Mottingham Library. | Social | 4 | 4 | 16 | <ul style="list-style-type: none"> - Staff experienced in successfully averting aggressive behaviour. - Regular Team Meetings to discuss issues and address staff wellbeing as well as participation in training opportunities to help wellbeing - Co-location opportunities agreed with libraries and integration of service with GLL and other Council services: Cotmandene collocated with St Paul's Cray Library permanently at refurbished site; Mottingham to be permanently relocated to Castletcombe site in 2024 | 3 | 4 | 12 | <ul style="list-style-type: none"> - TUPE of staff to GLL has now taken place with the service added by contract variation to the libraries contract ,combining services - Continuing to support St Paul's Cray Library and Community Support Centre which is now operating as a co-located facility housing Library and Outreach Services. Continuing to provide support to the Mottingham Community through an appointment system and pop up provision while the planned provision from Castletcombe youth Centre works are completed | Assistant Director, Culture and Regeneration (Lydia Lee) |
| 16 | Culture and Regeneration | Vitality and Prosperity of Town Centres Failure of town centres to attract footfall and spend for retail and leisure opportunities | <p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to redevelop High Streets and diversify the offer - National trend for decline in the traditional retail sector in town centres and competition from out of town developments and online shopping - Risk that established Business Improvement Districts do not succeed at renewal or that planned Business Improvement Districts do not get established resulting in reduced revenue spend to support businesses in town centre locations. - Poor development in town centres - Lack of investment in town centre facilities and public realm. - Impact of external factors on local economy - Supplier/contractor issues and increased contractor/supplier costs - Planning applications refused - Lack of stakeholder interest and support for improvements - General site constraints preventing progress/project delivery - Beckenham rebalot fails <p>Effect(s):</p> <ul style="list-style-type: none"> - Reduction in town centre business occupancy and increase in vacancies - Loss of income from business rates and market charges, and reduction in income from parking charges - Poor public perception and negative publicity. - Lack of private sector or inward investment. - Reduction in property value. - Reduction in footfall and spend per head resulting in loss of business. - Delays delivering public realm improvements - Public Realm Improvements projects have to be terminated - Potential costs to the Council to take on a town centre management service, and a lack of investment in the Town Centre | Economic | 4 | 4 | 16 | <ul style="list-style-type: none"> - Support to Business Improvement Districts through renewal or ballot processes. - Work in partnership with Business Improvement Districts to drive town centre activity that support business success and include programming and events in town centres. - Secure funding for and deliver public realm improvements in town centres - Work with developers to bring forward suitable development that supports the vitality of town centres - Secure developer contributions for the benefit of town centres. - Investigate options for Renewal opportunities in all town centres. - Prioritise investment in town centre leisure facilities. - Bromley Economic Partnership in place to identify issues affecting local economy - Terms of Reference to define relationship between the Business Improvement Districts have been created to better support the local economy. | 4 | 3 | 12 | <ul style="list-style-type: none"> - Work with businesses to investigate the viability of a Business Improvement Districts in relevant locations - Terms of Reference to define relationship between the Council and BIDs under regular review to ensure it remains relevant. - Work with developers to bring forward sensitive town centre development that also secures improved facilities for community services. - Finalise town centre public realm improvement schemes. - Night Time Enterprise Zone to encourage vibrancy in Bromley Town Centre after 6pm - Night Strategy for the borough to be developed by DEC24 | Assistant Director, Culture and Regeneration (Lydia Lee) |
| 17 | Culture and Regeneration | Capital Schemes Failure to deliver housing schemes | <p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to gain approval from Members for business cases on use of land for housing - Failure to secure funding for schemes - Failure to deliver housing schemes on time and in budget - Issues with land ownership and usage - Planning permission not granted or granted with conditions which impact adversely on costs - Inflation and construction costs - Lack of interest from market in developing sites <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to provide number of accommodation units identified - Failure to produced identified savings as part of Housing Transformation Board programme - Impact on vulnerable families and children - Tenants remain in TA for long periods of time - Increased revenue pressures on TA | Financial/ Social | 5 | 5 | 25 | <ul style="list-style-type: none"> - The York Rise development is under construction - The West Wickham development is under construction - Additional resources in Regeneration and Renewals teams dedicated to assess and bring forward a range of housing sites across the borough. - Crystal Palace Regeneration strategy grant funding secured and consultancy team appointed. RIBA 2 due to complete September 23. - Regular liaison with GLA to negotiate grant rates which reflect increase costs due to inflation - Securing fix price tenders for housing delivery. - Bromley North submitted to Planning April 23, anticipated DCC 5/10/23. £720k secured from BLRF2 to support site preparation for this scheme. | 4 | 4 | 16 | <ul style="list-style-type: none"> - Further conversations required to be developed with services to understand short and longer term requirements of particular sites. - Legal advice sought on ownership and usage issues and actions identified. - Coordination across disposals programme to ensure revenue and housing targets can be met jointly. - Leadership team working with GLA on Crystal Palace. - Further upskilling and knowledge sharing across teams to bring forward development effectively. | Assistant Director, Culture and Regeneration (Lydia Lee) |
| 18 | Culture and Regeneration | Leisure Centres Failure to facilitate and enable the provision of leisure centre services | <p>Cause(s):</p> <ul style="list-style-type: none"> - Service provider ceases to trade due to financial difficulties - Facilities have to close due to plant failure or other serious building maintenance issues <p>Effect(s):</p> <ul style="list-style-type: none"> - Temporary cessation of leisure facilities in the borough - Adverse public response - Social impact on vulnerable adults and families along with the wider population using leisure facilities and activities for health and wellbeing benefits | Legal Reputational Social | 4 | 4 | 16 | <ul style="list-style-type: none"> - Alliance Leisure contracted to undertake feasibility works for Walnut and West Wickham sites. proposals due to Executive in October 23. - Draft leisure strategy and facility planning works complete. - Playing pitch review complete. - Proactive Bromley established. | 3 | 3 | 9 | <ul style="list-style-type: none"> - Continue regular informal contact with MyTime in addition to formal meetings and provide support to resolve issues as necessary. - Leisure strategy and associated documents completed. | Assistant Director, Culture and Regeneration (Lydia Lee) |

| REF | DIVISION | RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title) | RISK CAUSE & EFFECT | RISK CATEGORY | GROSS RISK RATING (See next tab for guidance) | | | EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK | CURRENT RISK RATING (See next tab for guidance) | | | FURTHER ACTION REQUIRED | RISK OWNER |
|-----|--------------------------|--|---|-------------------------------|--|--------|-------------|---|--|--------|-------------|---|--|
| | | | | | LIKELIHOOD | IMPACT | RISK RATING | | LIKELIHOOD | IMPACT | RISK RATING | | |
| 19 | Culture and Regeneration | Library Service Failure to provide statutory library service | <p>Cause(s):</p> <ul style="list-style-type: none"> - Service provider ceases to trade due to financial difficulties - Council terminates contract because service provider fails to consistently meet KPIs - Service does not meet contracted levels because of industrial action - Ongoing projects affecting permanent library buildings causing relocations and changes to available services - Library building projects causing temporary closures or interruptions to regular service <p>Effect(s):</p> <ul style="list-style-type: none"> - Temporary cessation of library service in borough - Adverse public response - Possible impact on partners in shared use buildings - Social impact on vulnerable adults and families using library facilities and activities | Legal Reputation al Social | 4 | 4 | 16 | <ul style="list-style-type: none"> - Ongoing monitoring of service provider to identify potential financial difficulties - KPIs monitored regularly: twice yearly reports to Members and monthly/annual review meetings with service provider. - Exit plan in place to manage any closure of contracted service and bring service in-house which is regularly reviewed and updated. - Library without Walls created as a response to COVID-19 has been retained as the 15th Bromley Library and continues to remain popular with users - Increased provision of activities and events for all age groups - Promotion of e-books, newspapers and magazines - Ongoing contact between Service Provider and LBB project teams where ongoing redevelopment projects interferes with usual library operations | 4 | 3 | 12 | <ul style="list-style-type: none"> - Continue regular informal contact with contractor in addition to formal meetings and provide support to resolve issues as necessary - Inclusion of service provider in regular project meetings and updating on timescales - Repair programme for library buildings to commence - Churchill Theatre/Central Library move to TopShop project to come on board following public announcement - Particular focus in 2024 to review performance of Bromley Historic Collections including partnership with Earth Museum and resources needed to support Archive service projects with LBB | Assistant Director, Culture and Regeneration (Lydia Lee) |
| 20 | Planning | Planning Service Failure to deliver statutory requirements related to planning | <p>Cause(s):</p> <ul style="list-style-type: none"> - Failure of Planning IT service - Lack of suitably qualified staff to provide expertise within the service - Risk of bribery identified through internal audit <p>Effect(s):</p> <ul style="list-style-type: none"> - Council enters 'designation' status due to poor performance on speed or quality of decision making, resulting in major or minor planning decisions being removed from Council decision-making process leading to income loss to Council and lack of local control - Failure to prevent unauthorised development - Failure to respond to planning applications within statutory timescales - Planning decisions overturned on appeal - Failure to enforce Tree Protection Orders, protect listed buildings and conservation areas - Adverse public response - Reputational damage to the council | Legal Financial Reputation al | 3 | 4 | 12 | <ul style="list-style-type: none"> - Planning software upgraded annually and maintained by software developer. - Review of case management software underway with target date of May 2024 for completion of replacement - Staffing levels and skill set appropriate for current levels of demand - Planning Advisory Service (PAS) review of service in June 2019 resulted in an improvement plan which has been delivered to Members - Appeals reviewed and learning implemented. - Planning Advisory Service (PAS) returned to review improvement plan and committees in July 2021 and further recommendations and actions are being pursued. - Existing checking and sign off process in place - Bribery training carried out - Officers required to declare any interest | 2 | 3 | 6 | <ul style="list-style-type: none"> - Implementation of new Planning IT system - Ongoing monitoring of work volumes to ensure staffing levels are sufficient for work levels | Assistant Director, Planning (Tim Horsman) |
| 21 | Planning | Community Infrastructure Levy Failure to collect and spend local CIL and use for local infrastructure | <p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to collect the local CIL - Failure to use local CIL appropriately <p>Effect(s):</p> <ul style="list-style-type: none"> - Lack of funding for infrastructure to support new developments - Lack of funding to provide Infrastructure Delivery Team | Legal Financial | 2 | 3 | 6 | <ul style="list-style-type: none"> - Local CIL has been adopted and commenced in June 2021 - Experienced Infrastructure Delivery Scheme Manager in post to ensure successful adoption of agreed local CIL | 2 | 3 | 6 | <ul style="list-style-type: none"> - Monitor current impact of inflation on the number of developments coming forward | Assistant Director, Planning (Tim Horsman) |
| 22 | Planning | Section 106 Agreements Failure to complete S106 agreements for affordable housing | <p>Cause(s):</p> <ul style="list-style-type: none"> - Lack of appropriately qualified staff to ensure S106 agreements are implemented as appropriate - Lack of S106 Monitoring Officer in post <p>Effect(s):</p> <ul style="list-style-type: none"> - Impact on level of supporting infrastructure in borough - S106 monies not being spent on appropriate infrastructure and housing schemes | Financial | 3 | 3 | 9 | <ul style="list-style-type: none"> - Officer group in place to monitor and maximise s106 spend - Infrastructure Delivery Team Leader in post acting as s106 monitoring officer and overseeing s106 agreements including financial receipts and payments | 1 | 1 | 1 | <ul style="list-style-type: none"> - Controls have been implemented and working effectively. The risk exists however given the control effectiveness it is no longer deemed to be a material risk and can be removed from being flagged in this risk register going forward. | Assistant Director, Planning (Tim Horsman) |
| 23 | Planning | London Plan Failure to deliver level of housing in Bromley contained in Mayor of London's plan | <p>Cause(s):</p> <ul style="list-style-type: none"> - Mayor of London's Plan requires greater levels of housing to be built in Bromley than in Local Plan - Planning permission for sufficient level of development not granted - Landbanking by developers resulting in targets of new houses not being met in a timely fashion <p>Effect(s):</p> <ul style="list-style-type: none"> - Bromley penalised at planning appeal stage | Reputation al Financial | 5 | 3 | 15 | <ul style="list-style-type: none"> - Local Plan policies being reviewed to identify suitable sites - Planning and Regeneration teams are seeking to promote appropriate housing development in the Borough | 3 | 3 | 9 | <ul style="list-style-type: none"> - Local Plan review has commenced | Assistant Director, Planning (Tim Horsman) |
| 24 | Compliance & Strategy | Homes for Ukraine and other Refugee programmes Inability to effectively manage the volume of people, including unaccompanied minors who may present as homeless due to cessation of sponsor accommodation, safeguarding concerns and the resulting additional pressures placed on the homeless budgets and Children's Social Care and Adults Social Care | <p>Cause(s):</p> <ul style="list-style-type: none"> - Volume of refugees arriving increasing - Breakdown in relationship between sponsor and guest - Accommodation coming to an end at the pre-agreed period with no alternatives readily available, other than temporary accommodation or foster care <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - Impact on life chances and outcomes for individuals and families in temporary accommodation, particularly given the vulnerability of the refugees - Increased risk of legal challenge due to provision of unsuitable accommodation (including shared accommodation) - Pressure on Children's Social Care if the sponsor placement fails and a Foster Placement is required - Increase in rough sleeping for Asylum Seekers who are not owed a duty for settled accommodation, increased risk to health, particularly during winter months - Impact on available accommodation to meet other statutory duties | Housing Social | 5 | 4 | 20 | <ul style="list-style-type: none"> - Focus on preventing homelessness and diversion to alternative housing options through:- - Landlord and Tenancy advice, support and sustainment - Assistance, (including financial aid) to access the private rented sector - Access to employment and training - Debt, money, budgeting and welfare benefits advice, including assistance to resolve rent and mortgage arrears - Sanctuary scheme for the protection of victims of domestic violence - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Implementation of the More Homes Bromley initiative to ensure the supply reduces the reliance on rightly paid accommodation - Implementing the Homelessness Strategy - setting up the multi agency Homelessness forum and taking forward the priorities of the strategy - New incentive campaign for private sector landlords embedded and benefits being realised - Dedicated housing advice role to offer intensive support to families at risk of placement breakdown and to visit Asylum Seekers placed in dispersal and interim contingency accommodation to provide advice and assistance prior to Home Office decision and notice to vacate from accommodation provider - Multi-Agency working group in place to meet initial needs of Asylum Seekers | 4 | 4 | 16 | <ul style="list-style-type: none"> - Approval to progress housing development schemes and reopening of the HRA. First 3 schemes now in development phases with options appraisals in place for further sites. - Transformation Board action plan in place for next 3-4 years to increase available housing supply with an overall initial target of 1000 additional affordable homes. - Continue to develop partnership working with private sector landlords to assist households to remain in private sector accommodation. - Work innovatively with a range of providers to increase access to a supply of affordable accommodation. - Continue to focus on early intervention and prevention of homelessness assessing trends in approaches to tackle main causes of homelessness. - Beehive acquisition schemes has secured 90 new units of accommodation with Executive approval to enter into an acquisition programme with Orchard and Shipman for c250 homes. - Approval given to continue to operate the dedicated team for the next twelve months. - Continue to extend and deliver range of floating support schemes. - Ongoing dialogue with sponsors to enable modelling of when placements may come to an end. - Implementing the re matching service. | Director of Housing, Planning and Regeneration (Sara Bowrey) |

Report No.
FSD24043

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING

Date: For Pre-Decision Scrutiny by the Renewal, Recreation and Housing Policy Development and Scrutiny Committee on 19 June 2024

Decision Type: Non-Urgent Executive Non-Key

Title: FINAL OUTTURN REPORT 2023/24

Contact Officers: John Johnstone, Head of Finance (Adults, Health & Housing)
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Murad Khan, Head of Finance (Environment & Corporate Services)
Tel: 020 8313 4015 E-mail: Murad.Khan@bromley.gov.uk

Chief Officer: Director of Housing, Planning and Regeneration

Ward: All Wards

1. Reason for report

- 1.1 This report provides details of the final outturn position for 2023/24 for the Renewal, Recreation and Housing Portfolio.
-

2. RECOMMENDATION(S)

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

- i) Note the net overspend of £5,603k on controllable expenditure at the end of 2023/24 and consider any issues arising from it.

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

- i) Endorse the 2023/24 final outturn position for the Renewal, Recreation and Housing Portfolio.

Impact on Vulnerable Adults and Children

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

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: RR&H Portfolio Budgets
 4. Total current budget for this head: £27.0m
 5. Source of funding: Revenue budget 2023/24
-

Personnel

1. Number of staff (current and additional): 194 Full time equivalent
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

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

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The 2023/24 budget reflects the financial impact of the Council's strategies, service plans etc. which impact on all the Council's customers (including council taxpayers) and users of the services.
-

Ward Councillor Views

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

3. COMMENTARY

3.1 This report provides the final outturn position for the Renewal, Recreation and Housing Portfolio for 2023/24, which is broken-down in detail in Appendix 1, along with explanatory notes.

3.2 The final outturn for the “controllable” element of the Renewal, Recreation and Housing budget in 2023/24 is a net overspend of £5,603k compared to the last reported figure of a net overspend of £3,721k which was based on activity at the end of December 2023.

Summary of Major Variations

3.3 The following table summarises the variations over the key areas:

| | £'000 |
|---|--------------------------|
| Building Control | 307 |
| Land Charges | 137 |
| <i>(t/fr of in-year deficits above to reserves)</i> | <i>(444)</i> |
| Planning | 417 |
| Culture & Regeneration | Cr 110 |
| Allocations and Accommodation | 4,968 |
| Supporting People | Cr 173 |
| Housing Options and Support | Cr 220 |
| Housing Schemes | 833 |
| Other Housing | Cr 112 |
| | <hr/> 5,603 <hr/> |

Full Year Effect

3.4 The cost pressures identified above within the Housing service are projected to impact in 2024/25 by £8,595k. Further growth of £7,030k for Housing has been included in the budget for 2024/25; however, there is a total of £2,613k savings assumed from the mitigation and transformation work streams, mainly through the provision of new affordable housing.

3.5 Given the significant financial savings that the Council will need to make over the next four years, it is important that all future cost pressures are contained and that savings are identified early to mitigate these pressures. Further details are contained within Appendix 3.

Carry Forward Requests

3.6 On the 22nd of May, the Executive was recommended to approve several carry forward requests relating to either unspent grant income, or delays in expenditure where cost pressures will follow through into 2024/25.

3.7 Appendix 2 provides a detailed breakdown of all the carry forward requests for Renewal, Recreation and Housing Portfolio. Future reports to the Portfolio Holder will be required to approve their release from the 2024/25 Central Contingency.

4. COMMENTS FROM THE DIRECTOR OF HOUSING, PLANNING & REGENERATION

- 4.1 £1,589k of growth was included in the housing budget for 2023/24 to reflect the continuing pressures in relation to homelessness and the provision of temporary accommodation. A total of £1,745k savings was also included to mitigate these pressures.
- 4.2 Despite ongoing prevention work, the number of homeless approaches is starting to rise with an increase of 210 new approaches during the first half of 2023/24 compared to the same period in the preceding year. This is projected to equate to a 10% rise for the financial year. The supply of temporary accommodation is under increased pressure meaning that the majority of new placements can only be secured through the nightly paid market. There is increased pressure on nightly paid accommodation rates across London and the South East which have risen steeply during the past 12 months with roughly a 30% increase in average rates. The Council is now regularly being forced to make emergency placements into commercial hotels as there is simply insufficient accommodation becoming readily available. This has resulted in a £4,806k overspend on temporary accommodation in 2023/24, with a £5,296k overspend on housing overall. As has been reported, work is ongoing to increase the supply of affordable housing to continue to mitigate and reduce the current pressures relating to temporary accommodation particularly in relation to the increased ability to secure leased accommodation within temporary accommodation subsidy rates.
- 4.3 A substantial part of Planning Services' work attracts a nationally set fee income for the Council, for example the planning application fees. The fee income and volume of work reflects the wider economic circumstances affecting development pressures in the Borough. There is a risk of income variation beyond the Council's immediate control; however, trends are regularly monitored in order that appropriate action can be taken. Action has successfully been taken to negate the risk of Government Designation for Special Measures due to Planning performance for the current year. However, this is based on the actions identified being implemented to reduce the risk of Government Designation in future years.
- 4.4 Work is underway to look at all options to increase income to assist in mitigating the short fall between fees and associated costs.
- 4.5 There is a risk of substantial planning appeal costs being awarded against the Council by the Planning Inspectorate if the Council is found to have acted unreasonably. For major appeals, which can arise unpredictably, there is often a need for specialist external consultant's advice which creates additional costs.
- 4.6 The key risks in the Renewal, Recreation and Housing Portfolio continue to be:
- i) Increased homelessness and the associated costs particularly relating to the increased demand for placements from all London Councils. In particular, significant increases in the cost of procuring temporary accommodation.
 - ii) Increased rent arrears arising from inflation and increased costs of utilities and so forth.
 - iii) Reduced vacant housing association properties coming forward for letting and insufficient capacity within the private sector to meet the shortfall.
 - iv) Increased maintenance and repairs costs required to maintain health and safety standards.
 - v) Increases being seen in construction and maintenance costs.

5. POLICY IMPLICATIONS

- 5.1 To meet the ambitions for residents, the Council must use available resources deploy its workforce wisely. This is reflected in the “Making Bromley Even Better” ambition of Service Efficiency - ‘To manage our resources well, providing value for money, and efficient and effective services for Bromley’s residents.’
- 5.2 The “2024/25 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised to minimise the risk of compounding financial pressures in future years.
- 5.3 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

6. FINANCIAL IMPLICATIONS

- 6.1 A detailed breakdown of the projected outturn by service area is shown in Appendix 1A with explanatory notes in Appendix 1B. Appendix 2 outlines the requested carry forwards to 2024/25. Appendix 3 shows the latest full year effects and Appendix 4 gives the analysis of the latest approved budget.
- 6.2 Overall the final outturn position for 2023/24 is an overspend of £5,603k.
- 6.3 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendix 1A. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has, in general, direct control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include, for example, building maintenance costs and property rents which are managed by the Property Division but are allocated within individual departmental/portfolio budgets to reflect the full cost of the service.
- 6.4 As such, any variations arising are shown as “non-controllable” within services but “controllable” within the Resources, Commissioning and Contracts Management Portfolio. Other examples include cross departmental recharges and capital financing costs. This approach, which is reflected in financial monitoring reports to budget holders, should ensure clearer accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations relating to portfolios in considering financial performance.

| | |
|---|---|
| Non-Applicable Sections: | Legal, Personnel and Procurement Implications |
| Background Documents: (Access via Contact Officer) | 2023/24 Budget Monitoring files in ECS and ECHS Finance Section |

Renewal, Recreation & Housing Budget Monitoring Summary

| 2022/23 Actuals £'000 | Division Service Areas | 2023/24 Original Budget £'000 | 2023/24 Latest Approved £'000 | 2023/24 Projected Outturn £'000 | Variation £'000 | Notes | Variation Last Reported £'000 | Full Year Effect £'000 |
|-----------------------------|---|--|--|--|--------------------|-------|--|------------------------------|
| | PLACE DEPARTMENT | | | | | | | |
| | Planning | | | | | | | |
| 27 | Building Control | 70 | 70 | 377 | 307 | 1 | 243 | 0 |
| Cr 63 | Land Charges | Cr 117 | Cr 117 | 20 | 137 | 2 | 70 | 0 |
| 1,823 | Planning | 986 | 1,106 | 1,523 | 417 | 3 | 226 | 0 |
| | Building Control and Land Charges transfer of in-year deficit to reserves | 0 | 0 | Cr 444 | Cr 444 | | | |
| 1,787 | | 939 | 1,059 | 1,476 | 417 | | 539 | 0 |
| | Culture & Regeneration | | | | | | | |
| 1,384 | Culture | 1,120 | 1,120 | 1,042 | Cr 78 | 4 | Cr 88 | 0 |
| 5,570 | Libraries | 5,174 | 5,612 | 5,577 | Cr 35 | 5 | 0 | 0 |
| 87 | Town Centre Management | 44 | 44 | 47 | 3 | | 0 | 0 |
| 7,041 | | 6,338 | 6,776 | 6,666 | Cr 110 | | Cr 88 | 0 |
| | Operational Housing | | | | | | | |
| 1,276 | Housing Strategy, Advice and Enabling | 1,522 | 1,412 | 1,374 | Cr 38 | 6 | 0 | 0 |
| Cr 1,502 | Housing Benefits | Cr 1,586 | Cr 1,586 | Cr 1,627 | Cr 41 | 7 | 0 | 0 |
| Cr 54 | Housing Improvement | Cr 20 | Cr 20 | Cr 53 | Cr 33 | 8 | Cr 25 | 0 |
| 7,046 | Allocations and Accommodation | 5,356 | 5,401 | 10,369 | 4,968 | 9 | 3,295 | 8,743 |
| 921 | Supporting People | 1,134 | 1,134 | 961 | Cr 173 | 10 | Cr 148 | Cr 148 |
| 1,095 | Housing Options and Support | 1,671 | 1,862 | 1,642 | Cr 220 | 11 | Cr 175 | 0 |
| 0 | Housing Schemes | 257 | 257 | 1,090 | 833 | 12 | 323 | 0 |
| 8,782 | | 8,334 | 8,460 | 13,756 | 5,296 | | 3,270 | 8,595 |
| 17,610 | Total Controllable | 15,611 | 16,295 | 21,898 | 5,603 | | 3,721 | 8,595 |
| Cr 412 | TOTAL NON CONTROLLABLE | Cr 541 | Cr 487 | Cr 487 | 0 | | 0 | 0 |
| 5,691 | TOTAL EXCLUDED RECHARGES | 5,583 | 5,600 | 5,600 | 0 | | 0 | 0 |
| 22,889 | TOTAL RR & H PORTFOLIO TOTAL | 20,653 | 21,408 | 27,011 | 5,603 | | 3,721 | 8,595 |

REASONS FOR VARIATIONS

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

1. Building Control Dr £307k

Building Control fees were increased in 2022/23 in order to realign the budgeted income target with a more realistic outcome, but in 2023/24 an agreed saving increased the income budget target by £79k overall. Based on the activity in the past months and as anticipated throughout the year, income has fallen short of the budgeted amount by £307k.

2. Land Charges Dr £137k

Similar to Building Control, we anticipated a variation overspend and the final figure was £137k. Historically this has been the case over the past a few years and the activity has not improved in the final quarter.

3. Planning Dr £417k

Planning Pre-Apps & Planning 'Significant' Major Apps We are reporting a final shortfall of income of £417k compared to the £226k declared in Q3. It should be noted that the Government's planning application fees draft regulations consultation may increase future fee levels by 30%, however, any increase in fees is not currently expected to come into force until after April 2024.

4. Culture Cr £78k

Culture reported a underspend of £78k, however there is a carry forward request of £72.5k for the Penge Wayfinding project, if approved this will reduce the underspend to £6k.

5. Libraries Cr £35k

There is a £35k underspend in Libraries because of utilities costs coming in lower than anticipated. This positive outcome was driven by favourable rates, particularly during the latter part of the year.

6. Housing Strategy, Advice and Enabling Cr £38k

There was a £38k underspend on running costs within this service area.

7. Housing Benefits Cr £41k

There was a £41k underspend within this service area related to the administration of Housing Benefits.

8. Housing Improvement Cr £33k

There was a £33k underspend on salary costs within the Housing Improvement service.

9. Allocations and Accommodation Dr £4,968k

There was an overspend of £4,806k in all Temporary Accommodation in 2023-24. At the end of the financial year, there were 1,348 households in nightly paid Temporary accommodation. This figure was 1,224 in Q3, 1,161 in Q2 and 1,125 in Q1. The average annual cost was £11,155 per household per annum at the end of the financial year (this compares to a figure of £9,761 for Q3, £8,857 for Q2 and £8,268 for Q1). In the last two months of this financial year, the average cost of new temporary accommodation placements had increased to £15,216 per annum.

These figures exclude other schemes like More Homes Bromley, Pinnacle (formerly Orchard & Shipman), ex-residential care homes, and the Bromley Private Sector Leasing Scheme. Once these have been included there are currently over 1,558 households in Temporary Accommodation.

Transformation Programme savings were achieved during the year to provide a longer term alternative to expensive nightly paid accommodation. Other earlier schemes in the programme have been completed and are contributing to the housing options available.

| | £'000 |
|--|---------------------|
| Summary of overall variations within Allocations and Accommodation: | |
| Temporary Accommodation | 4,806 |
| Additional costs of utilities, building and other works | 221 |
| PSL Incentive Payments and Furniture Storage and other misc. underspends | Cr 59 |
| Total variation for Allocations and Accommodation | <u>4,968</u> |

10. Supporting People Cr £173k

There was a £173k underspend in the Supporting People service area mainly as a result of procurement exercises during 2021/22 and 2022/23 containing costs within inflation that had accumulated in the budget. The full retendering exercise has been completed and the current underspend will remain in this budget to cover potential future pressures.

11. Housing Options and Support Cr £220k

There was an underspend on the Homelessness Prevention service of £157k as currently options are not available for this preventative support to households. There were also total underspends of £63k across Housing Options and Support on running costs and salaries where some posts remain difficult to fill.

12. Housing Schemes Dr £833k

More Homes Bromley Shortfall Payments £491k

Under the More Homes Bromley scheme, LBB is liable for the shortfall in rent as result of the reduced number of acquisitions compared to the original financial model. For 2023-24 the total net rental income shortfall paid was £491k. Previously this shortfall has been met by the rent guarantee contingent liability, but this has been fully utilised and is no longer available.

Beehive and LBB Owned Affordable Housing £275k

There are overspends on the Beehive and LBB owned schemes on additional Service Charges, Council Tax on vacant properties, property repairs and rental income.

Meadowship Homes 2 Nomination Penalty Payments £67k

In line with the nominations agreement, the managing agent applied penalty fees where LBB has failed to nominate clients within the agreed timescales. This is the first time such charges have been applied and total for 2023/24 was £67k.

Waiver of Financial Regulations:

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

Virements Approved to date under Director's Delegated Powers

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

| | | | |
|---|---|--|-------------------|
| Carry Forwards from 2023/24 to 2024/25 | | | |
| MEMBERS' APPROVAL REQUIRED | | | |
| <u>Grants with Explicit Right of Repayment</u> | | | |
| <u>RENEWAL, RECREATION AND HOUSING PORTFOLIO</u> | | | |
| 1 | Homes for Ukraine grant | | 3,582,647 |
| | The Department for Levelling Up, Housing and Communities (DLUHC) launched the Homes for Ukraine scheme on the 14th March 2022. The scheme allows people living in the UK to sponsor a Ukrainian national or family to come and live in the UK providing there is suitable accommodation available. The grant also covers any additional costs that the Authority may incur. Part of the funding was a one off payment that can be carried forward into the new financial year to continue to support the impact on services for Ukrainians living in Bromley over the following three years (one off funding) | | |
| 2 | Penge Wayfinding Project - New Homes Bonus funding for maintenance costs | | 72,500 |
| | £72.5k would cover installation costs, 10 years of maintenance costs plus the costs of disposal. New Homes Bonus funding rules state that the funding can be used for capital and revenue, however it is to be clarified if maintenance costs would be permitted. | | |
| Renewal, Recreation and Housing Portfolio | | | 3,655,147 |
| Total Expenditure to be Carried Forward | | | 3,655,147 |
| Total Grant Income | | | -3,655,147 |

| | | | |
|--|--|--|---------------|
| <u>OTHER CARRY FORWARD REQUESTS</u> | | | |
| <u>RENEWAL & RECREATION AND HOUSING PORTFOLIO</u> | | | |
| 3 | Contract variation - phase 2 of the HRA policies and allocation policy | | 42,500 |
| | In June 2023 (report HPR2023/028), the Portfolio Holder (RRH) was recommended to approve a contract variation to Campbell Tickell for the provision of consultancy services to continue the development of the various housing policies and work relating to the allocation policy at a value up to £42,500. This funding has been identified from an underspend in contingency in 23/24 and is requested to be carried forward to 24/25 which is when the cost of this contract variation will be incurred. | | |
| | | | 42,500 |
| Total Other | | | 42,500 |
| TOTAL CARRY FORWARD TO 2024/25 | | | 42,500 |

APPENDIX 3

| Description | 2023/24 Latest | Variation To | Potential Impact in 2024/25 |
|---|-----------------|-----------------|---|
| | Approved | 2023/24 | |
| | Budget £'000 | Budget £'000 | |
| Housing Allocations and Accommodation- Temporary Accommodation | 6,418 | 4,806 | The full year effect of Temporary Accommodation is currently estimated to be an overspend of £8,743k. This estimate only takes into account the projected activity to the end of this financial year and not any projected growth in client numbers beyond that point. This does not include the impact of mitigation though the Housing Development and Acquisition Programme. |
| Supporting People | 1,070 | Cr 173 | The full year effect of Supporting People is currently estimated to be a credit of £148k. This is a result of the estimated savings from retendering of the contracts that has taken place. |

APPENDIX 4**Reconciliation of Latest Approved Budget****£'000****Original budget 2023/24****20,653****Carry Forward Requests approved from 2022/23**

| | | |
|---|----|-------|
| Homelessness Reduction Grant | | 89 |
| Homelessness Reduction Grant | Cr | 89 |
| Accommodation for ex-Offenders Expenditure | | 64 |
| Accommodation for ex-Offenders Grant | Cr | 64 |
| Rough Sleepers Initiative Grant expenditure | | 43 |
| Rough Sleepers Initiative Grant income | Cr | 43 |
| Homes for Ukraine Grant | | 2,644 |
| Homes for Ukraine Grant | Cr | 2,644 |
| Defra Biodiversity Net Gain Grant | | 13 |
| Defra Biodiversity Net Gain Grant | Cr | 13 |
| New Homes Bonus Funded LEP Programme | | 73 |
| New Homes Bonus Funded LEP Programme | Cr | 73 |
| Local Plan Implementation | | 120 |

Central Contingency Adjustments

| | | |
|--|----|-------|
| 2023-24 Accommodation for Ex-Offenders expenditure | | 74 |
| 2023-24 Accommodation for Ex-Offenders income | Cr | 74 |
| 2023-24 Rough Sleepers Initiative Grant expenditure | | 214 |
| 2023-24 Rough Sleepers Initiative Grant income | Cr | 214 |
| HFU Thank you payments expenditure | | 804 |
| HFU Thank you payments income | Cr | 804 |
| 2023-24 Rough Sleepers Initiative Grant expenditure confirmed total allocation | | 214 |
| 2023-24 Rough Sleepers Initiative Grant income confirmed total allocation | Cr | 214 |
| Homelessness Prevention Grant - 2023-24 additional allocation | | 361 |
| Homelessness Prevention Grant - 2023-24 additional allocation | Cr | 361 |
| HPG– 2023/2024 Homes For Ukraine Funding Top-Up | | 1,117 |
| HPG– 2023/2024 Homes For Ukraine Funding Top-Up | Cr | 1,117 |
| 2023-24 Household Support Fund expenditure | | 3,736 |
| 2023-24 Household Support Fund income | Cr | 3,736 |
| Inflation - Libraries contract | | 191 |
| Provision for Increase in Fuel Costs | | 330 |
| Housing Revenue Account Policies and Allocation Policy | | 43 |

APPENDIX 4

Other Budget Movements

Memorandum Items:

| | | |
|-----------------------|----|----|
| Capital Charges | | 37 |
| Insurance | Cr | 17 |
| Repairs & Maintenance | | 49 |
| Rent income | Cr | 15 |
| Excluded Recharges | | 17 |

Latest Approved Budget for 2023/24

21,408

Report No.
HPR2024/021

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: For Pre-Decision Scrutiny by the Renewal, Recreation and Housing PDS Committee on Wednesday 19 June 2024

Decision Type: Non-Urgent Executive Key

Title: PROCEEDING TO PROCUREMENT: MANORFIELDS TRANSITIONAL ACCOMMODATION

Contact Officer: Oliver Punter, Regeneration Project Manager, 020 3364 6816, oliver.punter@bromley.gov.uk

Alicia Egan, Head of Regeneration, 020 8313 4559, alicia.egan@bromley.gov.uk

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

Ward: Orpington

1. Reason for decision/report and options

- 1.1. Following Executive approval of both the Housing Delivery Update Report (report no: HPR2023/051) in September 2023 and the Local Authority Housing Fund (report no: HPR2024/013) in April 2024, Executive are now asked to approve the recommendations contained within this report in order to proceed to procurement and begin construction works on the Orpington Manorfields site for the purposes of providing Transitional Accommodation. Members should note these recommendations will only be acted upon if there is a successful outcome to the LAHF.

2. RECOMMENDATION(S)

2.1 The Renewal, Recreation and Housing PDS Committee is asked to note the contents of this report and make any comments available to the Council's Executive.

2.2 The Council's Executive is recommended to:

- 1) Subject to the successful confirmation of the Local Authority Housing Fund grant, approve proceeding to procurement via a two-stage tender for a principal contractor to deliver pre-construction works, as set out in this report, before proceeding to deliver the capital works subject to the final costs remaining within the budget identified in the April 2024 report (HPR2024/013); and,

- 2) **Delegate authority to award the contract for works to the Director for Housing, Planning, Property and Regeneration, subject to agreement with the Portfolio Holder for Renewal, Recreation and Housing, the Assistant Director: Governance and Contracts, the Director of Corporate Services and Governance and the Director of Finance.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Manorfields Temporary Accommodation (TA) supports up to 62 families/individuals each day, providing shelter for those that do not have permanent living accommodation. These families and individuals currently share 1 kitchen and 2-3 bathrooms between 8-10 rooms. Through utilising a DLUHC LAFH grant the Manorfields regeneration project aims to give each of the TA residents a form of independence through improved transitional accommodation as they await their new home, as detailed within 3.9 – 3.11 and section 13.
-

Transformation Policy

1. Policy Status: Existing Policy
 2. Making Bromley Even Better Priority:
 - (1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence, and making choices.
 - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.

 - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

Financial

1. Cost of proposal: Estimated cost up to £4.313m in grant funding, plus £888k from existing OPR capital budget.
 2. Ongoing costs: Non-Recurring Cost.
 3. Budget head/performance centre: N/A
 4. Total current budget for this head: N/A
 5. Source of funding: DLUHC LAHF grant and OPR capital budget.
-

Personnel

1. Number of staff (*current and additional*): from existing staff until grant funding is received.
 2. If from existing staff resources, number of staff hours: n/a
-

Legal

1. Legal Requirement: Statutory Requirement: Local Authorities such as LBB have a statutory duty to provide accommodation for homeless households and are obliged to secure TA for that household.
 2. Call-in: Applicable: Executive decision.
-

Procurement

1. Summary of Procurement Implications: A two stage tender will be undertaken in compliance with the Public Contract Regulations 2015, but if the tender timetable is delayed, the tender will need to be undertaken in compliance with the Procurement Act 2023.
-

Property

1. Summary of Property Implications: £888k of funding from the existing OPR Capital Budget to be allocated to this project.
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: The primary purpose of this regeneration project is to improve the health, safety, educational attainment, employability, and mental wellbeing of those in Temporary Accommodation at Manorfields.
-

Impact on the Local Economy

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

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Improved independence and facilities will have a positive impact on the health and wellbeing of TA residents.
-

Customer Impact

1. Estimated number of users or customers (*current and projected*): Manorfields was inhabited by 60 people in March 2024 and has a maximum occupancy of 118 persons (92 beds) across 68 habitable rooms. The redevelopment of Manorfields is projected to have 91 habitable rooms within 40 units offering 94 bed spaces, with each unit having their own bathroom and kitchen. The current options from the feasibility study would triple the number of large family units at Manorfields (40% of units), building on the Council's commitment to supporting family units.
-

Ward Councillor Views

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

1. BACKGROUND

- 3.1. In April 2024 (Report No HPR2024/013) the Executive approved the use of Local Authority Housing Funding (LAHF) towards an investment in the current Temporary Accommodation (TA) facility in Orpington, known as Manorfields. Amongst other workstreams, the Council has applied to the Department of Levelling up, Housing and Communities (DLUHC) for funding provided by the LAHF to create Transitional Accommodation at Manorfields. Transitional Accommodation has the same legal definition as Temporary Accommodation, but provides a higher quality setting, noting that residents are likely to be living there longer than the usual temporary period. The Council was expected to know the outcome of the funding application by 8 May, however, DLUHC have confirmed they are delayed in notifying Councils of the result of their applications. Therefore, whilst the Executive have already approved the addition of Manorfields to the Capital Programme at an estimated budget of £5.2m, officers are taking prudent measures to secure the governance arrangements to allow progressing works should the funding application be successful.
- 3.2. This report sets out recommendations to proceed to procurement and subsequently award the contract for works, subject to a successful LAHF funding application and the works being within budget. Members should note these recommendations are subject to the grant funding being awarded, and should the funding not be secured or the works exceed the budget, officers will bring back a report with further options to Executive for the Manorfields site.

PROPOSED WORKS

- 3.3. As set out in April 2024 (report No HPR 2024/013), the total value of the works to move Manorfields to a Transitional Accommodation development is expected to be circa £5.21m. As agreed by the Executive in April, this will be funded from £888k from the Council Operational Property Repair (OPR) Programme Capital Budget and £4.313m from the LAHF. The cost of match funding this grant is less than if the site was merely repaired and retained.
- 3.4. The existing building is comprised of 62 units, split by: single; parent & child; and larger family accommodation. The current proposals would deliver between 40 and 42 units, but would result in an increase to actual habitable room space and bed provision. Officers have worked with colleagues in housing on the feasibility scheme for the site to ensure the new formatted layout will meet with current and expected future demand of TA needs.
- 3.5. In March 2024, Manorfields had 60 residents, but has a maximum occupancy of 118 persons (92 beds) across 68 habitable rooms. The redevelopment of Manorfields is projected to have 91 habitable rooms within 40 units offering 94 bed spaces, with each unit having their own bathroom and kitchen, helping to create contained spaces that are more appropriate for longer term stays. The current preferred option from the feasibility works would triple the number of large family units at Manorfields (40% of units), allowing the Council to house more families in Council owned accommodation and reducing its expense on hotel accommodation. The self-contained units, proposed for Manorfields, would allow the opportunity for many families to create a more homely environment while they transition into permanent living accommodation. The proposed works would improve the quality of life for residents, not only by providing access to private bathrooms and kitchens, but also by providing access to communal spaces that allow them to excel, such as: children's play area, a book lending space, a computer space, an improved green space and a more welcoming reception.

PROGRAMME OF WORKS

- 3.6. Given the extensive pressures on housing, it would not be possible to undertake the works on site via a full decant, and a phased approach to the works is required. This will extend the

programme by circa 4 months, resulting in a proposed 14 month programme. Members should note that if the LAHF funding application is successful, there is a requirement to commence the works by January 2025, and complete before March 2026.

3.7. The below outlines the current indicative timeline for the programme:

Action and estimated Timescale

| | |
|----------------------------|--|
| January - March 2024 | Feasibility work undertaken to test the potential for refurbishment, including structural, mechanical, and electrical surveys. |
| June/July 2024 | Subject to grant award - Project team to be set up, procurement of consultants to be undertaken to deliver project management, employer’s agent and quantity surveying services, as well as technical advisory services. |
| July 2024 | Tender for works |
| September 2024 | Award of contract for works |
| September to December 2024 | Enabling Works and Pre Construction Services Agreement |
| January 2025 | Mobilisation for main works – phased works to be agreed. |
| March 2026 | Works to be completed and handed over to managing agent |

PROCUREMENT STRATEGY

3.8. It is recommended that the Manorfields Regeneration project will be procured via a Two Stage Design & Build process from RIBA Stage 2. It is proposed to follow an open tender route, initially seeking quotes for the pre-construction services agreement (PCSA). The proposed evaluation ratio for the tender is the standard Council 60:40 (finance: quality). However, quality will be protected by utilising a selection questionnaire and quality questions to ensure that only appropriately qualified and experienced bidders are in consideration. It is also proposed to waive the performance bond requirement for the pre-construction element only, following consultation with the relevant Officers as per the Contract Procedure Rules’.

3.9. A two Stage Design & Build from RIBA Stage 2 would mean that LBB tenders the project on the basis of the feasibility study carried out, with a pricing schedule and programme prepared by LBB and a separately appointed consultancy team delivering project management, quantity surveying, employer’s agent and technical advice services. The successful contractor is then engaged under a pre-construction services agreement (PCSA).

3.10. By procuring through a Two-stage tender it enables LBB to mitigate design risk and to benefit from the practical expertise that a contractor can bring to make the designs more efficient and buildable. At the end of the PCSA stage LBB will have the option to continue with the same contractor or to exercise the contractual break in order to competitively tender the main works, or halt the project, depending on the budget position. As part of this process the directly

appointed quantity surveyor will scrutinise the contractor pricing documents and advise LBB on clarifications and areas where costs should be challenged.

3.11. LBB will work with the separately appointed technical advisors to develop the contractor tender documents and to develop clear Employers Requirements to ensure that expectations are met.

3.12. To support the delivery and provision of redeveloping Manorfields, members of the Executive are asked to approve proceeding to procurement via a two-stage tender on an open basis, for a principal contractor to deliver pre-construction works, covering RIBA stages 2-4. This principal contractor would then proceed to deliver the capital works for RIBA stages 5-7 subject to their final costs remaining within the budget.

3.13. Given the pace that will be required to meet the grant funding requirements, it is recommended that Members approve delegation of the award of contract for works to the Director or Housing, Planning, Property and Regeneration, in consultation with the Portfolio Holder for Renewal Recreation and Housing and relevant senior Officers. This delegation request is made on the assumption that tenders for works are received within budget. Should this not be the position, a further report will be presented to Members.

3.14. Procurement Timetable

| | |
|---|---|
| 26 th June 2024 | Receive authority to proceed to procurement by the Renewal, Recreation and Housing Policy Development and Scrutiny Committee (subject to a successful LAHF funding outcome) |
| June 2024 | Project Manager (PM), Employers Agent (EA) and Quantity Surveyor (QS) awarded the contract |
| June – July 2024 | Officers and supporting consultants to prepare tender documents for two-stage tender. |
| July – September 2024 | Council to tender for the Pre-Construction Services Agreement (PCSA) stage via a two stage open tender process. |
| 4 Weeks from Approval to proceed (August 2024) | End of bidder clarification period two weeks prior to close of tender. |
| 5 - 6 Weeks from Approval to proceed (August 2024) | Six week Tender period closes for PCSA tender. |
| 7 Weeks from Approval to proceed (August – September) | Analysis of Tenders and clarifications to bidders and interviews if required. |

| | |
|---|--|
| 8 Weeks from Approval to proceed (September) | Evaluation of Tenders – Officers to score quotes based on quality questions and evaluation split. |
| 9-10 Weeks from Approval to proceed (September) | Consensus – Officers review scores given to ensure consensus on an agreed score for each quality question. |
| Late September 2024 | Council to award the PCSA contract. |
| November 2024 | Submit planning submission if required. |
| December 2024 | Review PCSA and proposed CSA for stage two of the tender. |
| January 2025 | Award main contract subject to budget and value for money requirements being met. |
| January 2025 | Mobilisation for main works |
| March 2026 | Works to be completed and handed over to managing agent |

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1. Manorfields has and will continue to house multiple vulnerable adults and children. The Manorfields Regeneration will enable independent living through access to a private bathroom and kitchen. This will protect those that may be at risk or a risk to others within shared facilities. Children will have access to a common play area, updated green space, and a book lending area.
- 4.2. Improved security will help ensure that those within TA at Manorfields are safe. This will reduce potential stressors for occupants.

5. TRANSFORMATION/POLICY IMPLICATIONS

- 5.1. The Manorfields Regeneration contribute to the Corporate Strategy to Make Bromley Even Better. It will meet the following objectives.
- 1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - 2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence, and making choices.
 - 3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
 - 4) For residents to live responsibly and prosper in a safe, clean, and green environment great for today and a sustainable future.
 - 5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.

6. FINANCIAL IMPLICATIONS

- 6.1. This report recommends, subject to the successful confirmation of the Local Authority Housing Fund (LAHF) grant, that Executive approves proceeding to procurement for a principal contractor to deliver the capital works for the repair and refurbishment of Manorfields, subject to the final costs remaining within the approved budget. The value of the construction works has been estimated at £3.8m. This report also notes that a requirement for a bond for the pre-construction works has been waived.
- 6.2. The report to Executive in April 2024 (HPR2024/013) approved the addition of Manorfields to the Capital Programme at a value of £5.2m, funded by LAHF grant of £4,313k and existing OPR capital programme budget of £888k.
- 6.3. The refurbished site will comprise between 40 and 42 units, compared to the existing provision of 62 units, but would result in an increase to actual habitable room space and bed provision. As the site would still be used for temporary accommodation post-refurbishment, the Local Housing Allowance (LHA) payable to residents would remain capped at 90% of January 2011 LHA rates per Government policy. However, officers estimate that although the refurbished site would comprise a fewer number of units, because those units would be larger and entirely self-contained, the rental income would be approximately £40k higher per annum than at present.
- 6.4. It should be noted that the Housing Delivery Update report to Executive in September 2023 (report HPR2023/051) approved, subject to further viability assessment, the acceptance of GLA grant to fund the development of affordable homes on the Manorfields site. This report included details of an indicative development appraisal for the site, which showed that it could potentially deliver 46 social housing units, at a capital cost of £19,500k (funded through £8,004k of GLA grant and £11,496k of external borrowing). This would result in a net initial cost per annum of £527k (including savings on temporary accommodation) and a negative net present value over 40 years of £10,314k. Report HPR2024/013 in April 2024 subsequently recommended the refurbishment of Manorfields for use as temporary accommodation, part-funded by £4,313k of LAHF grant per paragraph 6.2.

7. PERSONNEL IMPLICATIONS

- 7.1. Two Senior Project Managers will be required to support the development of several programmes, which included Manorfields Redevelopment (Report No. HPR2024/013). These Senior Project Managers will be funded from the revenue funding provided by LAHF, and the capital funding of the schemes themselves. The existing regeneration team will be managing these works until the Council is notified of the outcome of the LAH funding.

8. LEGAL IMPLICATIONS

- 8.1. This report seeks authority, subject to the successful confirmation of the Local Authority Housing Fund grant, to approve proceeding to procurement via a two-stage tender for a principal contractor to deliver pre-construction works, before proceeding to deliver further capital works (subject to the final costs remaining within the budget identified), with the authority to award the contract being delegated. Authority has been sought to waive the requirement for a performance bond for the pre-construction works.
- 8.2. The Housing Act 1996, Part 7 (as amended) sets out the Council's statutory homelessness duties, including the duty to provide temporary accommodation for certain classes of people and in certain circumstances. Under the Local Government Act 1972, the Council has the power to acquire land for the purposes of its functions and to dispose of such land. The Council has the

implied legal power to provide, maintain and improve its buildings and land. The Council also has various statutory powers to provide, maintain and improve housing in particular under the Housing Act 1985. In addition, the Council has the general power of competence to do anything an individual could do under section 1 of the Localism Act 2011. Further, the Council has a legal power under section 111 of the Local Government Act 1972 to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. These powers enable the Council to provide and commission contracts for works such as those set out in this report.

- 8.3. Under the Public Contracts Regulations 2015 the procurement of a works contract is categorised as a public contract within the meaning of the Regulations. However, the value of the construction works has been estimated at £3.8m which is currently under the threshold for works contracts. The Council would therefore not be required to comply with the full requirements of the Regulations only those set out in Part 4 of the Regulations. The Council would also need to comply with the requirements of its own Contract Procedure Rules and general procurement principles of equal treatment and transparency having regard to the subject matter and context of the contract.
- 8.4. As noted in the Procurement implications should the procurement be delayed, the Procurement Act 2023 will come into force on 28th October 2024 and the Council would need to comply with its provisions for any procurement commenced thereafter.
- 8.5. It is suggested that a two-stage tendering procedure is undertaken where after having received the services and agreed the open-book costs under PCSA, the Council and the contractor may, under the second stage enter into the works contract to build and deliver the project. Consideration would need to be given to the terms and conditions of the PCSA and in particular, ensure that should the Council not proceed with the same contractor for the second stage that the deliverables from the first stage in terms of design could be utilised in full by the Council.
- 8.6. Approval has been obtained through officers, so the requirement for a Bond is waived for the first stage of the works, due to the nature of the pre-construction works being commissioned. The service will however seek a performance bond for the second stage main works in line with the requirements of the Council's Contract Procedure Rules.
- 8.7. The Council will also need to be mindful of any terms requiring to be met in relation to the Local Authority Housing Fund grant should the application be successful as such grants usually contain conditions relating to public procurement and the Subsidy Control Act 2022. Legal advice should be sought at the relevant time.

9. PROCUREMENT IMPLICATIONS

- 9.1 This report seeks to proceed to procure for the Manorfields Redevelopment works, using an Open process.
- 9.2 This is a Works contract and the value of this procurement falls below the thresholds set out in Part 2 of the Public Contracts Regulations 2015, so is only subject to Part 4 of the Regulations.
- 9.3 As per 8.2.1 of the Council's Contract Procedure Rules, this procurement must make use of public advertisement, and therefore must also be advertised on Contracts Finder.
- 9.4 The procurement must comply with PCR 2015 principles of transparency and equal treatment. Any time limits imposed, such as for responding to adverts and tenders, must be reasonable and proportionate.

- 9.5 Should the procurement be delayed beyond the October 2024, this procurement must comply with the Procurement Act 2023 and comply with the principles as set out in the act.
- 9.5 The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain the Approval of the Executive following the Agreement of the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 9.6 In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council's e-procurement system.
- 9.7 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

10. PROPERTY IMPLICATIONS

- 10.1. It is noted that £888k from the OPR Capital Budget is contributing towards the cost of these works.
- 10.2. The Facilities Management Team should be kept informed of the Programme and any changes in the plans for the building to manage Maintenance and Compliance programmes.

11. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

- 11.1. The primary purpose of this regeneration is to deliver against The London Borough of Bromley's Housing Strategy, to improve the health, safety, educational attainment, employability, and mental wellbeing of those in Temporary Accommodation at Manorfields. This redevelopment will act as a transitional home for the occupants, which will enable independent living and improve the opportunities for both current and future generations.
- 11.2 Dependent upon the recommendation from the construction contractor, the boilers on site may be replaced.

12. IMPACT ON THE LOCAL ECONOMY

- 12.1. The impact will come from increased opportunity. For young adults this will come in the form of access to revision and workspaces... For adults this will come in the form of a computer space for job applications or mobile working and improved green spaces to support mental health. The additional private and communal facilities aim to increase levels of employment and facilitate self-study/learning. In addition, the site will provide much needed temporary accommodation reducing the Council's spend on expensive nightly paid accommodation.

13. IMPACT ON HEALTH AND WELLBEING

- 13.1. The impact of the regeneration of Manorfields TA will be positive for local residents, occupants and their families through access to additional communal and private facilities.
- 13.2. Providing access to private facilities such as a bathroom and kitchen will be impactful for occupants. Notable benefits include protecting vulnerable adults that may be at risk within shared facilities, a reduced potential for disagreements within current shared facilities, young children will be able to go to the toilet in their own dwelling, reducing the strain on parents.

13.3. Improved access to green space while offering enhanced communal spaces such as a soft play area, small library and computer space for job applications and homework, will have a positive impact on all TA occupants. These additions consider the TA focus of supporting vulnerable women and families, as they wait for a permanent housing solution.

14. CUSTOMER IMPACT

14.1. While Manorfields may temporarily close during construction in phases, the benefits of the enhanced facilities will far outweigh the inconvenience. Regenerating this site will provide opportunities to all those that occupy the dwellings. Providing transitional accommodation, which recognises that people are in longer term temporary accommodation will support the housing shortage the Council is facing as well as reduce expensive nightly paid accommodation.

15. WARD COUNCILLOR VIEWS

15.1 Ward Cllrs have been kept up to date with the recommendations, Cllr Botting has confirmed she approved of the recommendations in this report.

| | |
|---|--|
| Non-Applicable Headings: | |
| Background Documents: (Access via Contact Officer) | Local Authority Housing Fund: Report No. HPR2024/013 |

Report No.
HPR2024/023

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: For Pre-Decision Scrutiny by the Renewal, Recreation and Housing PDS Committee on Wednesday 19 June 2024

Decision Type: Non-Urgent Executive Key

Title: PROVISION OF LIBRARY SERVICE - CONTRACT PERFORMANCE REPORT AND VARIATIONS

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

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

Ward: All Wards

1. Reason for decision/report and options

- 1.1 In line with Contract Procedure Rules 23.26 this report provides an update to Members on the performance of Greenwich Leisure Limited (GLL) relating to the provision of the Library Services Contract. The value of the contract over a ten-year period is currently £41,260,703.
- 1.2 This report sets out contract modifications (also known as variations) that have been applied to this contract to date (detailed in Appendix 2) and seeks Approval to regularise these in line with the Council's procedures, as well as approval for further contract modifications related to the Library Repair Programme. The report also seeks Approval for a scheme of delegation to manage future contract modifications.
-

2. **RECOMMENDATION(S)**

- 2.1 **The Renewal, Recreation and Housing PDS Committee is asked to review this report and the performance of the contractor and provide its comments to the Executive.**
- 2.2 **The Council's Executive is asked to:**
- 1) **Note the performance of the Library Services contract delivered by the operator Greenwich Leisure Limited (GLL) as detailed within this report;**
 - 2) **Note the detail of contract modifications applied to the Library Services contract to date, summarised in paragraph 3.17 Tables 1 & 2 and detailed in Appendix 2;**

- 3) Approve contract modifications to the Library Services contract relating to the Library Repair programme at an overall estimated value of £1,133k as set out in paragraphs 3.18 to 3.22 noting that there is no additional funding requirement; and,**
- 4) Note that further contract modifications to the Library Services contract are expected, linked to the Library Repair programme, and are asked to approve the scheme of delegation to manage future contract modifications as set out in paragraphs 3.23 to 3.29.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: The contract has been designed to ensure that the existing levels of service are protected with scope for ongoing development to improve the outcomes for vulnerable adults and children.
-

Transformation Policy

1. Policy Status: Existing Policy
 2. Making Bromley Even Better Priority:
 - (1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
 - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
 - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Libraries
 4. Total current budget for this head: £5.17m
 5. Source of funding: Revenue budget 2024/25
-

Personnel

1. Number of staff (*current and additional*): 2.08 (Libraries Client Team)
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement: 1964 Public Libraries Act
 2. Call-in: Applicable: Executive decision.
-

Procurement

1. Summary of Procurement Implications: The actions identified in this report relating to variations and modifications are provided for within the Council's Contract procedure Rules, and the proposed actions can be completed in compliance with their content.
-

Property

1. Summary of Property Implications: The Libraries works programme will address the backlog maintenance at 10 Libraries currently not under development to improve the condition of the network of Libraries
-

Carbon Reduction and Social Value

1. Working with GLL our libraries contractor has enabled us to reduce, reuse, and recycle where possible.
-

Impact on the Local Economy

1. Summary of Local Economy Implications: Libraries are proven to have an impact on the Local Economy particularly post Covid. Most Bromley libraries are located on or close to high streets, the presence of libraries makes people feel more positive about their local environment.
-

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Libraries are proven to have a positive impact on health and wellbeing and are uniquely placed to make a difference to the local communities they serve. Bromley Libraries deliver a wide range of activities for all ages which combat loneliness and social isolation which link into the Council's Loneliness Strategy.
-

Customer Impact

1. Estimated number of users or customers (*current and projected*): 33,486 registered users used their library card to borrow an item in a library branch in 2023 representing an estimated 10.1% of the Bromley population. This does not include customers who used the library solely for purposes such as studying, activities or using public PCs.
-

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 report provides an analysis of the performance of Greenwich Leisure Limited (GLL) relating to the delivery of the Library Service contract. Performance data is included for Quarter 2 July-September 2023 and Quarter 3 October-December 2023; however, the commentary covers a longer period until April 2024.
- 3.2 The GLL Library Service Contract commenced on 1st November 2017 and has now entered the seventh year of a ten-year contract with an option of a five-year extension by mutual consent. The libraries contract requires that the performance of the contractor be reviewed by the Council on an ongoing basis to ensure value for money and that continuous high standards are maintained. There is specific provision within the contract for scrutiny twice a year with the last report provided as an information only report to Members in November 2023.
- 3.3 The services managed by GLL as defined in the contract and service specification include.
- The frontline operational/virtual library service
 - Community Support Centres Service
 - Strategic management, specialist, and support functions
 - Bromley Historic Collections
 - Facilities Management-security and cleaning
- 3.4 A key aim of this contract is for Bromley Libraries to promote enjoyment of reading and sharing of books to increase the number of items issued. Recent statistics show that for the second consecutive year, Bromley is the highest issuing authority of books in London due to the continued investment in our high-quality stock both physical and digital.
- 3.5 A key ambition of the contract is to improve the quality of our Library buildings to increase footfall and attract new users. Modern library buildings provide unique social spaces which bring communities together. Bromley libraries offer free IT provision, workspace and activities and events. As highlighted throughout this report the library estate needs repair and investment, which is currently underway. New and refurbished libraries provide purpose-built enhanced provision offering more than books alone to meet post COVID needs of customers.

Service Performance

- 3.6 The Client Team measure performance of the library service using 26 bespoke key performance indicators (KPIs) with financial penalties for breaches. Four additional KPIs have now been added for the Community Support Centres which were added to the contract following TUPE transfer of the service in March 2024 and will be monitored in an identical manner.
- 3.7 Failures of service performance are managed through a points-based Performance Adjustment (PA) system which are awarded if a standard identified by a KPI is not met. KPI incidents and their mitigation are discussed at monthly contract monitoring meetings with GLL and dealt with on a case-by-case basis. The invoice for the preceding month is reviewed and agreed based on KPI performance during the previous month. See Appendix 1 for a summary of reports covering the six-month period from July to December 2023.
- 3.8 It was noted in the previous report (November 2023) that an incident at Central Library in June 2023 caused two PCs to remain out of order for which a financial penalty of £1,465.36 was applied. The Libraries Client Team set rectification actions to ensure this did not occur again. A review of these monitoring actions was completed at a contractor monitoring meeting with GLL in November 2023 where all actions were confirmed to have been completed, with GLL continuing to apply lessons learned to the contract.

3.9 At the end of the contract year (November 2023) the annual performance of the Library Service was reviewed. As per KPI 2, the service provider being able to increase annual issues and/or visits by a minimum of 1% is due a credit defined in Performance Adjustment Points. In this instance GLL were able to far exceed this metric – see table below - which corresponded with an award of £1,362.56, paid in February 2024

| Contract Year (Nov to Oct) | Issues | Visits |
|-----------------------------------|---------------|---------------|
| 2021/22 | 1,566,768 | 964,239 |
| 2022/23 | 1,733,950 | 1,159,548 |
| % annual increase | 10.7% | 20.3% |

KPIs

- 3.10 Thirteen separate incidents of KPI failure were noted in libraries between July to December 2023 for which GLL reported the issues to the Libraries Client Team promptly and provided further information in incident reports shortly after resolution, fully adhering to performance reporting requirements of the contract.
- 3.11 Three incidents were related to temporary closures of libraries following evacuations. Central and Biggin Hill libraries both experienced fire alarms requiring evacuation and attendance of the Fire Brigade, though no fires occurred and all-clears were given. Chislehurst experienced a gas leak smell and evacuated the library while National Gas Emergencies attended to investigate and provide the all-clear. In all instances the appropriate action was taken to close the library while staff and users were evacuated to safety awaiting instructions from emergency services.
- 3.12 Six incidents were recorded related to internet connections in libraries failing, affecting public PCs, Wi-Fi, and occasionally self-service kiosks. Four of these were caused by national outages related to Sky's internet services. One related to on-site Sky equipment temporarily failing. One was due to nearby OpenReach fibre works being unfinished and leaving internet access unavailable at the library. In all instances GLL sought to resolve the issue with the appropriate provider.
- 3.13 Three incidents related to a technical issue with a self-service kiosk which was unable to be used by the public. These required Bibliotheca engineers to attend to resolve. In one instance there was a week long delay due to the availability of Bibliotheca engineers, GLL informed them that this was an unacceptable time scale and better response times were required in future. The final incident related to a staffing issue which required staff from another library to travel to resolve, resulting in a short ten-minute closure at the start of the day.

Mitigation and Penalties

- 3.14 For the monitoring period of July to December 2023, all mitigating circumstances including force majeure were accepted by the Libraries Client Team as it was agreed GLL acted appropriately in all circumstances and contacted required third parties immediately for resolution where required. Additionally, all reports were made to the Client Team without delay and provided full updates throughout, therefore it was not necessary to apply penalties during this period.

Contract Modifications

- 3.15 Several contract modifications have been applied to the Library Services contract to date and further modifications are likely. The Contract modifications applied are either additional services supported by additional funding and grants received during the lifetime of the contract, or for one-off modifications linked to capital repair and refurbishment programmes. Therefore all modifications have been fully funded and approved by the Executive previously, e.g. works to St Paul's Cray library as part of the OPR programme.

- 3.16 The contract modifications applied to date were identified as the most efficient and risk averse way to deliver additional services/works within libraries through the existing supply chain established by GLL further demonstrating value for money. All contract modifications have been separately funded through one-off agreed project budgets or grants **and none of the modifications are unexpected or unfunded costs to the Council.**
- 3.17 Since the commencement of the contract on 1 November 2017, multiple contract modifications have been applied or are in progress. Tables 1 and 2 provides a summary of contract modifications to date and Appendix 2 provides full detail.

Table 1: Modifications to Date

| CCN Number | Modifications | £,000 |
|-------------------|---|--------------|
| 1 | Purchase of book sorter and stock | 94 |
| 2 | Business Improvement District (BID) levies | 75 |
| 3 | Start Up Bromley - Central and Orpington | 216 |
| 4 | Start Up Bromley - Biggin Hill & Additional Funding | 136 |
| 5 | Nighttime Enterprise Zone (NTEZ) - Library Lates | 43 |
| 6 | Start Up Bromley - Business Advisor post, 2 years | 80 |
| 7 | Refurbishment of St Paul's Cray Library (part of OPR) | 426 |
| 8 | Library Repairs Programme - Specialist operator consultancy | 198 |
| TOTAL | | 1,268 |

Table 2: Modifications in Progress

| CCN Number | Modification | £,000 |
|-------------------|--|--------------|
| 9 | Community Support Centres | 738 |
| 10 | West Wickham Temporary Library | 150 |
| 11 | Relocation costs and Lewis House works | 245 |
| TOTAL | | 1,133 |

Contract Modifications required

- 3.18 Ongoing capital works to nine libraries locations are underway and expected to continue through the 2024 to 2026 period as part for the Library Repair Programme which will result in interruption to usual library services at branches undergoing active works, either through temporary closures or relocations. The Service Provider, who is already being contracted in this programme to provide specialist operator consultancy time, are a natural fit to provide, advise on, or sub-contract project work as occupiers of these branch locations, such as arranging movement and storage of existing library equipment or purchasing new ones. Approval was given at Executive (**HPR2023/050**).
- 3.19 Two modifications are required to co-locate the Community support Centres locations and TUPE transfer the service to GLL. An amount of £426k for the refurbishment of St Pauls Cray Library (CCN7 – previously approved) was allocated to GLL to complete this work on a co-located space with the Community Support Service addressing the works identified in the condition survey conducted as part of the OPR. An amount of £201,307 per annum (CCN9), equating to £738k for the remaining lifetime of the contract, was approved as the operating budget post transfer. Following scrutiny both variations received Executive approval in February 2023.

- 3.20 Library Improvement works are currently underway at West Wickham Library on the current site as part of the Library and Housing scheme. While the work takes place a temporary library is provided which is leased to GLL. A variation is required of up to £150k (CCN10) which covers the rent and insurance of the temporary library, removal, and storage of stock. Following scrutiny, approval was given at Executive in November 2021 (**HPR 2021/059**).
- 3.21 Report **HPR2024/020** Library Repair Works programme sets out other variation costs which will need to be added to the contract. As part of ongoing works for the Library Repair Programme, costs associated with storing library stock and furniture during the works, and the temporary libraries at Beckenham (Lewis House) Chislehurst and Orpington, a variation amount of £245k (CCN11) will be required.
- 3.22 It is recommended that the Executive approve a variation to GLLs contract value of up to £1,133k to regularise in line with the Council's agreed procedures the modification costs to the GLL contract relating to the library repair programme including West Wickham and St Paul's Cray Libraries.

Modifications - Scheme of Delegation

- 3.23 Under the Council's Contract Procedure Rules, authorisation for modifications that were not originally set out within the contract are based on the cumulative value of all such modifications, with Portfolio Holder approval required for £100k cumulative value or Executive approval for £1m cumulative value. The cumulative value of modifications applied to date exceed £1m and therefore Executive approval is required for all future modifications, regardless of value. For this contract and the ongoing Library Repair programme, this is likely to be impractical and prevent timely responses to emerging issues.
- 3.24 Further modifications will be required to the Library Services contract linked to the Library Repair programme. The nature of these scheduled capital works across multiple library locations leads to a significant number of small modifications expected to be being required over the duration of this scheme, each requiring prompt authorisation to keep to key project timelines and avoid delays which could affect the provision of library services to Bromley's residents. A scheme of delegation is proposed for modifications to the Library Services contract for its remaining term to manage these more efficiently and effectively.
- 3.25 The re-location of Bromley Central Library is subject to separate consideration as set out in report **HPR2023/056**. It is anticipated that there will be further modifications required to enable GLL to further share their expertise and knowledge relating to this project.
- 3.26 Report **HPR2024/020** also sets out the programme for Crofton Roman Villa. The Council has granted a licence to GLL to operate the Roman Villa facilitating school visits and activity sessions and opening to the public at scheduled times. A variation will be required to award operating costs of up to £8k for 2024/25 to GLL for this additional service.
- 3.27 All modifications made under the scheme of delegation will be subject to the normal Gateway decision making process and are subject to Agreement from the relevant Officers: the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance. Legal and procurement advice will be taken to ensure any modifications are compliant with the Public Contracts Regulation 2015.
- 3.28 Executive are therefore recommended that any future modifications are delegated to either the Chief Officer of the Portfolio Holder depending on value.

| | |
|--|---|
| <p>Chief Officer Approval</p> <p>In consultation with the Portfolio Holder for Renewal, Regeneration & Housing</p> | <p>Any single variation with a one off or recurring annual value of up to £500k</p> |
| <p>Portfolio Holder for Renewal, Regeneration & Housing Approval</p> <p>With pre-decision scrutiny by the Renewal, Regeneration & Housing Committee</p> | <p>Any single variation with a one off or recurring annual value over £500k</p> |

3.29 It should be further noted the budget to fund any further modifications would need to have been formally approved in accordance with Financial Regulations before action is taken in respect of the Contract. Therefore the delegated authority does not increase financial risk.

Benefits and Quality

3.30 The commissioning of the Library Service was initially carried out with the goal of maintaining, and improving the delivery of this statutory service whilst achieving lower revenue costs which the contract has delivered. Throughout the contract term to date, GLL has demonstrated that it is in the main successfully managing the service while keeping the Councils operating costs down (through business rates exemption and economies of scale savings). This approach has enabled Bromley Council to retain a high-quality service which continues to develop and improve supporting Council priorities, avoiding more extreme service reductions that other authorities have taken or are currently considering.

3.31 GLL remains the biggest Library operator in the UK which has ongoing benefits for Bromley. GLL have been able to partner with the Council to deliver a wider range of services including the Community Resource Centres. GLL was also able to deliver the refurbishment project at St Pauls Cray Library quickly due to the size of their organisation and resources and expertise available to them. They have also been able to provide consultancy services for the library repair programme due to their knowledge and expertise in this area,

3.32 Every year the Chartered Institute of Public Finance and Accountancy (CIPFA) request a suite of annual performance and finance data from each public library service in the UK for comparison with similar local authorities. For the period 2022-23 Bromley Libraries issued the highest number of books out of any reporting London Borough for the second year in a row. See paragraph 3.42. Other GLL managed services noted high performance with Wandsworth second behind Bromley for issues and Greenwich sixth.

Monitoring and Quality Control

3.33 The Libraries Client Team continues to fully demonstrate that it can successfully manage, and monitor performance and oversee ongoing development of the contract on an ongoing basis. The focus for both the Contractor and the Client Team since the pandemic has been to fully restore service usage to pre-Covid levels and to further develop the service which requires a collaborative approach. All contract milestones have been met during this monitoring period including monthly contract meetings and milestone reviews at six and twelve months.

3.34 The Client Team undertakes additional internal monitoring processes to keep the contract on track addressing any operational issues as they happen. Headlines relating to the development and performance of the Library Service are provided in weekly divisional updates to the Director of Housing, Planning & Regeneration. A highlight report summarising the latest workstreams on

the performance and development of Bromley libraries are sent fortnightly to the Portfolio Holder for the Renewal, Regeneration & Housing Policy, Development & Scrutiny Committee.

- 3.35 The Client Team undertakes unannounced spot checks on libraries to ensure the required standards are being met. Aspects of the service which are checked include cleanliness of the libraries, quality of stock, staffing levels and ICT equipment including public PCs and self-service kiosks. Findings and observations are documented, issues identified are cross checked against GLL incident reports to ensure they have been accurately reported to the Council.

Operational Risk

- 3.36 The main operational risk of the contract is identified as force majeure which describes issues beyond the control of the Contractor. Examples include library closures during lockdown periods and recent ICT issues. Both GLL and the Council continue to monitor and update their risk registers and strategic planning documents to include the impact of potential new force majeure incidents including those relating to projects to protect service levels from disruption.
- 3.37 The contract risk register includes operational risk due to the condition of library buildings which has resulted in some unplanned closures. A Landlord/Tenant split was agreed under the contract terms. GLL is fully compliant with their responsibilities but the extensive backlog of maintenance issues for which the Council is responsible has led to some unplanned closures of libraries. The Library Repair Programme which is currently underway will improve the condition of library buildings and mitigate the risk of sudden closures. The Client Team ensures that the contract is compliant while the works take place.
- 3.38 Issues with temperature and humidity levels have developed affecting the stability of the environmental conditions in the Bromley archives store on Floor 8 of Central Library. This has been identified as a risk as special environmental conditions are required to maintain archive accreditation. In April 2024 after investigation by Bromley facilities management, remedial works to the air extraction fan and dehumidifier were carried out, however problems have recently re-occurred. BHC are continuing to monitor the environmental conditions - see paragraph 9.2.
- 3.39 A recent Unite ballot of Union Members of the workforce of Bromley Libraries recommended industrial action on several issues relating to GLL terms and conditions. This involved 31 staff of a workforce of 168. Industrial action took place on 26th March. GLL kept all libraries open with no visible impact on Library service users. The Client Team meets on a regular basis with Unite the Union to discuss any issues they have relating to service delivery.

SERVICE PROFILE/DATA ANALYSIS

Issues and Visits

- 3.40 Overall monthly issues of items of all types show continuous increases, both compared to pre-COVID levels and against the previous year, during the Jul – Dec 2023 period. In this period the library service issued 910,328 items including books & audiobooks, eBooks & eAudiobooks via the Libby app, and eMagazines/eNewspapers through the Newsreader app. This represents a 25.4% increase against the same period in 2019 (pre-COVID), and an 8.1% against 2022.
- 3.41 This continues an upward trend in the volume of items borrowed since the start of the pandemic while also exceeding pre-pandemic levels. This is despite interruptions to usual service including the temporary relocations of West Wickham Library from April 2023 ongoing, and St Paul's Cray Library which ended August 2023. While issues at these libraries decreased during their temporary relocations, the overall service still performed better against the previous year.

- 3.42 Based on data received from CIPFA for participating public library authorities in the year 2022-23, Bromley ranked 1st in number of book issues, had the 2nd busiest library in terms of issues, and 5th busiest library in terms of visits out of the 23 participating London boroughs. This echoes the previous year's achievement of achieving 1st place in book issues.
- 3.43 Visits to libraries in Jul – Dec 2023 increased 13.8% compared to the same period in 2022, despite the temporary relocation of library branches mentioned above, which shows continued increase in popularity over time. Visits to libraries nationally remains lower than 2019 levels, but the continued increases in Bromley show a recovery to pre-COVID levels of use.

Digital issues

- 3.44 Bromley Libraries continue to build on its success in issuing digital items, such as eBooks and eAudiobooks, which has been increasing in popularity every year. An initial boost was given at the advent of the pandemic where the online stock made available was expanded, but since then has remained a prevalent service to library users. For the Jul-Dec period 2023, the digital service issued over 168,000 items. Comparing against 2022, this represents a +24.4% increase (compared to +5.1% for physical items). The digital service increased its share of all service issues from 16.1% to 18.5% and exceeded Central Library's issues in the same period.
- 3.45 Self-service check-out, renewal, and return of items borrowed is available to users via self-service kiosks at all libraries which have been replaced with newer models last year as part of the ICT Refresh. Further self-service technology is being trialled in some branches that allows users to use their own mobile devices within a library branch to take out & return items. Users may also renew their loans online via the Library Catalogue, which received further integration directly onto GLL's Better website for even easier navigation.

Activities & Events

- 3.46 The libraries events programme offers activities and reading groups for both children and adults. Between Jul-Dec 2023 the library service ran over 1,450 activities, 105 reading group sessions, 160 class visits to libraries and 39 visits to schools for children. For adults over 360 activities and 185 reading group sessions were run. An additional 135 family events took place. In total over 39,000 attendees were recorded across all event types. Additionally, the 2023 Summer Reading Challenge (SRC) with a sports and game theme ran in the school summer holidays, attracting 5,220 young participants, with 2,661 completing the challenge. Activities bought-in to support the SRC include visits from Jambes Owls plus events from authors and theatre groups such as Fiction Dance and Cat & Hutch. Plans are in place for the 2024 Summer Reading Challenge "Marvellous Makers" which commences on 6th July.
- 3.47 Examples of the regular year-round children's activities programme include Baby Rhyme Time, Story Time, Lego Club, and Craft Club. One-off events are also held including class visits, author events, puppet shows, and holiday-themed events. The regular adult programme includes Coffee Morning, Social Saturdays, Craft sessions and Tea and Topics. Obie projectors at Penge and Mottingham libraries offer physical activity in non-traditional spaces. Video activities continue to be produced by Bromley libraries staff and posted regularly on Facebook for those who cannot attend the libraries in person.
- 3.48 Special activities are added to the programme throughout the year. Between July-December, examples include talks from boxer Ella Harris, celebration of GLL's 30th birthday with tea and cupcakes, observing Black History Month and Libraries Week, and seasonal activities for Halloween and Christmas (including carol singing and pantomime). Throughout the year authors Venessa Taylor, Sam Gayton, and Jane Ulysses Grell gave talks and workshops.

3.49 The libraries have collaborated with several LBB cultural and business initiatives including continued involvement by Central Library in the Night time Enterprise Zone (NTEZ) events in the summer (High Street Lates: Sport and Wellbeing Festival) and winter (Winter Lights Spectacular) hosting performers throughout the night. In Feb 2024 Orpington Library worked with the Regeneration team to host an interactive survey with children about nearby Crofton Roman Villa.

Bromley Historic Collections

3.50 The Museum Collection is managed by GLL in partnership with The Earth Museum who are leading on development of Bromley Historic Collections. The Earth Museum have developed and supported trials of new engagement projects which have been trialled in two branch libraries and include the Rebel community-based workshops which aim to connect with the re-opening of the David Bowie bandstand.

3.51 Following a successful funding bid of £5,000 from The National Archives Testbed Funding Award for equipment and training in the process of 3D imaging, and hosting online, interactive versions of our exhibitions, BHC continue to seek to progress future funding bids which will develop and improve services.

3.52 Loan boxes continue to be a key part of BHC's outreach work. The loan box collection for schools now includes Titanic, Greek and Tudor history information and will be expanded.

3.53 BHC are working closely with Council officers to ensure records or items are being transferred to the archives such as council minutes, town twinning, documents, books of condolence, planning documents and deeds. BHC have regular meetings with the Council's information management team to ensure retention schedules are up to date. In anticipation of the Council's office move, in Autumn 2023, the Senior Archivist was invited to the Mayor's Office to appraise items for transfer to the archives or museum collection.

Activities & Exhibitions - Bromley Historic Collections

3.54 Bromley Historic Collections have been involved in many community events this year with an opportunity to promote the service and engage Bromley residents in the collection. In July 2023, BHC took part in the second of the Bromley's NTEZ events, a sport and wellbeing festival in Bromley town centre. Central showed the 'Bromley Boys' film, hosted a promotional tent on the high street, and BHC held an exhibition with Bromley Football Club. There were also David Bowie related items on display.

3.55 In September 2023, BHC took part in the Open House festival. Archive tours were fully booked. An event, introduced by the Mayor of Bromley, was held on 15 September 2023, Battle of Britain Day, to celebrate the new installation of the Battle of Britain lace panel in Bromley Central library and featured as part of the Open House festival. Bromley Historic Collections curated an exhibition to complement the talk on textile conservation and the Senior Archivist gave an insight to the work of Bromley Historic Collections. The lace panel is available to view in Bromley Central Library during normal library opening hours. BHC have provided information on the panel for visitors and will be including it in their education work with schools.

3.56 In February 2024, Bromley Historic Collections gave a talk in Orpington library to on Crofton Roman Villa to support the consultation for a Heritage Lottery Fund bid to improve the site. Repair works to the site which houses the monument will commence late Autumn.

PLANS FOR ONGOING IMPROVEMENT IN PERFORMANCE

3.57 The Libraries Contract was designed to encourage the Service Provide to think innovatively and continually look for ways to develop and improve performance paragraphs 3.39 - 3.55 provide examples of strong performance and growth of the service during the monitoring periods. Plans for ongoing improvements in performance relating to the development including supporting the Council's current priorities are detailed below in paragraphs 3.58 - 3.67.

Added value: supporting Council priorities

3.58 The Library Service has also been involved with the Council's newly formed Digital Inclusion Action Group, sharing the services available to users to prevent digital exclusion and committing to help Bromley residents navigate and engage in today's digital world. In-branch, public PCs are made available to anyone with a library card (over 25,000 sessions or 38,000 hours in this six-month period) plus free Wi-Fi for everyone, with staff on-hand to assist in using these and personal devices. Some libraries offer free Hublets for use within the library. Since Feb 2023 GLL has also offered a scheme to provide free mobile SIM cards to residents on low incomes as the result of a successful application to the Good Things Foundation.

Co-location of Community Outreach Services

3.59 Due to ongoing building issues at Cotmandene Community Resource Centre (CCRC) and Mottingham Community Resource Centre (MCLS) along with the expiry of the lease at MCLS, the Council has been exploring options for the long-term delivery of the Community Outreach Service. A decision was made at Executive in February 2023 to permanently co-locate CCRC to St Pauls Cray Library and to transfer the management of the service to GLL. Following the TUPE consultation period, the TUPE transfer of the three staff was finalised in March 2024

3.60 St Paul's Cray Library & Community Support Centre re-opened to the public on 8th August following extensive refurbishment operating as a co-located facility in a modern re-imagined space The programme of work addressed the recommendations of the condition surveys provided as part of the Operational Property Review (OPR). Improvements included a disabled toilet, and a revised spatial layout which increased the size of the children's library.

3.61 Trend analysis of statistics for the period Oct – Mar between years 2022-23 and 2023-24 (business-as-usual periods pre-and-post refurbishment) show issues of library items have increased 13.5% and visits to the collocated building have over doubled, increasing by 119.7%, Footfall has been boosted by the mid-month launch event and wider range of services available due to the co-location offering an extended service to the communities including help with benefits, managing unemployment, housing queries and job-seeking.

3.62 Having trialled delivery of the Support Centre service at Mottingham Library resulting in low footfall, a decision was made to retain provision of the Mottingham Community Support Centre on the Mottingham Estate with Castlecombe Youth Centre being identified as the location having become unexpectedly available. The Castlecombe building will be a co-located facility bringing together the LBB Youth Service and The Community support service operated by GLL. The repair work and refurbishment are expected to take place in 2025.

Reducing loneliness & isolation

3.63 The importance of activities to all age groups remains a priority for the library service with the aim of combatting social isolation and supporting the Council's Loneliness strategy. GLL are a key partner in Bromley's Tackling Loneliness Action Group attending meetings with Bromley's Loneliness Team and other stakeholders. The Contractor has developed partnerships with key voluntary groups such as Community Links.

- 3.64 Staff have also been finding new ways to reach out to the community and promote the Home Library Service such as hosting a tent on the high street during the NTEZ Winter Light Spectacular event in October 2023. The Home Library Service (HLS) combats loneliness and is available to those living at home or in a care setting who are unable to visit a library in person. The new marketing of the service, 'Books and More to Your Door', has been successful in attracting new users. Home Library Champions were appointed in all libraries and leaflets sent out to doctor's surgeries to promote the service. This service has continued to grow and evolve.
- 3.65 Libraries also offer a 'place to be' whether it is reading a book or newspaper or doing a jigsaw puzzle. Warm drinks are offered during the winter months, ensuring that Bromley residents were supported in a safe space. In November 2023, the Deputy Mayor and Mayoress joined residents at Mottingham library to promote their Friday afternoon events held on the last Friday of every month for residents to come together for a chat and a hot drink.
- 3.66 A Library offer for refugees has been developed by GLL across its partnerships. This supports all refugees with books in their languages for all ages, and simplified library membership that doesn't require a fixed address (e.g. can be a hotel). Ukrainian Coffee Mornings for refugees and sponsors continue with attendance averaging at 50-100 people. GLL also offer private spaces for people who need to sit job interviews or contact family ('Room to Zoom' campaign).

Information Management

- 3.67 Bromley Historic Collections is continuing to work with the Council's information management team to ensure the retention and storage of Council records and historic documents in line with recommendations made as part of the accreditation from The National Archives. BHC and LBB now have a shared interface through which LBB colleagues can consult information about archive procedures or contact the archives for storage. BHC also continues to support those holding historic records across the Borough e.g. the parish records audit.

PLANS FOR ONGOING IMPROVEMENTS IN VALUE FOR MONEY

Building Improvements

- 3.68 The contract encourages ongoing improvements in value for money which is being achieved by introducing new services and modernising library buildings. St Pauls Cray Library was the first library to be refurbished and fully re-modelled to accommodate both the library service and the Community Support Service outreach (paragraphs 3.58-3.61) Other examples include Start Up Bromley spaces (paragraphs 3.73-3.76). GLL continue to develop this service demonstrating further value for money on the initial investment from ARG funding.
- 3.69 Work to redevelop West Wickham Library is currently underway on the current site as part of the Library and Housing scheme. It is anticipated that the redevelopment project will be completed at the end of 2024. The new extended library will include a café, fully accessible toilets, hireable community events space, outdoor space, and a classroom for children's events. While the work is underway, a temporary library has been provided in nearby Coney Hall at 77 Addington Road. Feedback from residents on this provision has been positive.

Library Repair Programme

- 3.70 In November 2022 Executive agreed to adopt the Operational Estate Strategy prioritising investment in Council buildings that deliver statutory services which includes libraries. Refer to the RRH PDS June committee report number **HPR2024/020** which provides a comprehensive update on the library repair programme.

Stock Purchasing

- 3.71 In Compliance with KPI 22 relating to stock purchasing, the ring-fenced stock fund budget remains at £450k per annum while other authorities are reducing their stock budgets, this is reflected in the popularity of stock Bromley libraries resulting in our top ranking in the CIPFA statistics for issues. The stock fund is maximised by the economies of scale savings GLL achieve when purchasing stock for their five public library partnerships and prison libraries. GLL is compliant in providing regular stock purchasing reports which give a breakdown of the stock purchasing fund demonstrating that it has only been used for the purpose intended. Appendix 3 provides a summary of the current stock spend over the last financial year.
- 3.72 A stock plan setting out the allocation of stock spend for each financial year is submitted annually for approval from the Client Team- Appendix two. The stock fund is allocated across a variety of physical stock categories ranging from fiction and non-fiction to large print and reference items. Digital categories include the eBook, eAudio and eMagazines and newspapers. The stock plan for this current financial year was based on post COVID trends. The allocation for the development fund category has been increased this year to reflect the repair programme so that when libraries re-open they will benefit from new stock to attract more visitors. There have been some minor variations to stock categories as the year progressed based on demand.

Start Up Bromley

- 3.73 Start Up Bromley (SUB) is a membership programme managed by GLL offering specialist facilities and support for entrepreneurs and new business owners. The free scheme offers business centres with sound-proofed office and meeting spaces in Bromley Central, Orpington and Biggin Hill libraries. The first year of the programme was funded by the Additional Restrictions Grant (ARG). Members can attend workshops, 1:1 consultations and networking events supported by an active business community across the Borough. To date Start Up Bromley has attracted more 611 members and works in partnership with other GLL Start Up programmes at Wandsworth and Greenwich.
- 3.74 Start Up Bromley was awarded UKSPF Supporting Local Business (SLB) funding of £80k over two years from April 2023. The purpose was to resume the initial assistance provided by a Business Advisor for 1:1 support to businesses and entrepreneurs who will also have access to a network of business experts specialising in topics such as ecommerce, sales, marketing, business strategy, and leadership.
- 3.75 Start Up Bromley continues to be involved in a range of events to support entrepreneurs and the wider community. In September 2023, SUB hosted an End of Summer Market in the Orpington Market Square, in collaboration with Orpington 1st and the Walnuts Centre. In October, the service participated in the third of Bromley's NTEZ events, a Winter Lights Spectacular, to showcase to a wider client base. As part of Black History Month, Your Bromley hosted a celebration in Market Square on Sunday 1st October. The event included a Black creators and makers market and sessions hosted by Start Up Bromley's members.
- 3.76 In January 2024, Start Up Bromley supported the launch event for 'Bromley Business Growth' hosting a Members Showcase demonstrating the range of services provided by Start Up Bromley members. Bromley Business Growth offers free advice to Bromley businesses, including two new local support services through partners Goldsmiths, University of London and Newable, funded by the UK government through the UK Shared Prosperity Fund (UKSPF).

USER/STAKEHOLDER SATISFACTION

Customer Satisfaction

3.77 Results have now been shared for GLL's 2023 Annual User Satisfaction Survey. 746 responses were received, highlights included an average of 4.7 out of 5 rating of 'overall experience' of Bromley Libraries, and ratings above 4.0 for all other all rated service offers, demonstrating a high-quality perception of the library service by its users. An overall score of 4.8 out of 5 was achieved for the statement "Staff are welcoming, knowledgeable and efficient". Accessing the wide range of books was considered one of the 'best things' about visits to libraries by 77% of respondents, with helping their children socialise in activities (32%) and access to computers and internet (32%) being the next most popular.

3.78 The areas noted for improvement from the survey include the provision of adult activities (which still was rated 4.2 out of 5 overall) and improving knowledge of online resources available, were 7% of users did not know of these at all. Optional questions about respondent demography were asked in the survey to support the Council's Equality, Diversity, and Inclusion goals, with customer profile demographics being published on the Council's website in line with these.

Complaints

3.79 The total number of complaints received about the library service in the six-month period from July - December 2023 was twelve which is five fewer than in the previous six-month period, all received by GLL. All complaints received a written response from GLL and noted at monthly Client/GLL meetings.

3.80 Members have previously requested complaints to be provided in a format showing the top complaint themes as detailed below:

| Complaint Type | Number of Complaints | Libraries |
|---|----------------------|---------------------|
| Received by GLL | | |
| Princh (printing service) | 2 Complaints | 2 x Bromley Central |
| Lift out of order | 1 Complaint | 1 x Bromley Central |
| Public toilets out of order | 1 Complaint | 1 x Bromley Central |
| Too warm inside | 1 Complaint | 1 x Bromley Central |
| Incorrect BHC email address listed online | 1 Complaint | 1 x BHC |
| Late activity start time | 1 Complaint | 1 x Petts Wood |
| PlayZone not available all the time | 1 Complaint | 1 x Bromley Central |
| Perspex screens still in place at front desk since pandemic | 1 Complaint | 1 x Bromley Central |
| Content of graphic novels | 1 Complaint | 1 x Penge |
| Staff level of service | 1 Complaint | 1 x Beckenham |
| Disruptive environment | 1 Complaint | 1 x Penge |
| Received by LBB | | |
| <i>None</i> | | |

3.81 GLL responded to each complaint with a full explanation, resolving/escalating issues for resolution where possible. The public toilets at Central Library remain out of order, and there are no plans to repair these given the wider plumbing and drainage complications in relation to the condition of the building. The public lift was placed out of order due to mechanical fault which required a specialist contractor to be sought by Bromley Facilities Management (BFM), which

was resolved by the end of Feb 2024. The excessive warmth was a combination of naturally hot weather and heating controls which had been incorrectly set, also resolved by BFM.

- 3.82 Princh is the new cloud printing services introduced into Bromley Libraries as part of the ICT Refresh which expands the ability to send print jobs to a library printer from anywhere in the world. Feedback was given by Library users which was taken on board by GLL ICT team and included correcting incorrect online information.
- 3.83 One-off complaints about events include late starting activities and the disruptive environment caused by noise generated. The Play Zone at Central Library has expanded the number of activities run weekly since the complaint received, however it is not possible for it to be available all the time due to health & safety and safeguarding considerations. Other complaints receiving responses during this monitoring period related to comments about their experience with staff and content of graphic novels available.
- 3.84 In addition to the above complaints received through regular complaint processes, a noise complaint was received from a resident near to Mottingham Library due to a fault related to the intruder alarm continuously sounding. This was escalated urgently to Bromley Facilities Management (BFM) who were able to provide a quick resolution in collaboration with GLL.
- 3.85 GLL also received positive feedback during this period – seven complementing staff and one for the Coding Club at Central Library. Suggestions included introducing a crochet group, and an online booking system for public PCs. Additionally, they received three suggestions relating to provision of public toilets.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 Public libraries are uniquely placed to make a difference to their local communities bringing people together for social interaction by offering free opportunities to the community to learn new skills and make friends. GLL prioritises the needs of vulnerable adults and children which has been demonstrated within this report. The Contactor is committed to developing services for them and to continuing to look at funding opportunities to expand their offer. Bromley Libraries provide more than books also offering face-to-face activities to connect library users and reduce social isolation. There are reading groups for all ages e.g. children, teens and adults. Bounce and Rhyme and Storytime sessions at all Bromley libraries are invaluable for new parents wanting to make friends with a shared experience and connect with their children.
- 4.2 Bromley libraries continues its commitment to inspire physical activity in non-traditional spaces. London Sport's Together Fund has funded interactive fitness console in Mottingham and Penge libraries. The technology aims to improve health outcomes and tackle higher than average levels of obesity in the community in a fun and engaging way. In March 2024 Mottingham library recorded over 250 children and adults attending sessions. It supports all children's events including Rhyme Times, Story Times, Games Club and nursery visits. The consoles are also used by other community groups working with older people to support a more active lifestyle and the prevention of illnesses such as dementia.
- 4.3 Support for dementia sufferers and their carers is a priority for the library service. GLL continue to use the 'Magic Table' (projects light onto a surface) in activities across. Staff have received Dementia Friends training using the 'Magic Table' as part of the Happiness programme provided by Social Ability which is an initiative helping to change the lives of people living with physical and cognitive challenges using interactive light technology. The 'Magic Table' is also being used to support partnerships with Mencap at St Paul's Cray and Mottingham libraries Orpington library has a dedicated sensory space. In February 2024 they held a successful Sensory Storytime session using the Magic Table for young people and their carers.

4.3.1 In September 2023, Bromley libraries joined the Libraries Connected 'Ready to learn' campaign which highlights the crucial role libraries play in helping young children prepare for school. Libraries promote social skills, a curiosity about learning, and a wide-range of age-appropriate books and resources. The campaign was promoted by a series of posts on Bromley Libraries social media as parents were preparing for their children to start school. Library staff continue to encourage younger children to join the library before they start school, through activities such as Baby Bounce and Rhyme and Storytime and by taking part in the Summer Reading Challenge.

5. TRANSFORMATIONAL POLICY IMPLICATIONS

- 5.1 Following pre-decision scrutiny, the Executive Committee approved the commissioning of the Library Service on 19th July 2016. This approach is consistent with the Council's stated ambitions round vibrant town centres, supporting independence, children and young people and an excellent Council under its vision for Building a Better Bromley.
- 5.2 The Councils corporate operating principles include the commitment that services will be provided by whoever offers customers and council taxpayers excellent value for money.
- 5.3 The Council is currently investing significantly in library buildings across the Borough. Libraries are a statutory service and are used by a range of residents. They are valuable community spaces.

6. FINANCIAL IMPLICATIONS

- 6.1 This report requests members to note the performance of GLL which our Libraries contractor for the London Borough of Bromley.
- 6.2 The annual cost of the library services contract is met from the Library Service controllable revenue budget and for the year to 31 March 2025 this is £5.17m.
- 6.3 The report requests Executive to note the detail of contract modifications applied to the Library Services contract to date, summarised in paragraph 3.17 Table 1 these are all already in place and fully funded from various sources as outlined in Appendix 2.
- 6.4 The report also requests Executive to approve contract modifications to the Library Services contract relating to the Library Repair programme at an overall estimated value of £1,133k as set out in paragraphs 3.18 to 3.22 and Appendix 2 of this report, the financial implications to these are detailed below.
- 6.5 The first modification is in relation to the TUPE transfer of the community centres to GLL at an amount of £201k per annum, equating to £738k for the remaining life of the contract, this will be paid for out of existing revenue budget for the community centres.
- 6.5 The second is a temporary library is provided which is leased to GLL whilst works at West Wickham library are completed. A variation is requested of up to £150k which covers the rent and insurance of the temporary library, removal, and storage of stock. Following scrutiny, approval was given at Executive in November 2021 (**HPR 2021/059**), this will be funded from UKSPF funding and capital project budget, where this cost has been factored in.

6.6 The third is costs associated with storing library stock and furniture during the works, and the temporary libraries at Beckenham (Lewis House) Chislehurst and Orpington, a variation amount of £245k (CCN11) will be required, this is set out in report **HPR2024/020**, once again this will be funded from the Libraries OPR budget allocation.

7. LEGAL IMPLICATIONS

7.1 This report seeks authority to (i) approve various variations (modifications) to the contract for library services with Greenwich Leisure Limited with a total value of £1,133k, and

(ii) Approve the scheme of delegation for authorisations in relation to future variations (modifications) to the contract for Library services as set out in the report.

7.2 The Council has a duty under Section 7 of the Public Libraries and Museums Act 1964 to provide a “comprehensive and efficient” public library service, in particular that “facilities are available” and “encouraging adults and children to make full use of the library”. The Council both an implied and a specific power under section 111 of the Local Government Act 1972 to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

7.3 As outlined in the Procurement Implications the contract for library services was procured as an above threshold contract in accordance with the Public Contracts Regulations 2015 (the Regulations). Any modification of this contract must be in accordance with Regulation 72 of the Regulations which allows for modification of a contract without the need to undertake any procurement in certain limited circumstances. In this instance the majority of the modifications would be compliant with Regulation 72(1) (f) on the basis that they are low value modifications. Where any single modification is above the relevant thresholds in Regulation 5 then Regulation 72 (1) (b) can be relied upon, but the Council would need to issue a notice in accordance with Regulation 72(3).

7.4 The Council’s requirements under its Contract Procedure Rules (CPRs) for authorising a variation are contained in CPR 23.7 as set out in the Procurement Implications.

7.5 The variations will need to be recorded by way of Change Control Notices or other documentation in accordance with the terms of the contract.

8. PROCUREMENT IMPLICATIONS

8.1 This report seeks variations to contract with Greenwich Leisure Limited, with the cumulative value of all variations applied and to be applied to the contract now amounting to an estimated £2,401k subject to Executive agreement.

8.2 This was originally procured as an above-threshold contract following a competitive tendering process. The variations stated above can be completed in compliance with Regulation 72 of the Public Contracts Regulations 2015.

8.3 The Council’s requirements for authorising a variation are covered in CPR 23.7 and 13.1. For a contract of this value, the Approval of the Executive following agreement from the Portfolio Holder, Chief Officer, the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance must be obtained. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.

8.4 The report also requests approval for a scheme of delegated authority to be applied to future variations as outlined in 3.27.

- 8.5 Additionally, the report provides a Contract Monitoring report, as required by CPR 23.2.
- 8.6 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content."

9. PROPERTY IMPLICATIONS

- 9.1 The library repair programme is underway to address the backlog maintenance works and other improvements to the library estate. This includes improvements to St Paul's Cray Library which are now complete, ongoing works to extend and refurbish West Wickham Library and the refurbishment of Southborough and Beckenham Libraries which are underway.
- 9.2 The Issues with temperature and humidity levels in the archives store affecting the stability of the environmental conditions in the Bromley archives store on Floor 8 of Central Library are under investigation by Bromley Facilities Management Team, who are working closely with BHC to resolve matters.

10. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

- 10.1 GLL aim to "reduce, always reuse, and recycle. The 2020 refurbishment of the Central Library gave GLL the opportunity to work towards an eco-refit top ensure that the library was as sustainable as possible which will be replicated in forthcoming building projects. Other changes including the cleaning company adopting a 'green regime 'by swapping to environmentally friendly cleaning products. When refreshing IT provision all hardware is either reused or recycled. GLL has provided information to Bromley Council on libraries that would benefit from LED lighting programmes.

11. IMPACT ON THE LOCAL ECONOMY

- 11.1 Libraries have a positive impact on the local economy, particularly with many libraries located in close proximity to High Streets. The presence of libraries makes people more positive about their local environment and provides many services that attract people to High Streets within the borough. The refurbished libraries will attract new visitors to their locations.

12. IMPACT ON HEALTH AND WELLBEING

- 12.1 Libraries are proven to have a positive impact on health and wellbeing and are uniquely placed to make a difference to their local communities. Post pandemic, GLL is maximising all available opportunities to support wellbeing. As demonstrated throughout this report, libraries deliver a wide range of activities for all ages which combat loneliness and social isolation. These link directly into the Council's Loneliness Strategy and are of considerable benefit to residents.

13. CUSTOMER IMPACT

- 13.1 The 2021 Census identified that 333,000 people live in the London Borough of Bromley. 33,486 registered users used their library card to borrow an item in a Bromley library in 2023, representing an estimated 10.1% of the population of Bromley. This does not include customers who used the library solely for purposes such as studying, activities or using public PCs.

| | |
|---|---|
| Non-Applicable Headings: | Personnel Implications Ward Councillors Views |
| Background Documents: (Access via Contact Officer) | <p>DRR17/034 and DRR17/035 -Contract award for the Provision of Library Services-Parts 1 and 2 Reports to Executive Committee &Scrutiny Committee on 5th July 2017</p> <p>HPR 2023/050-Library Works Progress and Crofton Roman Villa- Reports to Scrutiny Committee on 6th September 2023 and Exectutive on September 20th .</p> <p>HPR2023/056-Relocation of Central Library. Reports to Scrutiny Committee on 17th October and Executive on 18th October 2023</p> <p>HPR2024/020-Library Repair Programme Reports to Scrutiny Committee on 19th June 2024</p> |

Appendix 1: Key Performance Indicator Monitoring: July to December 2023 (Q2 & Q3 2023/24)

Monthly-Monitored KPIs

| Month | Performance Adjustment Points Summary |
|----------------|---------------------------------------|
| July 2023 | None reported |
| August 2023 | See detail below |
| September 2023 | See detail below |
| October 2023 | See detail below |
| November 2023 | See detail below |
| December 2023 | See detail below |

Quarterly-Monitored KPIs

| Quarter | Performance Adjustment Points Summary |
|------------|---------------------------------------|
| Q2 2023-24 | None reported |
| Q3 2023-24 | None reported |

Summary of Incidents:

| Date | Duration of incident (service hours only) | Penalty Accrued | Penalty Status | KPI Category | Branch | Description |
|------------|---|-----------------|----------------|-----------------------|--------------|---|
| Wed 02 Aug | 1 day | £457.93 | Not Applied | KPI 6 - PublicIT | Southborough | The self-service kiosk displayed an out of service message and was unable to be used by the public. This was resolved by a Bibliotheca Field Support Engineer the next library open day. |
| Thu 14 Sep | 1.5 days | £457.93 | Not Applied | KPI 6 - PublicIT | Hayes | The self-service kiosk was not working. This was resolved by a Bibliotheca Field Support Engineer the next library open day who noted the receipt roll required replacing. |
| Tue 03 Oct | 3 days | £2,747.56 | Not Applied | KPI 6 - PublicIT | Biggin Hill | Internet access to public PCs and Wi-Fi, also affecting some printing and kiosk services. This was resolved by Sky (internet connection providers) who reported a network outage across many sites in the UK at the same time. |
| Thu 05 Oct | 2 days | £915.85 | Not Applied | KPI 6 - PublicIT | Petts Wood | Wi-Fi outage occurred, also affecting telephone calls, in conjunction with other libraries and national outages. Resolved by Sky. |
| Fri 06 Oct | 4 days | £3,663.42 | Not Applied | KPI 6 - PublicIT | Mottingham | No public PCs, Wi-Fi or printing were available due to Sky network issues in conjunction with other libraries and national outages. Resolved by Sky |
| Tue 06 Oct | 1 day | £457.93 | Not Applied | KPI 6 - PublicIT | Southborough | Wi-Fi outage occurred, also affecting telephone calls, in conjunction with other libraries and national outages. Resolved by Sky. |
| Mon 16 Oct | 1 hour 55 mins | £686.89 | Not Applied | KPI 1 - Opening Hours | Chislehurst | The library was evacuated and closed to public and staff due to strong smell of gas detected following the boiler being turned on for the first time in several months. National Gas Emergencies were called immediately, attended site, switched off the gas main, and gave the all-clear to reopen the library. Temporary heaters were used in the library during the period following where further gas engineers attended to investigate the issue. |

| | | | | | | |
|------------|----------|-----------|-------------|-----------------------|-----------------|---|
| Fri 03 Nov | 6.5 days | £2,725.13 | Not Applied | KPI 6 - Public IT | Southborough | The self-service kiosk remained frozen on the welcome screen and was unable to be used by the public. This was resolved by a Bibliotheca Field Support Engineer after a significant delay on Bibliotheca's part. GLL fed back the long call-out and resolution time noting the extended period of service interruption. |
| Thu 09 Nov | 8 days | £3,633.50 | Not Applied | KPI 6 - Public IT | Petts Wood | Loss of internet to the building was investigated by Sky, who noted the connection had been left severed/exposed following OpenReach works in the area. An OpenReach engineer attended after the issue was discovered, and Sky attended after to complete the reconnection. |
| Wed 15 Nov | 38 mins | £681.28 | Not Applied | KPI 1 - Opening Hours | Biggin Hill | The library & pool were evacuated after the fire alarm sounded in the building. The Fire Brigade attended and checked the site, sourcing the alarm to a deodorant spray instead of a fire. The site was reopened to the public following an all-clear. |
| Sat 25 Nov | 10 mins | £681.28 | Not Applied | KPI 1 - Opening Hours | St Paul's Cray | The library opened 10 minutes late due to a staffing issue which required staff to travel from Orpington Library at short notice. Library was opened as soon as the replacement staff arrived. |
| Mon 27 Nov | 32 mins | £681.28 | Not Applied | KPI 6 - Public IT | Bromley Central | A pre-alarm activation alerted staff to a possible fire on 8th floor which was found to be very strong fumes from burnt plastic from a portable heater that had been left on. The fire alarm fully activated triggering the building to be evacuated. The Fire Bridge attended and investigated, confirming no danger but closing off the upper floors while ventilation occurred. The all-clear was given and the library floors were reopened to the public |
| Sat 02 Dec | 1 day | £908.38 | Not Applied | KPI 6 - Public IT | Biggin Hill | Public Wi-Fi and kiosk outage caused by router malfunction. Internet access on public PCs also affected but other functions still operational. Resolved by GLL engineers, with Sky contacted to prevent further issues. |

Appendix 2: Contract Modifications Applied to the Library Services Contract

Table 1: Modifications to Date

| CCN Number | Modifications | £,000 |
|-------------------|---|--------------|
| 1 | Purchase of book sorter and stock | 94 |
| 2 | Business Improvement District (BID) levies | 75 |
| 3 | Start Up Bromley - Central and Orpington | 216 |
| 4 | Start Up Bromley - Biggin Hill & Additional Funding | 136 |
| 5 | Nighttime Enterprise Zone (NTEZ) - Library Lates | 43 |
| 6 | Start Up Bromley - Business Advisor post, 2 years | 80 |
| 7 | Refurbishment of St Paul's Cray Library (part of OPR) | 426 |
| 8 | Library Repairs Programme - Specialist operator consultancy | 198 |
| TOTAL | | 1,268 |

Table 2: Modifications in Progress

| CCN Number | Modification | £,000 |
|-------------------|--|--------------|
| 9 | Community Support Centres | 738 |
| 10 | West Wickham Temporary Library | 150 |
| 11 | Relocation costs and Lewis House works | 245 |
| TOTAL | | 1,133 |

- 1.1 CCN's 1- 2 are modifications allowed for within the contract and subject to a lower level of authorisation. All other CCNs are modifications not specifically set out in the contract and a higher level of authorisation applies, based on the cumulative value of all such modifications applied to date. The cumulative value of modifications applied to date, or in progress, exceed £1m and so all further modifications require Executive approval regardless of value of the individual modifications.

Modifications Anticipated Within Contract

- 1.2 CCNs 1 and 2 (totalling £169k) are modifications set out within the original contract. CCN1 related to purchase of book sorter and stock and was funded by the release of stock fund which was held back to cover any outstanding orders after GLL transfer and were then released to be spent on those items. CCN2 was funded by the Council to re-imburse for BID levies agreed as part of the contract. Business cases outlining these reasons were set out in the Chief Officer Gateway reports for decision.

New Modifications

Additional Restrictions Grant (ARG) Start Up Bromley

- 1.3 Three modifications relate to Start Up Bromley which was set up using Additional Restrictions Grant (ARG) funding. The first modification amount of £216k was made to deliver Start Up Bromley at Central and Orpington Libraries (CCN3). Following scrutiny this was approved by Executive in Feb 2021 (**HPR2021/007**). The next modification amount of £136k (CCN4) was for setting up Start Up Bromley at Biggin Hill Library. Approval was given at Executive in Sep 21

(HPR2021/048). A further amount of £80k was awarded in Nov 22 to fund a two-year business advisor post for Start Up Bromley Executive decision Nov2022, (delegated to Director HPR) Gateway Officer Report to Director).

- 1.4 CCN 5 relates to a modification of £43k from grant funding received by the Economic Development Team for GLL to deliver the Library Lates event as part of the Nighttime Enterprise zone (NTEZ). This was funded through a GLA grant. This was the first of three successful events and was approved by Executive in November 2022 **(HPR2022/052)**.

Community Support Centres

- 1.5 Two modifications were agreed to co-locate the Community support Centres locations and TUPE transfer the service to GLL. An amount of £426k for the refurbishment of St Pauls Cray Library (CCN7) was allocated to GLL to complete this work on a co-located space with the Community Support Service addressing the works identified in the condition survey conducted as part of the OPR. An amount of £201,307 per annum (CCN9), equating to £738k for the remaining lifetime of the contract, was approved as the operating budget post transfer. Following scrutiny both variations received Executive approval in February 2023. **(HPR2023/10)** A monitoring notice was issued by the Council for the variation amount.

Library Repairs Programme

- 1.6 Report **(HPR2024/020)** Library repair programme sets out other variation costs as part of the ongoing works for the programme. The first variation for this related to specialist operator consultancy for GLL to the sum of £198k (CCN8) to provide project management to support the works to libraries as part of the repair programme. This was budgeted for in the OPR libraries capital programme budget.
- 1.7 HPR2024/020 also set out other variation costs relating to the contract. As part of ongoing works for the repair programme, costs associated with storing library stock and furniture during the works and temporary libraries at Beckenham (Lewis House) Chislehurst and Orpington totalling £245k (CCN11)

West Wickham

- 1.8 Library Improvement works are currently underway at West Wickham Library on the current site as part of the Library and Housing scheme. While the work takes place a temporary library is provided which is leased to GLL. A variation is pending of up to £150k (CCN10) which covers the rent and insurance of the temporary library, removal, and storage of stock. Following scrutiny, approval was given at Executive in November 2021 **(HPR 2021/059)**.

Appendix 3: 2023/24 Stock Budget – End of Year

| Budget | Budget name | Current Allocation £ | Amount committed + invoices paid to date (excl VAT) | Difference |
|--------|--------------------------------|----------------------|---|-------------|
| AF | Adult Fiction | £27,000.00 | £58,120.42 | -£31,120.42 |
| AFS | Adult Fiction (Supplier) | £45,000.00 | £48,692.74 | -£3,692.74 |
| ALP | Adult Large Print | £3,000.00 | £3,450.07 | -£450.07 |
| ANF | Adult Non-Fiction | £54,600.00 | £68,954.70 | -£14,354.70 |
| ANFB | Adult Non-Fiction Bestseller | £0.00 | £307.00 | -£307.00 |
| AUB | Audio Books | £15,000.00 | £11,983.13 | £3,016.87 |
| BIB | Bibliographic Resources | £15,000.00 | £11,126.00 | £3,874.00 |
| CD | Music CDs | £1,500.00 | £1,549.20 | -£49.20 |
| CYAUB | Children's Audiobook | £2,500.00 | £1,558.30 | £941.70 |
| CYEBO | Children's Ebooks | £6,000.00 | £5,762.20 | £237.80 |
| CYF | Children's Fiction | £24,000.00 | £36,485.77 | -£12,485.77 |
| CYFS | Children's Fiction (supplier) | £30,000.00 | £28,728.88 | £1,271.12 |
| CYLP | Children's Large Print | £1,000.00 | £0.00 | £1,000.00 |
| CYNF | Children's Non-Fiction | £9,500.00 | £9,990.24 | -£490.24 |
| CYNFS | Children's NF (Supplier) | £15,000.00 | £14,563.16 | £436.84 |
| DEBT | Debt Recovery | £500.00 | £0.00 | £500.00 |
| DEVT | Development | £21,500.00 | £6,966.00 | £14,534.00 |
| DON | Donated funds | £110.00 | £110.84 | -£0.84 |
| DVD | DVDs | £100.00 | £0.00 | £100.00 |
| DVDS | DVDs (Supplier) | £6,500.00 | £4,202.89 | £2,297.11 |
| EAUD | E-Audio | £15,000.00 | £12,169.40 | £2,830.60 |
| EBOO | E-Books | £20,000.00 | £14,725.62 | £5,274.38 |
| ELIB | E-Library Contract (Overdrive) | £5,000.00 | £4,000.00 | £1,000.00 |
| EMAG | E-Magazines | £15,500.00 | £15,718.62 | -£218.62 |

| | | | | |
|----------------------------------|-------------------------------|--------------------|--------------------|--------------|
| GRA | Grants & Subscriptions | £2,100.00 | £2,113.90 | -£13.90 |
| INONL | Online Resources | £46,000.00 | £42,207.86 | £3,792.14 |
| INPER | Newspapers and Periodicals | £29,000.00 | £32,427.91 | -£3,427.91 |
| INREF | Reference Books | £900.00 | £93.00 | £807.00 |
| INSUB | Subscriptions & SOs | £2,000.00 | £2,655.78 | -£655.78 |
| LSCON | Local Studies Conservation | £5,000.00 | £4,906.18 | £93.82 |
| LSLOA | Local Studies Loan Collection | £0.00 | £0.00 | £0.00 |
| LSOONL | Local Studies Online | £18,000.00 | £18,430.97 | -£430.97 |
| LSREF | Local Studies Reference | £1,800.00 | £2,114.15 | -£314.15 |
| REQ | Requests | £6,000.00 | £4,713.32 | £1,286.68 |
| SEC | Stock Security | £0.00 | £0.00 | £0.00 |
| SUP | Supplier Selection Fees | £6,000.00 | £6,000.00 | £0.00 |
| Askews Prepaid invoices 22-23 | | | -£24,718.25 | £24,718.25 |
| TOTAL Acquisitions budget | | £450,110.00 | £450,110.00 | £0.00 |

Notes:

Soprano is the Library Management System used by GLL on which orders are placed.

The Library Stock fund budget is spent April to March to be consistent with the Council's financial year and year end processes.

Some budgets are over committed because orders are placed three months in advance based on provisional publication dates including books not due for publication until the next financial year. Towards the end of the financial year the supplier cancels orders placed more than six months ago which has slipped in publication date. The stock fund aims to be 10% over committed on physical stock fund.

Post Covid there has been some adjustment in spending based on customer habits which accounts for the difference from current allocation and actual spend.

This year a small donation was received from one of the library's reading groups in memory of one of their members and this was spent specifically on several new reading group sets.

Report No.
HPR2024/020

London Borough of Bromley

PART ONE - PUBLIC

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

Date: Wednesday 19 June 2024

Decision Type: Non-Urgent Non-Executive Key

Title: LIBRARY REPAIR WORKS PROGRAMME AND CROFTON
ROMAN VILLA UPDATE

Contact Officer: Emily Macpherson, Regeneration Project Manager
E-mail: Emily.Macpherson@bromley.gov.uk

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

Ward: All Wards

1. Reason for decision/report and options

- 1.1 To provide an update on the library repair works programme. The report details progress onsite at Southborough Library, the start of works at Beckenham, as well as the launch of the tender for contractor services at Burnt Ash and Chislehurst Libraries.
-

2. **RECOMMENDATION(S)**

- 2.1 **That Members of the Renewal, Recreation and Housing PDS Committee note the contents of the report.**

Impact on Vulnerable Adults and Children

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

Transformation Policy

1. Policy Status: Not Applicable
 2. Making Bromley Even Better Priority:
 - (1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
 - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
 - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

Financial

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

Personnel

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

Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Not- applicable: No Executive decision.
-

Procurement

1. Summary of Procurement Implications: N/A
-

Property

1. Summary of Property Implications: N/A
-

Carbon Reduction and Social Value

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

Impact on the Local Economy

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

Impact on Health and Wellbeing

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Library Repair Programme

- 3.1 In June 2023 (report No. HPR 2023/035) the Executive approved a budget of £11.016m to repair, and replace end of life materials, at ten libraries in Bromley. The libraries included in the works programme are Beckenham, Burnt Ash, Chislehurst, Hayes, Mottingham, Orpington, Penge, Petts Wood and Southborough. Shortlands Library is not currently included, although budget is being held back for works, this is due to the ongoing monitoring of seasonal subsidence that has been identified. Central Library and West Wickham Library are subject to a separate works programme and an update is included in this report. This report provides a progress update on the Library Repair Programme .
- 3.2 Following the initial funding approval, the Executive (September 2023 Report No HPR2023/050) approved proceeding to procurement and awards of contract for the consultancy services for the entire programme, and the contractor works at both Southborough and Beckenham libraries.
- 3.3 In March 2024, the Executive (report No. HPR2024/011) approved proceeding to procurement for Burnt Ash and Chislehurst Libraries, and Orpington and Mottingham Libraries, lotted together to achieve a more competitive tender offer for contractors.
- 3.4 The table below sets out the previously reported works programme.

| | Library Name | Est. Works Period | Est. Procurement Process |
|---|---------------------|--------------------------|---------------------------------|
| 1 | Southborough | Mar 24 – Jul 24 | Completed |
| 2 | Beckenham | May 24 – Feb 25 | Completed |
| 3 | Burnt Ash | Aug 24 – Dec 24 | Jun 24 – Aug 24 |
| 4 | Chislehurst | Oct 24 – Jul 25 | Jun 24 – Aug 24 |
| 5 | Orpington | Dec 24 – Sep 25 | Sep 24 – Oct 24 |
| 6 | Mottingham | Feb 25 – Jun 25 | Sep 24 – Oct 24 |
| 7 | Petts Wood | Apr 25 – Aug 25 | Jan 25 – Mar 25 |
| 8 | Penge | Jun 25 – Oct 25 | Jan 25 – Mar 25 |
| 9 | Hayes | Aug 25 – Dec 25 | Jan 25 – Mar 25 |

Progress at Southborough Library

- 3.5 Southborough Library was closed to the public on Tuesday 19th March, following 28 days' notice as required by the libraries contract. Residents were informed via online notices on the Council's and GLL's websites and social media, as well as through physical signage on the building itself. Google Maps has also been updated by GLL staff to mitigate public confusion. Library users have been redirected to nearby sites including Petts Wood and Bromley Central

Library and the Home Library Service, with library staff relocated to other sites whilst works are completed. GLL staff have increased the frequency of public activities such as book clubs and 'Baby Bounce and Rhyme' in nearby locations to ensure a good degree of coverage in the local area.

- 3.6 Ahead of works commencing, frontline staff at Southborough were engaged with by GLL, consultants Ingleton Wood, and Bromley Council Officers to provide input into the early design stages, as well as provide feedback as plans progressed.
- 3.7 The scope of works for Southborough Library was developed by lead consultants Ingleton Wood and reflected the condition survey previously undertaken. In addition to the condition survey repair works that are being undertaken, end of life materials are being replaced, a new publicly accessible toilet with baby changing facilities is being created, and access improvements are being made to the ramp at the front entrance.
- 3.8 Planning permission was granted by Plans Sub-Committee No.4 on 7th March (report No. 23/04928/FULL1) to approve the replacement of all windows and the shiplap to the front of the building. The shiplap chosen will reduce long-term maintenance of the site, as well as improving the insulation and aesthetic appeal of the building.
- 3.9 Upon investigation of the site by specialty Ingleton Wood consultants, the windows requiring replacing at Southborough Library were found to be double height, partly concealed under the original cladding of the building. Replacement options for the windows on site therefore carried additional works. As such, the programme at Southborough Library has been extended to 17 weeks, rising from the previous estimate of 16 weeks. This extension will not increase the budget to the site, and will still enable the library to be reopened to the public in August 2024, in line with the master programme.
- 3.10 KJ Evans took ownership of the site on Monday 8th April, and commenced work on site the same day. Whilst works are carried out, they are responsible for maintaining and securing the site.
- 3.11 The final contract value for Southborough Library is £545,034.03. This is in line with the OPR programme costs, and is within the existing approved capital budget.

Progress at Beckenham Library

- 3.12 Beckenham Library was closed to the public on Saturday 1st June, accommodating half-term activities the week before at the site, following the 28 days' notice required by legislation. Following the Southborough model, residents were informed via online notices on the Council's and GLL's website and social media, as well as through physical signage on the building itself. Google Maps has also been updated to avoid public confusion. Library users have been redirected to nearby sites including Penge, as well as Lewis House, the temporary library location. To accommodate the temporary reduction in size of the site, a larger variety of activities are being provided at Penge Library, and Lewis House is operating a reservation system for stock. Library staff have been partially redeployed to other sites within the borough, but are maintaining a regular rotation of work at Lewis House to ensure the relationships with local users is maintained. The Home Library Service, which provides the delivery of books monthly, and book reservation service are being promoted to users affected by the library's closure, to make them aware of other available services.
- 3.13 Whilst works are completed at Beckenham, temporary library provision is being made at Lewis House, which is a Bromley Council owned building two minutes' walk away from the main site. Lewis House will temporarily accommodate a small children's and adult's libraries with popular

stock, a limited number of study spaces, as well as a room for small groups to meet, for activities such as 'Baby Bounce and Rhyme'. Lewis House opened to the public on Monday 10th June. There was a short 10-day period in between the closure of Beckenham Library and the opening of Lewis House to allow time for the relocation. The Department for Digital, Culture, Media & Sport (DCMS) have been informed of this timescale for the temporary library which will ensure compliance with the Council's statutory obligation to provide a library service for residents.

- 3.14 Ahead of the library closure, meetings were held with staff at Beckenham to inform early design stages and the refurbishment plans, as with Southborough, staff will be updated as the works progress.
- 3.15 The scope of works for Beckenham Library was developed by lead consultants Ingleton Wood, supported by officers. It was developed in coordination with the earlier OPR condition survey to capture all essential repairs, which has been updated based on specialist intrusive investigatory works carried out by consultants Ingleton Wood, ensuring the long-term sustainability of the library for users. Vital repairs are being carried out throughout the library including replacing the collapsed ceiling to the rear of the site, removal of asbestos in the radiators & soffits, and improvements to the pavement and car park for pedestrian safety. A new publicly accessible DDA compliant WC with baby changing facilities will be created, alongside improvements to the accessibility of the entrance of the library for wheelchair users. Alongside this, a new flat roof will also be installed, improving the insulation of the building, and stopping leaks from the currently broken skylight.
- 3.16 During intrusive inspections by mechanical and electrical specialists on the consultancy team, the air conditioning units at Beckenham Library were found to be in better condition than the OPR surveys had previously indicated, having only been installed nine years previously. Based on expert opinions from the consultancy team, officers have taken the decision to omit a full replacement of the units as specified in the condition survey, instead opting for a full service. To mitigate against the risk of the units failing within the near future, £100k from the budget will be held to cover future costs incurred by the Property team in 10-15 years' time when the air conditioning does need replacing.
- 3.17 Following a restricted tender, Longley Group have been contracted to undertake the works at Beckenham. The final contract value for Beckenham Library is £971,330.41, which is within the original allocated budget for this site.
- 3.18 Longley are scheduled to take possession of Beckenham Library on Monday 17th June. Whilst works are carried out Longley are responsible for the maintenance and security of the site.
- 3.19 Due to the extent of works at Beckenham Library, the programme is expected to last for 24 weeks, reopening in January 2025.

Progress at Burnt Ash Library and Chislehurst Library

- 3.20 Officers and consultants have developed a scope of works for Burnt Ash and Chislehurst Libraries, and the tender is due for publication on mid-June with a return date of mid-July. As with the other libraries, the procurement approach will be a closed tender to ensure that contractors bidding for the works are sufficiently experienced in working on libraries or similar community spaces.
- 3.21 The programme at Burnt Ash Library is expected to last for 16 weeks, starting in August 2024 and reopening in December 2024. Due to the size of the site, the programme at Chislehurst Library is expected to last for 40 weeks, starting in October 2024 and finishing in July 2025.

Given the proposed closure period for Chislehurst library a temporary library is being sought, and ward members have been engaged with on this process.

- 3.22 Staff at Burnt Ash Library and Chislehurst libraries have been engaged with the development of the scope of works, and will continue to be engaged throughout the repair programme.
- 3.23 Ward Members have been engaged with in relation to the works and spatial proposals for the sites.

West Wickham Library

- 3.24 West Wickham Library is a more extensive programme, with a significant extension to the building, which will include a new and larger children's library, maker space (which is a workshop space for craft activities, as well as multimedia use), a new café, new changing places and public toilets, and a community-use space. This was funded through the Council as well as a UKSPF grant. The works commenced on site April 2023, and are due to be completed in Autumn 2024, following a six month delay due to essential TFL works outside the library. The build works are on programme with the new revised timetable of Autumn 2024, and are also on budget. The newly refurbished library is expected to open shortly after works are completed. There is a temporary library provision provided during the works in Addington Road.

Central Library

- 3.25 Central Library is subject to a relocation to the Topshop Building on the High Street. This was agreed by the Executive in October 2023 (HPR2023/056). The Executive approved a design and feasibility budget of £500k. An architectural led multi-disciplinary team, headed up by Ellis William Architects are currently appointed. As previously reported it is expected that the total works will be in the region of £15.5m – note this is subject to further Executive approval, which will be sought in September 2024. In order to manage the relocation in a timescale that works with the planned sale of the Theatre building, the library must move from the current location by April 2026.

Crofton Roman Villa

- 3.26 The libraries OPR budget of £11.016m includes funding for the Community Support Centre provision, and Crofton Roman Villa building in addition to the repair works to the library estate.
- 3.27 While the Ancient Scheduled Monument is believed to be in good condition the building that protects it requires substantial repairs to ensure a sustainable future for this local historical site. An up-to-date condition survey was completed in 2023 and identified the need for extensive repairs to the mechanical and electrical systems, to upgrade the insufficient heating systems and insulation, and to replace glazing throughout the building, alongside general repair works to address wear and tear. Additionally, there are currently no toilet facilities available on-site.
- 3.28 A report (HPR 2023/050) was taken to the September 2023 Executive and approval was given to utilise the OPR budget for Crofton Roman Villa as match funding towards bids for grants to improve the visitor experience and delegate authority to the Director of Corporate Services to enter into and manage legal matters relating to these works to allow works to progress.
- 3.29 While the current OPR budget only allows for the building repairs, officers are in the process of applying for £160k from the National Lottery Heritage Fund to fund new interpretation for the site to enhance the visitor experience. After two youth engagement events held at Orpington Library and the release of a public online survey, officers submitted a project enquiry form to the National Lottery Heritage Fund and received approval to continue to submit a full application. In

the event of a successful funding application, interpretation will respond to the results of the community engagement. Below is the expected timeline of works:

| Indicative Date | Action |
|-----------------|--|
| July 2024 | Consultant starts work preparing specifications and plans. |
| July 2024 | Submit funding application to NLHF |
| October 2024 | Tender for works contractor |
| November 2024 | Tender closes |
| January 2024 | Tender evaluation, contract award and sign contract |
| February 2024 | Works begin |
| July 2025 | Completion and handover |

3.30 Officers have awarded project management, quantity surveying and contract administration services and are currently in the process of appointing a multidisciplinary consultancy team in order to proceed with the preparation of a works schedule. Appropriate approvals will be sought once officers are ready to proceed to undertake the works.

Change of Control Notices (CCNs)

3.31 There are currently two existing CCNs to the GLL contract associated with the Library Repair Works Programme: St Pauls Cray Library Refurbishment Works for £425,734 (CCN7), and Consultancy Works for OPR Branch Libraries for £198k (CCN8).

3.32 As part of ongoing works for the Library Repair Programme, specifically costs associated with storing library contents during the works, and the temporary libraries at Beckenham (Lewis House), Chislehurst and Orpington, a further CCN will be required for a total of £245k.

3.33 As the incumbent library operator, GLL are best positioned to undertake the temporary library works and relocation works at each of the sites. Furthermore, as a specialist library operator, GLL are able to identify and coordinate with additional specialist services such as specialist removals and book packers. As part of wider relocation efforts, GLL are additionally undertaking a stock and furniture analysis across all of their sites.

3.34 Works associated with the CCN will be benchmarked by officers against typical market cost, with market analysis being undertaken to ensure best value for money for the Council. Furthermore, GLL operate a framework of specialist providers and contractors that has been competitively tendered to secure best value.

3.35 Both CCNs constitute a modification on the original GLL contract. Report No. HPR2024/023 seeks Executive approval for the modifications to the contract for Library services, due to the cumulative value of the variations already applied to the contract which includes the two CCNs detailed in this report. The report also seeks delegated authority for further CCNs relating to the OPR works.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 The Library works programme will have a positive impact on vulnerable adults and children. Libraries are a statutory service and are safe spaces which are free to use. Libraries offer a range of activities supporting digital inclusion, learning, training and wellbeing. Libraries provide access to information on housing, education and other key services.

5. TRANSFORMATION/POLICY IMPLICATIONS

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

6. FINANCIAL IMPLICATIONS

- 6.1 This report intends to provide an update on the library repair works programme, there are no new financial implications arising from this report.
- 6.2 The total approved budget in the capital programme is £11.016m. There is therefore sufficient budget within the capital programme to meet the cost of the library works.

7. LEGAL IMPLICATIONS

- 7.1 This report requests members of the Renewal, Recreation and Housing PDS Committee note the contents of this report.
- 7.2 The Council has a duty under Section 7 of the Public Libraries and Museums Act 1964 to provide a "comprehensive and efficient" public library service, in particular that "facilities are available" and "encouraging adults and children to make full use of the library".
- 7.3 This report provides an update on the library repair works programme including a detailed update on works at Southborough and Beckenham Libraries and the procurement of contractor services at Burnt Ash and Chislehurst Libraries.
- 7.4 Officers should ensure any procurement complies with the Public Contracts Regulations 2015 (or Procurement Act 2024 when in force) and the Councils' Contract Procedure Rules.

8. PROCUREMENT IMPLICATIONS

- 8.1 In line with Contract Procedure Rule 23.2, an annual report must be submitted to the Portfolio Holder for all contracts with a value higher than £500k.
- 8.2 This report primarily concerns the performance of the Library Repair Works Programme. Any procurement arising will be subject to the Council's Contract Procedure Rules and Public Contract Regulations 2015. Any procurements arising after October 2024, will be subject to the new Procurement Act 2023 which is due to replace the Public Contract Regulations from October 2024.
- 8.3 The Corporate Procurement Team will be consulted on the specifics of any procurements arising from the Programme.

9. PROPERTY IMPLICATIONS

- 9.1 The Corporate Property Team are being consulted on the specifics of any property related matters arising from the Programme. This includes Licence Agreements for the purposes of

access to carry out the works and identifying potential temporary decant opportunities within the Property portfolio.

- 9.2 The Corporate Property Team are also being consulted on matters of scope of works where they are identified as having an impact on the future maintenance implications of the portfolio.

| | |
|---|--|
| Non-Applicable Headings: | N/A |
| Background Documents: (Access via Contact Officer) | [List any documents used in preparation of this report - Title of document and date] |

Report No.
HPR2024/024

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **DEVELOPMENT CONTROL COMMITTEE**

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

Date: **DCC: 6 June 2024**
 RRH PDS: 19 June 2024

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

Title: **UPDATE ON THE BROMLEY LOCAL PLAN REVIEW**

Contact Officer: Ben Johnson, Head of Planning Policy and Strategy
 E-mail: ben.johnson@bromley.gov.uk

Chief Officer: Tim Horsman, Assistant Director (Planning)

Ward: All Wards

1. Reason for report

- 1.1 This report provides details on the progress of the Local Plan review and the intention to undertake the review under the new plan-making system.
-

2. **RECOMMENDATION**

- 2.1 **That the Development Control Committee and Renewal, Recreation and Housing PDS Committee note the report.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: No Impact
-

Transformation Policy

1. Policy Status: New Policy – review of the Local Plan
 2. Making Bromley Even Better Priority:
 - (1) For children and young People to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
 - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
 - (4) For residents to live responsibly and prosper in a safe, clean and green environment great for today and a sustainable future.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: future costs associated with the Local Plan review will be met from the Planning Policy and Strategy budget and funds from the Council's Growth Fund earmarked reserve.
 3. Budget head/performance centre: Planning Policy and Strategy
 4. Total current budget for this head: £0.6m
 5. Source of funding: Existing Revenue Budget for 2024/25
-

Personnel

1. Number of staff (current and additional): 10 FTE
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Planning and Compulsory Purchase Act 2004; Town and Country Planning (Local Planning) (England) Regulations 2012; Levelling Up and Regeneration Act 2023.
2. Call-in: Not Applicable
3. It is necessary to have due regard to the public sector equality duty, which sets out the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity;

and to foster good relations between people who share a protected characteristic and people who do not share it. It is not anticipated that the issues discussed in this report would adversely affect any of those objectives.

Procurement

1. Summary of Procurement Implications: N/A
-

Property

1. Summary of Property Implications: N/A
-

Carbon Reduction and Social Value

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

Impact on the Local Economy

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

Impact on Health and Wellbeing

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Background

- 3.1 To inform a review of the Local Plan, a call for sites consultation exercise was undertaken between August and November 2021. As part of this exercise, landowners, developers and other interested parties were invited to put forward potential development sites for allocation, for development of housing, employment and retail uses or any other uses, to give an understanding of what land is available to meet different development needs.
- 3.2 On 6 October 2022, Executive agreed to commence a review of the Bromley Local Plan and agreed additional one-off funding of £600k for the Local Plan review process, to be met from the Council's Growth Fund earmarked reserve.
- 3.3 An 'Issues and Options' (Regulation 18) consultation was conducted between April and June 2023. This consultation sought to gather views from a range of stakeholders to inform the development of the new Local Plan. The Issues and Options document¹ sets out the current policy approach across a range of topics; notes relevant changes since the adoption of the Local Plan; and sets out how the new Local Plan could respond to these changes.

Planning reform and changes to national planning policy

- 3.4 The Government consulted on changes to the National Planning Policy Framework (NPPF) from December 2022 to March 2023². This consultation also set out the Government's intentions regarding the implementation of reforms to the plan-making system set out in the Levelling Up and Regeneration Act. The consultation proposed that plan-makers would have until 30 June 2025 to submit their Local Plans for independent examination under the existing legal framework, meaning that existing legal requirements and duties would apply to any Local Plan examination. The consultation also proposed a backstop date of 31 December 2026, by which time all independent examinations of Local Plans must be concluded and any plans adopted.
- 3.5 The Government consulted on the implementation of the new plan-making system between July and October 2023³, but at the time of writing, the Government has not provided a response to the consultation; and no regulations or updated national planning policy or guidance have been introduced.
- 3.6 The NPPF was updated in December 2023, incorporating some of the changes previously consulted on.

Next steps

- 3.7 Having an up to date Local Plan remains incredibly important, as this means that there is a lower risk of speculative planning appeals succeeding, and planning policies being undermined. However, whilst work towards the new Local Plan has progressed well, deadlines were always tight. Given the changes to the NPPF, confirmation that the submission deadline of June 2025 for consideration under the current plan-making system is firm and no leeway will be given, together with some delays caused by the 'purdah' periods around elections in 2024,

¹ <https://www.bromley.gov.uk/downloads/file/2073/bromley-local-plan-review-issues-and-options>

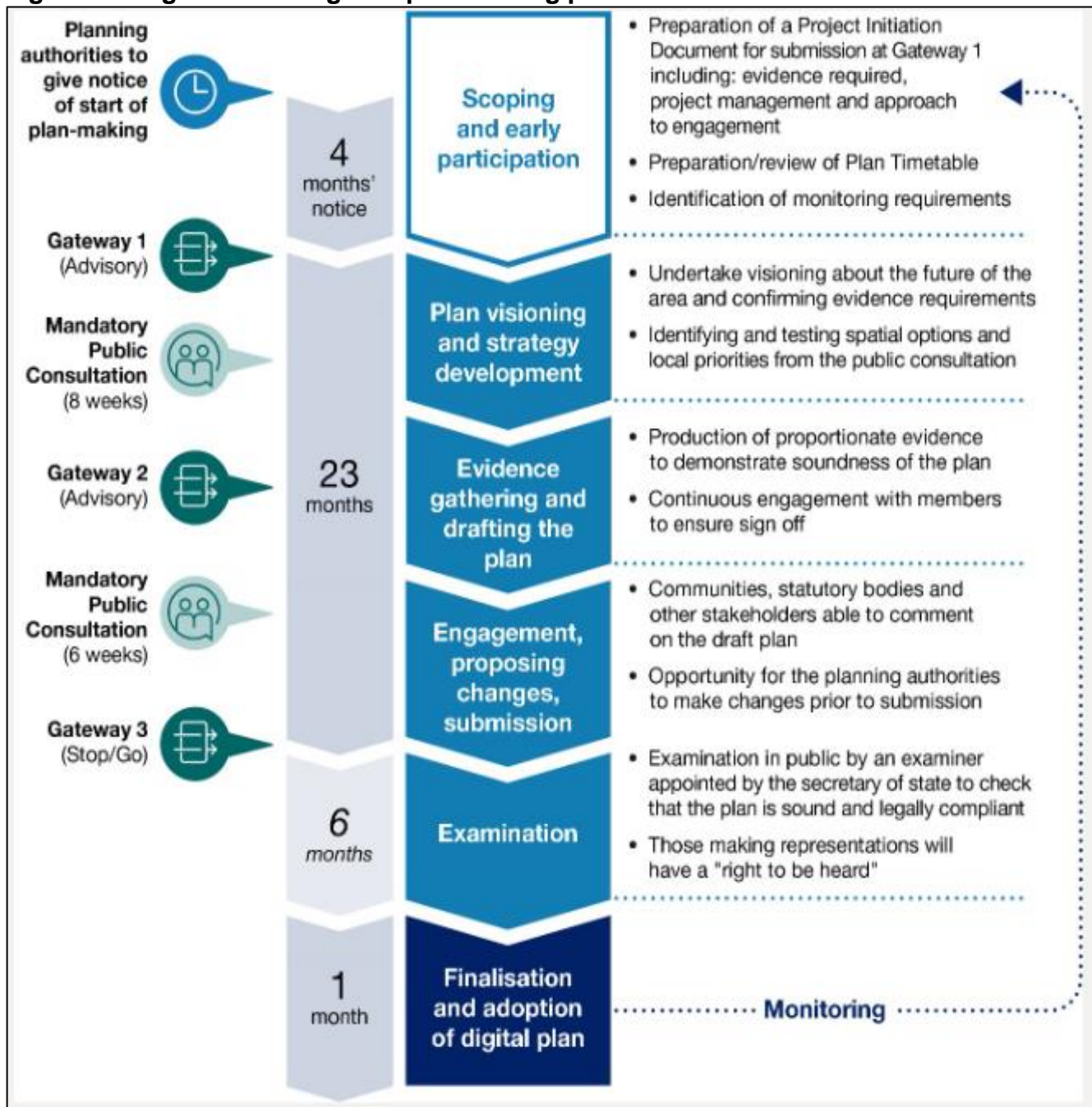
² <https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

³ <https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation>

revisions to the timetable for production of the new Local Plan are now considered necessary. The submission date of June 2025, for consideration under the existing plan-making system, is no longer considered safely achievable. There is a high risk that costs incurred in preparing the plan to date would be abortive, as the plan would need to be substantially reworked for submission under the new plan-making system if the June 2025 deadline were missed. To avoid such abortive costs, the recommendation is now that the new Local Plan is progressed under the new plan-making system with a revised indicative timeline as outlined below.





3.8 There is currently limited detail regarding the new system, other than the stated intention that the new system will become effective in November 2024. Figure 1 shows a diagram provided as part of the July 2023 consultation mentioned in paragraph 3.5, which sets out the stages of the new system and approximate timings of each stage:

Figure 1: diagram showing new plan-making process



3.9 Figure 2 shows a diagram provided as part of the July 2023 consultation mentioned in paragraph 3.5, which provides detail on each of the three proposed 'Gateway' stages of the new plan process:

Figure 2: diagram showing proposed Gateway assessments

| |  Gateway 1 (Advisory) |  Gateway 2 (Advisory) |  Gateway 3 (Stop/Go) |
|--|---|---|--|
|  Focus | <ul style="list-style-type: none"> Ensuring the plan sets off in the right direction Supporting early diagnosis of potential issues – legal and procedural requirements and soundness | <ul style="list-style-type: none"> Supporting early resolution of potential soundness issues, where possible Ensuring legal and procedural compliance Monitoring and tracking progress | <ul style="list-style-type: none"> Checking the plan is ready to proceed to examination Ensuring legal and procedural compliance Monitoring and tracking progress |
|  Role | <ul style="list-style-type: none"> Advising, observing and supporting | <ul style="list-style-type: none"> Advising, observing and supporting | <ul style="list-style-type: none"> Validating that key requirements have been met (a "stop/go" check) |
|  Duration | <ul style="list-style-type: none"> 4 weeks (up to 6 by exception) | <ul style="list-style-type: none"> 4 weeks (up to 6 by exception) | <ul style="list-style-type: none"> 4 weeks (up to 6 by exception) |
|  Assessor | <ul style="list-style-type: none"> Independent, specialist hands-on support May involve Planning Inspectors (as required) | <ul style="list-style-type: none"> Planning Inspectors Optionally supported by technical specialists | <ul style="list-style-type: none"> Planning Inspectors |

3.10 Based on these timings, and assuming the Council can progress under the new style system from November 2024, an approximate Local Plan review timeline would be as follows:

- Give notice of start of plan-making – Q4 2024
- Gateway 1 stage and first public consultation – Q1 2025 to Q4 2025
- Gateway 2 and second public consultation – Q4 2025 to Q3 2026
- Gateway 3 – Q3 2026 to Q4 2026
- Examination – Q4 2026 to Q2 2027
- Inspectors report and adoption – Q2 or Q3 2027

3.11 Under the existing plan-making system, the timetable for producing a Local Plan is set out in a published Local Development Scheme (LDS). The new plan-making system will replace LDSs with a Local Plan Timetable, prepared at the outset of the Local Plan process. Although the intention is to undertake the Bromley Local Plan review under the new plan-making system, officers consider that publishing an updated LDS, reflecting the timescales mentioned above, will be helpful to provide clarity on the Council's intentions in the interim period prior to the new plan-making process commencing. Officers will prepare an updated LDS and seek delegated approval to publish from the Director of Housing, Planning, Property and Regeneration.

3.12 Officers consider that the evidence base work prepared to date will continue to be relevant and

up to date if the review proceeds in line with the timescales noted above. This will reduce the scope of any additional costs associated with the new timetable.

4. TRANSFORMATION/POLICY IMPLICATIONS

- 4.1 The new Local Plan will set out the Council’s planning policy on a range of topic areas. The Levelling Up and Regeneration Act sets out the framework for preparation of new style Local Plans, with the detailed process to be set out in further regulations national policy and guidance. Officers will keep up to date with ongoing changes, in terms of the implications on the plan-making process.
- 4.2 An updated LDS will be prepared to provide an up-to-date position on the proposed timings for the Local Plan review.

5. FINANCIAL IMPLICATIONS

- 5.1 The costs associated with the Local Plan review will be funded from the Planning Policy and Strategy budget and the £600k release of Growth Fund reserve, approved by Executive at their meeting of 6 October 2022. At this stage, officers consider that undertaking the review under the new plan-making system, as opposed to the current plan-making system as originally envisaged, is unlikely to incur any additional costs further to funding already agreed.

6. LEGAL IMPLICATIONS

- 6.1 The Planning and Compulsory Purchase Act (2004) (as amended); and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) set out the current statutory requirements for preparation of a Local Plan.
- 6.2 The Levelling Up and Regeneration Act sets out the framework for preparation of new style Local Plans, with the detailed process to be set out in further regulations national policy and guidance.
- 6.3 The new Local Plan will be prepared in line with relevant legislation.

| | |
|--|--|
| Non-Applicable Sections: | Impact on Vulnerable Adults and Children; Personnel/Procurement/Property/ Carbon Reduction and Social Value/Impact on the Local Economy/Health and Wellbeing; Customer Impact |
| Background Documents: (Access via Contact Officer) | <p>Bromley Local Plan 2019, available from: https://www.bromley.gov.uk/downloads/file/51/bromley-local-plan</p> <p>London Plan (adopted 2 March 2021), available from: https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf</p> <p>National Planning Policy Framework (December 2023), available from: https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf</p> <p>National Planning Practice Guidance – https://www.gov.uk/guidance/plan-making</p> <p>The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) - https://www.legislation.gov.uk/uksi/2012/767/contents</p> <p>Levelling Up and Regeneration Act 2023 - https://www.legislation.gov.uk/ukpga/2023/55/contents</p> |

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Report No.
HPR2024/026

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL RECREATION AND HOUSING PDS COMMITTEE

Date: Wednesday 19 June 2024

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

Title: CONTRACTS REGISTER PART 1 (PUBLIC) REPORT

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

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

Ward: All Wards

1. Reason for report

- 1.1 This report presents an extract from May 2024's Contracts Register of contracts with a whole life value of £50k or higher, for detailed scrutiny by PDS Committee – all PDS committees will receive a similar report each contract reporting cycle, based on data as at 22nd April 2024 and presented to ER&C PDS on 20th May 2024.
- 1.2 A simple Part 1 report is provided every quarter as an Information item, accompanied by a Part 2 report to provide additional commentary only where a contract has been RAG rated as Red by the Corporate Procurement Team. A full report is provided twice a year (May and November) including a detailed Part 2 report which includes a commentary and RAG rating on each relevant contract to inform Members of any issues or developments. This report, and the accompanying Part 2, is a full report.
- 1.3 The Contracts Register contained in 'Part 2' of this agenda includes a commentary on each contract to inform Members of any issues or developments. A covering report will also be included where additional commentary is required.
-

2. RECOMMENDATIONS

2.1 That the Renewal and Recreation and Housing PDS Committee:

- 1) Reviews and comments on the Contracts Register as at 22nd April 2024.
- 2) Note that in Part 2 of this agenda the Contracts Register contains additional, potentially commercially sensitive, information in its commentary.

Impact on Vulnerable Adults and Children

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

Corporate Policy

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

Financial

1. Cost of proposal: - N/A
 2. Ongoing costs: - N/A
 3. Budget head/performance centre: RRH portfolio
 4. Total current budget for this head: - £16.9m
 5. Source of funding: - Revenue budget
-

Personnel

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

Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Not Applicable: No Executive decision.
-

Procurement

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Contracts Register Background

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

Contract Register Summary

- 3.5 The Council has 254 active contracts across all Portfolios as of 22nd April 2024 for the May 2024 reporting cycle as set out in Appendix 1.
- 3.6 The summary for the Renewal and Recreation and Housing Portfolio is as follows:

| Item | Category | September 2023 | November 2023 | February 2024 | May 2024 |
|--|---------------------|----------------|---------------|---------------|----------|
| Total Contracts | £50k+ | 40 | 46 | 42 | 51 |
| Concern Flag | Concern Flag | 0 | 0 | 0 | 0 |
| Risk Index | | | | | |
| | Higher Risk | 11 | 15 | 11 | 15 |
| | Lower Risk | 29 | 31 | 31 | 36 |
| Procurement Status for Contracts approaching end date | | | | | |
| | Red | 0 | N/A | N/A | 0 |
| | Amber | 1 | N/A | N/A | 1 |
| | Green | 12 | N/A | N/A | 19 |
| | Neutral | 27 | N/A | N/A | 31 |

4. IMPACT ON VULNERABLE ADULTS & CHILDREN

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

5. POLICY IMPLICATIONS

5.1 The Council's renewed ambition is set out in [Making Bromley Even Better 2021 - 2031](#) and the Contracts Database (and Contract Registers) help in delivering the aims (especially in delivering Ambition Five – Resources & Efficiencies). For Ambition Five, this activity specifically helps by supporting 'robust and active contract management'.

6. PROCUREMENT IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

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

8. PERSONNEL IMPLICATIONS

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

9. LEGAL IMPLICATIONS

9.1 There are no direct legal implications but the Contracts Database does identify those contracts which have a statutory basis and also those laws which should be complied with in delivering the contracted services.

9.2 A list of the Council's active contracts may be found on [Bromley.gov.uk](#) to aid transparency (this data is updated after each ER&C PDS meeting).

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

Appendix 1 Key Data (All Portfolios)

| Item | Category | September 2023 | November 2023 | February 2024 | May 2024 |
|--|------------------------------------|----------------|---------------|---------------|------------|
| Contracts (>£50k TCV) | All Portfolios | 235 | 246 | 238 | 254 |
| Flagged as a concern | All Portfolios | 2 | 0 | 1 | 6 |
| Portfolio | Executive, Resources and Contracts | 76 | 77 | 73 | 80 |
| | Adult Care and Health | 48 | 51 | 51 | 51 |
| | Environment and Community Services | 23 | 23 | 20 | 20 |
| | Children, Education and Families | 39 | 40 | 43 | 43 |
| | Renewal and Recreation and Housing | 40 | 46 | 42 | 51 |
| | Public Protection and Enforcement | 9 | 9 | 9 | 9 |
| Risk Index | Higher Risk | 84 | 74 | 69 | 75 |
| | Lower Risk | 151 | 172 | 169 | 179 |
| Procurement Status for Contracts approaching end date | Red | 2 | N/A | N/A | 6 |
| | Amber | 14 | N/A | N/A | 16 |
| | Green | 73 | N/A | N/A | 73 |
| | Neutral | 146 | N/A | N/A | 159 |

Appendix 2 - Contracts Register Key and Background Information

Contract Register Key

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

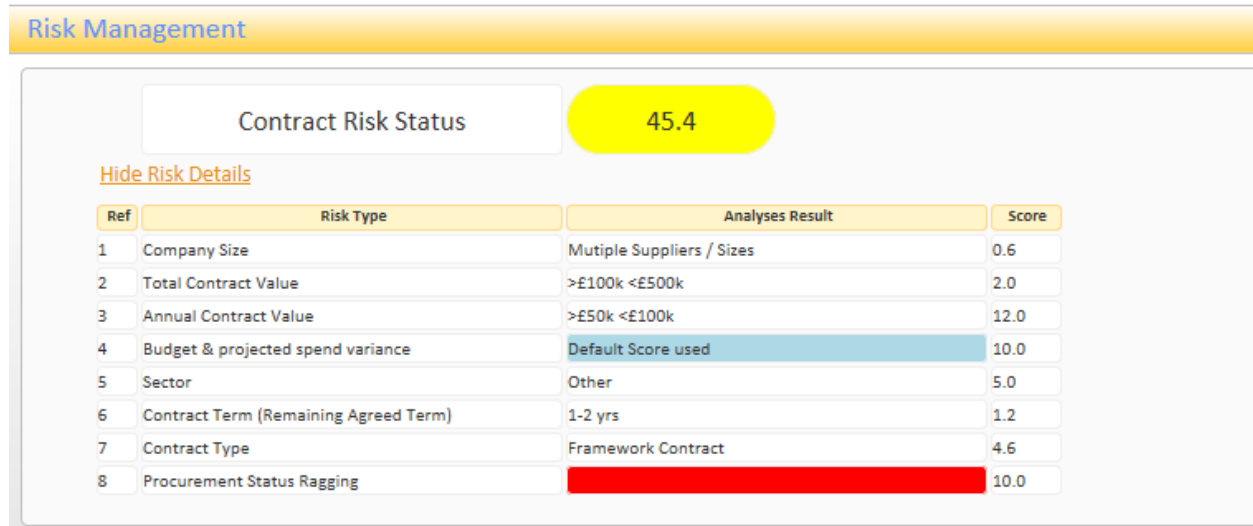
| Register Category | Explanation |
|--|--|
| Risk Index | Colour-Ranking system reflecting eight automatically scored and weighted criteria providing a score (out of 100) reflecting the contract's intrinsic risk – reported as either Higher Risk or Lower Risk |
| Contract ID | Unique reference used in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

Contract Register Order

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

Risk Index

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



Procurement Status

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

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

May 2024

| | Main Contract Data | | | | | | Finance Data | | | Contract Terms | | | | |
|-------------|--------------------|--------------------|-------------|---|--|------------------------------------|--------------|-----------------------|-------------|----------------|------------|-----------------|-----------|---------|
| Risk Index | Contract ID | Owner | Approver | Contract Title | Supplier Name | Portfolio | Total Value | Original Annual Value | Proc Status | Start Date | End Date | Months Duration | Attention | Capital |
| Lower Risk | 6245 | Tim Horsman | Sara Bowrey | Idox and Uniform Management System - Planning Department | Idox Software Ltd | Renewal and Recreation and Housing | 176,000 | 88,000 | ■ | 01/06/2022 | 31/05/2024 | 24 | | |
| Lower Risk | 5066 | Tracey Wilson | Sara Bowrey | Essential Household Goods Framework (Housing - Framework for Essential Household Goods) | Family Fund Trading Ltd | Renewal and Recreation and Housing | 1,101,000 | 259,000 | ■ | 01/04/2021 | 31/03/2026 | 60 | | |
| Higher Risk | 10500 | Daniel Murray | Sara Bowrey | Strategic Investment Fund (Works Funded by Grant) grant in-kind | Transport for London | Renewal and Recreation and Housing | 937,744 | 937,744 | ■ | 20/11/2023 | 31/12/2024 | 13 | | |
| Lower Risk | 5122 | Peggy Umezuruike | Sara Bowrey | Property Management Software System (CAFM and Helpdesk) | Concerto Support Services Ltd | Renewal and Recreation and Housing | 378,000 | 129,000 | ■ | 01/09/2021 | 31/08/2025 | 48 | | |
| Lower Risk | 5199 | Daniel Murray | Sara Bowrey | Business Regeneration - Website Designer | SOS Creativity Limited | Renewal and Recreation and Housing | 190,380 | 107,380 | ■ | 21/07/2021 | 31/03/2025 | 44 | | |
| Lower Risk | 6252 | Alison Pipes | Sara Bowrey | Dangerous Structures Consortium | Wates Property Services Limited | Renewal and Recreation and Housing | 155,056 | 38,764 | ■ | 19/03/2021 | 31/03/2025 | 48 | | |
| Lower Risk | 5145 | Lynnette Chamielec | Sara Bowrey | HRA Consultancy Contract | Campbell Tickell | Renewal and Recreation and Housing | 132,575 | | ■ | 06/10/2021 | 30/04/2024 | 30 | | |
| Lower Risk | 6327 | Paula Young | Sara Bowrey | Learning Opportunities for Young People in Bromley 2021-2024 | Trafalgar UK Theatres Bromley Limited | Renewal and Recreation and Housing | 121,500 | 40,500 | ■ | 26/07/2021 | 25/07/2024 | 36 | | |
| Lower Risk | 5019 | Paula Young | Sara Bowrey | Film Service | FilmFixer LTD | Renewal and Recreation and Housing | 117,500 | 23,500 | ■ | 01/02/2020 | 31/01/2025 | 60 | | |
| Lower Risk | 10469 | Darren Essex | Sara Bowrey | RESIDENTIAL DEVELOPMENT LAND AGENCY –ROCKHILLS & SYDENHAM VILLAS | Montagu Evans LLP | Renewal and Recreation and Housing | 105,000 | 105,000 | ■ | 27/10/2023 | 26/10/2024 | 12 | | |
| Higher Risk | 3699 | Paula Young | Sara Bowrey | Provision of Library Services | Greenwich Leisure Ltd | Renewal and Recreation and Housing | 42,007,091 | 4,724,066 | | 01/11/2017 | 31/10/2027 | 120 | | |
| Higher Risk | 4873 | Paula Young | Sara Bowrey | Mytime Active - Beckenham Spa | MyTime Active | Renewal and Recreation and Housing | 15,600,000 | 390,000 | | 01/04/2019 | 31/03/2059 | 480 | | |
| Higher Risk | 4878 | Paula Young | Sara Bowrey | Mytime Active - FRIL Pavilion | MyTime Active | Renewal and Recreation and Housing | 10,000,000 | 250,000 | | 01/04/2019 | 31/03/2059 | 480 | | |
| Lower Risk | 4877 | Paula Young | Sara Bowrey | Mytime Active - FRIL for High Elms Golf Course | MyTime Active | Renewal and Recreation and Housing | 2,000,000 | 50,000 | | 01/04/2019 | 31/03/2059 | 480 | | |
| Lower Risk | 6243 | Lydia Lewinson | Sara Bowrey | Accommodation and Tenancy Sustainment Service for Young People | DePaul UK Ltd | Renewal and Recreation and Housing | 1,940,000 | 388,000 | | 08/09/2022 | 07/09/2027 | 60 | | |
| Lower Risk | 6302 | Lynnette Chamielec | Sara Bowrey | Accommodation, Support and Tenancy Sustainment Service | Hestia Housing and Support | Renewal and Recreation and Housing | 1,170,000 | 234,000 | | 01/02/2023 | 31/01/2028 | 60 | | |
| Lower Risk | 5160 | Lynnette Chamielec | Sara Bowrey | Tenancy Support Services for Homeless People | The Riverside Group Limited | Renewal and Recreation and Housing | 1,150,000 | 230,000 | | 01/04/2022 | 31/03/2027 | 60 | | |
| Lower Risk | 4875 | Paula Young | Sara Bowrey | Mytime Active - FRIL Lease for Bromley Golf Course | MyTime Active | Renewal and Recreation and Housing | 1,000,000 | 25,000 | | 01/04/2019 | 31/03/2059 | 480 | | |
| Lower Risk | 4876 | Paula Young | Sara Bowrey | Mytime Active - FRIL for Crofton Halls | MyTime Active | Renewal and Recreation and Housing | 1,000,000 | 25,000 | | 01/04/2019 | 31/03/2059 | 480 | | |
| Lower Risk | 4986 | Alicia Egan | Sara Bowrey | Crystal Palace Park Café Lease | Brown and Green Café Ltd | Renewal and Recreation and Housing | 639,000 | 54,000 | | 01/05/2019 | 30/04/2029 | 120 | | |
| Lower Risk | 5179 | Lydia Lewinson | Sara Bowrey | Women's Refuge, Support and Tenancy Sustainment Service | Bromley & Croydon Women's Aid | Renewal and Recreation and Housing | 619,989 | 123,998 | | 01/01/2022 | 31/01/2027 | 61 | | |
| Lower Risk | 5167 | Amy Milton | Sara Bowrey | Property and Estate Management Services - Montagu Evans LLP | Montagu Evans LLP | Renewal and Recreation and Housing | 450,000 | 112,000 | | 01/11/2021 | 30/11/2025 | 49 | | |
| Lower Risk | 5168 | Amy Milton | Sara Bowrey | Property and Estate Management Services – Stiles Harold Williams Partnership LLP (SHW) | Stiles Harold Williams Partnership LLP (SHW) | Renewal and Recreation and Housing | 450,000 | 112,000 | | 01/11/2021 | 30/11/2025 | 49 | | |
| Lower Risk | 4874 | Paula Young | Sara Bowrey | Mytime Active - FRIL for Biggin Hill | MyTime Active | Renewal and Recreation and Housing | 400,000 | 10,000 | | 01/04/2019 | 31/03/2059 | 480 | | |

| | | | | | | | | | | | | | | |
|-------------|-------|------------------|-------------|--|---|------------------------------------|-----------|-----------|---|------------|------------|----|--|---------|
| Lower Risk | 7395 | Tim Horsman | Sara Bowrey | Planning and Building Control Case Management IT System | Arcus Global Ltd | Renewal and Recreation and Housing | 323,520 | 88,880 | | 05/05/2023 | 04/05/2027 | 48 | | |
| Lower Risk | 10493 | Alicia Egan | Sara Bowrey | Bromley North Housing Development - QS, PM and EA Services | Lambert Smith Hampton (IKON) | Renewal and Recreation and Housing | 283,869 | 283,869 | | 01/01/2024 | 30/09/2026 | 33 | | |
| Lower Risk | 10538 | Tracey Wilson | Sara Bowrey | ** Now Live ** Housing Information Systems 2024 | MRI Software Limited | Renewal and Recreation and Housing | 270,676 | 143,888 | | 01/04/2024 | 31/03/2026 | 24 | | |
| Lower Risk | 5087 | Amy Milton | Sara Bowrey | Property Management Software System (Estates) | Concerto Support Services Ltd | Renewal and Recreation and Housing | 118,000 | 73,000 | | 01/08/2021 | 31/07/2025 | 48 | | |
| Lower Risk | 6236 | Tracey Wilson | Sara Bowrey | Housing - Statutory Homelessness Reviews | Royal Borough of Kensington and Chelsea | Renewal and Recreation and Housing | 80,000 | 20,000 | | 01/06/2022 | 31/05/2026 | 48 | | |
| Lower Risk | 5155 | Tracey Wilson | Sara Bowrey | Risk Based Verification Service | Equifax Ltd | Renewal and Recreation and Housing | 72,225 | 30,100 | | 01/12/2021 | 30/11/2026 | 60 | | |
| Lower Risk | 10481 | Alicia Egan | Sara Bowrey | Commissioning Agreement for Artistic Work | Alice Pattullo | Renewal and Recreation and Housing | 71,772 | 35,886 | | 31/12/2023 | 31/08/2025 | 20 | | |
| Higher Risk | 7398 | Alicia Egan | Sara Bowrey | West Wickham Housing & Library Project - Lot 2 Housing and Road Works | Buxton Building Contractors Ltd | Renewal and Recreation and Housing | 7,050,800 | 7,050,800 | ■ | 06/12/2022 | 31/03/2026 | 39 | | Capital |
| Higher Risk | 7397 | Alicia Egan | Sara Bowrey | West Wickham Housing & Library Project - Lot 1 Library | ARC Group London Limited | Renewal and Recreation and Housing | 3,927,246 | 3,927,246 | ■ | 06/12/2022 | 31/10/2025 | 34 | | Capital |
| Higher Risk | 10542 | Alicia Egan | Sara Bowrey | ** Now Live ** West Wickham - Feasibility and Survey Package to RIBA 4 | Alliance Leisure Services | Renewal and Recreation and Housing | 1,073,793 | 500,000 | ■ | 01/11/2023 | 21/11/2024 | 10 | | Capital |
| Higher Risk | 10548 | Alicia Egan | Sara Bowrey | ** Now Live ** The Walnuts - Feasibility and Survey Package to RIBA 4 | Alliance Leisure Services | Renewal and Recreation and Housing | 792,290 | 396,000 | ■ | 01/11/2023 | 03/10/2024 | 8 | | Capital |
| Higher Risk | 10529 | Emily Macpherson | Sara Bowrey | ** Now Live ** Southborough Library Repair Works | KJ Evans Electrical Ltd | Renewal and Recreation and Housing | 510,034 | 510,034 | ■ | 02/04/2024 | 30/07/2024 | 3 | | Capital |
| Higher Risk | 10487 | Alicia Egan | Sara Bowrey | Lead Consultancy Services for the Library Repair Works Programme | Ingleton Wood LLP | Renewal and Recreation and Housing | 399,000 | 100,000 | ■ | 01/11/2023 | 31/08/2025 | 22 | | Capital |
| Higher Risk | 9427 | Simon Goodburn | Sara Bowrey | Orpington Library Air Source Heat Pump Installation | A D ENVIRONMENTAL LTD | Renewal and Recreation and Housing | 235,055 | 235,055 | ■ | 10/07/2023 | 18/09/2024 | 14 | | Capital |
| Higher Risk | 10532 | Alicia Egan | Sara Bowrey | ** Now Live ** Bromley North Minor Works Building Contract | Neilcott Construction Ltd | Renewal and Recreation and Housing | 226,685 | 226,685 | ■ | 25/03/2024 | 31/08/2024 | 5 | | Capital |
| Lower Risk | 6292 | Simon Goodburn | Sara Bowrey | Boiler Design, Supply, Installation: Walnuts Orpington / Saxon Centre | BSW Heating | Renewal and Recreation and Housing | 208,678 | 208,678 | ■ | 17/10/2022 | 18/11/2024 | 25 | | Capital |
| Lower Risk | 7420 | Alicia Egan | Sara Bowrey | Consultancy Services required to deliver the National Lottery Heritage Fund Development Phase works in Crystal Palace Park | *Multiple Suppliers | Renewal and Recreation and Housing | 98,582 | 98,582 | ■ | 01/07/2023 | 30/09/2024 | 15 | | Capital |
| Higher Risk | 9432 | Alicia Egan | Sara Bowrey | Multi disciplinary services for the Crystal Palace Park Regeneration | HTA Design LLP | Renewal and Recreation and Housing | 1,498,745 | 927,827 | | 13/06/2023 | 30/06/2026 | 36 | | Capital |
| Higher Risk | 10539 | Alicia Egan | Sara Bowrey | ** Now Live ** Bromley North - WSP full Design Services | WSP UK Ltd | Renewal and Recreation and Housing | 1,007,370 | 600,000 | | 01/04/2024 | 30/06/2026 | 26 | | Capital |
| Higher Risk | 10540 | Alicia Egan | Sara Bowrey | ** Now Live ** Bellegrove Housing Project - Multi-Disciplinary Consultancy Services | Pick Everard | Renewal and Recreation and Housing | 865,000 | 288,333 | | 01/03/2024 | 31/01/2027 | 35 | | Capital |
| Lower Risk | 10530 | Alicia Egan | Sara Bowrey | ** Now Live ** Bellegrove Housing Development (QS Services) | Gardiner & Theobald | Renewal and Recreation and Housing | 233,600 | 58,400 | | 01/03/2024 | 31/01/2027 | 35 | | Capital |
| Lower Risk | 10506 | Alicia Egan | Sara Bowrey | Star Lane Traveller site development project- Multidisciplinary Consultancy Services | HTA Design LLP | Renewal and Recreation and Housing | 213,450 | 71,150 | | 01/01/2024 | 31/01/2027 | 37 | | Capital |
| Lower Risk | 6249 | Alicia Egan | Sara Bowrey | NEPRO3 - West Wickham Library and Housing Project Post-Planning Professional Services | Equals Consulting Ltd | Renewal and Recreation and Housing | 174,791 | 49,721 | | 05/05/2022 | 31/03/2026 | 46 | | Capital |
| Lower Risk | 9431 | Alicia Egan | Sara Bowrey | Quantity surveyor services for the Crystal Palace Park Regeneration | Fulkers Bailey Russell | Renewal and Recreation and Housing | 136,000 | 54,000 | | 10/08/2023 | 30/06/2026 | 34 | | Capital |
| Lower Risk | 10541 | Alicia Egan | Sara Bowrey | ** Now Live ** Bellegrove Housing Project - Project Management and Employer's Agent Services | CalfordSeaden LLP | Renewal and Recreation and Housing | 129,250 | 43,000 | | 01/03/2024 | 31/01/2027 | 35 | | Capital |
| Lower Risk | 10507 | Alicia Egan | Sara Bowrey | Star Lane Traveller site development project- Project Management, Quantity Surveyor and Employer's Agent Services | Calford Seaden LLP | Renewal and Recreation and Housing | 101,150 | 33,716 | | 01/01/2024 | 31/01/2027 | 37 | | Capital |

| | | | | | | | | | | | | | | |
|------------|-------|-------------|-------------|--|-----------------|------------------------------------|--------|--------|--|------------|------------|----|--|---------|
| Lower Risk | 10462 | Alicia Egan | Sara Bowrey | West Wickham Town Centre Housing and Library Improvement Works: Compliance Monitoring Services Structural/Civil Engineering - ETEC | ETEC associates | Renewal and Recreation and Housing | 50,290 | 30,290 | | 07/06/2023 | 05/11/2025 | 29 | | Capital |
|------------|-------|-------------|-------------|--|-----------------|------------------------------------|--------|--------|--|------------|------------|----|--|---------|

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