

Report No.  
ED12011

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:** Education Portfolio Holder

**Date:** For Pre-Decision Scrutiny by the Education PDS Committee on 12 June 2012

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

**Title:** EDUCATION FORWARD ROLLING WORK PROGRAMME 2012-13

**Contact Officer:** Kevin Gerred, Partnerships and Planning Officer  
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**Chief Officer:** Bob Garnett, Assistant Director (Education)

**Ward:** Boroughwide

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1. Reason for report

- 1.1 The report provides a Forward Rolling Work Programme for the year ahead, based on items scheduled for decision by the Education Portfolio Holder and items for consideration by the Education Policy Development and Scrutiny Committee.
- 1.2 A Rolling Programme of Contracts/Service Level Agreements is also provided for scrutiny by the Education PDS Committee.
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2. **RECOMMENDATION(S)**

2.1 **Members of the Education PDS Committee are invited to comment on the:**

- (i) **Work Programme at Appendix 1;**
- (ii) **Contracts/Service Level Agreements listed at Appendix 2 and the proposal for future reporting.**

2.2 **The Education Portfolio Holder is invited to comment on the Work Programme at Appendix 1 and note its content.**

## Corporate Policy

1. Policy Status: Existing Policy: As part of the Excellent Council stream within Building a Better Bromley, PDS Committees should plan and prioritise their workload to achieve the most effective outcomes.
  2. BBB Priority: Children and Young People: To secure the best possible future for all children and young people in the Borough, including a clear focus on supporting the most vulnerable children and young people in our community.
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## Financial

1. Cost of proposal: No Cost
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: No specific budget head
  4. Total current budget for this head: £N/A
  5. Source of funding: Council's Base Budget
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## Staff

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

1. Legal Requirement: No statutory requirement or Government guidance:
  2. Call-in: Applicable
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## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for members of this Committee to use in controlling their ongoing work and scrutinising a rolling programme of contracts/service level agreements.
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## Ward Councillor Views

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

### 3. COMMENTARY

#### 3.1 Work Programme

- 3.1.1 The Forward Rolling Work Programme at **Appendix 1** provides information on items scheduled for decision by the Education Portfolio Holder, items for consideration by the Education Policy Development and Scrutiny Committee and proposed information briefings for Members on which no decision is required.
- 3.1.2 The Work Programme provides a reference on future work and enables it to be amended in the light of future developments and circumstances.
- 3.1.3 The focus of Education PDS Committee work should be on (i) holding the Education Portfolio Holder to account, (ii) pre-decision scrutiny and (iii) policy development.

#### 3.2 Executive Working Party

- 3.2.1 There is one standing Executive Member Working Party focusing on Special Educational Needs.

#### 3.3 Contracts for CYP PDS Scrutiny

- 3.3.1 The Rolling Contracts Register has provided, at each PDS meeting, the following details on all Children and Young People Contracts with a whole life value of £50k or higher:
- Contracts Awarded – subsequent to those reported at the previous PDS Committee;
  - Status of Contracts ending within the next six months;
  - Status of Contracts ending within the next six to twelve months.
- 3.3.2 Following the merging of the CYP Department with Adult and Community Services (ACS) to form the Education and Care Services Department, the CYP PDS will now focus on Education while the ACS PDS will focus on Care (Adults & Children). As a result, the information provided on contracts to this PDS will cover Education related contracts only. Details are presented in Appendix 2.
- 3.3.3 In addition it is proposed that reporting on contracts is aligned between the respective PDS Committees. It is proposed that each PDS Committee will receive a regular six monthly report (January and July) outlining planned contract activity for the subsequent six months including detailing contracts due to expire within that time. In addition, the Portfolio Holder will be advised of contract awards via regular briefings, with individual reports on contract awards, exemptions and extensions reported to PDS as per the current requirements. Furthermore, the Executive and Resources PDS will continue to receive a report on all relevant contracts from the Contracts Register at each meeting with items referred to the relevant PDS as appropriate.

<b>Non-Applicable Sections:</b>	Policy, Financial, Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none"><li>• Review of the Operation of Policy Development and Scrutiny Arrangements in Bromley – April 2005</li><li>• Scrutiny Toolkit – April 2006</li><li>• Report 'PDS Working Practices' – 17/5/07 Executive and Resources PDS Committee.</li><li>• Minute 5 – Executive and Resources PDS Committee, 17/05/07</li><li>• Minute 58 - CYP PDS 8/10/08</li><li>• Minute – 16/3/09 Full Council (decision regarding changes to Executive Decision Making arrangements, as a result of which there are no longer scheduled Portfolio Holder meetings).</li></ul>

## EDUCATION PDS WORK PROGRAMME

<b>Sold Services Select Committee Meeting of the Education PDS 17 July 2012</b>	
<b>Matters to be Considered</b>	
Sold Services	
Education Development Centre	

<b>Education PDS Meeting 11 September 2012</b>	
<b>Title</b>	<b>Notes</b>
(1) None	
<b>Items for Pre-Decision Scrutiny</b>	
(2) Membership of School Governing Bodies	
(3) Further Review of the Behaviour Service	
(4) Examination of Foundation Stage Profiles in Early Years Settings	Deferred from 12/6 meeting
(5) Declining Literacy in Early Years and KS1	
(6) Outcomes from Ofsted's Thematic Inspection of Safeguarding & Disabled Children	Joint report to Education/Care Services PDS
(7) Support for Under-Performing Primary Schools	Scheduled at draft agenda meeting 22/5/12
(8) Update from the SEN Executive Working Party	
<b>Policy Development and Other Items</b>	
(9) Education Work Programme – Future Items for the Education PDS Committee	
(10) Increasing use of Online applications	Scheduled at draft agenda meeting 22/5/12
<b>Information Items</b>	
(11) Academy Programme in Bromley: Update	Standing Item
(12) Education Policy & Legislative Changes: Update	Standing Item
(13) Performance Monitoring: 1st Quarter	Quarterly Report
<b>Part 2 Items</b>	
(14) None	

Education PDS Meeting 6 November 2012	
Title	Notes
<b>Portfolio Holder Presentations and Decisions</b>	
(1) None	
<b>Items for Pre-Decision Scrutiny</b>	
(2) Membership of School Governing Bodies	
(3) School Admissions Policy: Consultation	
(4) Outcomes from Member/Officer Primary & Secondary Place Planning Working Group	Scheduled as an outcome from the draft agenda meeting held on 22/5/12
(5) Consultation Outcomes: Proposal to Expand Churchfields Primary School	
(6) Consultation Outcomes: Proposal to Expand Riverside School	
(7) Update from the SEN Executive Working Party	
<b>Policy Development and Other Items</b>	
(8) Support for Under Achieving Groups of Children - Closing the Gap	Scheduled at draft agenda meeting on 22/5/12
(9) Education Work Programme – Future Items for the Education PDS Committee	
<b>Information Items</b>	
(10) Academy Programme in Bromley: Update	Standing Item
(11) Education Policy & Legislative Changes: Update	Standing Item
(12) Performance Monitoring: 2nd Quarter	Quarterly Report
<b>Part 2 Items</b>	
(13) None	

Information Seminar (Date in November 2012 to be confirmed)	
Matters to be Considered	
(1)	Looked After Children – The Role of the Virtual Head Teacher
(2)	Raising the Participation Age
(3)	SEN Strategy
(4)	School Places

**Education PDS Meeting 23 January 2013**

Title	Notes
<b>Portfolio Holder Presentations and Decisions</b>	
(1) None	
<b>Items for Pre-Decision Scrutiny</b>	
(2) Membership of School Governing Bodies	
(3) The School Funding Settlement for 2012/13, the Pupil Premium and Dedicated Schools' Grant: Authorisation to Consult on the DSG	
<b>Policy Development and Other Items</b>	
(4) Education Work Programme – Future Items for the Education PDS Committee	
(5) Effective Governance (Role of the Local Authority)	Scheduled at draft agenda meeting on 22/5/12
(6) Update from the SEN Executive Working Party	
<b>Information Items</b>	
(7) Update on Bromley Youth Council Manifesto Campaign Programme	
(8) Academy Programme in Bromley: Update	Standing Item
(9) Education Policy & Legislative Changes: Update	Standing Item
(10) Performance Monitoring: 3rd Quarter	Quarterly Report
<b>Part 2 Items</b>	
(11) None	

**Education PDS Meeting 19 March 2013**

<b>Title</b>	<b>Notes</b>
<b>Items for Pre-Decision Scrutiny</b>	
(1) Membership of School Governing Bodies	
(2) Draft Portfolio Plan 2012/13 priorities/aims (inc end of year performance report)	Joint report to Education/Care Services PDS
(3) Standards of Attainment in Bromley Schools 2012	
(4) Asset Management Planning: Education Capital Programme (Property)	This could be covered at the Budget Sub-Committee
(5) School Admissions Policy: Consultation Outcomes and Determination of Policy	
(6) Update from the SEN Executive Working Party	
<b>Policy Development and Other Items</b>	
(7) Annual Report of the Education PDS Committee 2012/13	
(8) Development of Free Schools - Update	
(9) Education Work Programme – Future Items for the Education PDS Committee	
<b>Information Items</b>	
(10) Academy Programme in Bromley: Update	Standing Item
(11) Education Policy & Legislative Changes: Update	Standing Item
<b>Part 2 Items</b>	
(12) None	

<b>Budget Sub-Committee – Dates to be Confirmed</b>	
<b>Title</b>	<b>Notes</b>
<b>Summer 2012</b>	
2011/12 Budget Closedown Report	Annual Report
ECS Budget Monitoring Report 2012/13	
<b>Autumn 2012</b>	
ECS Budget Monitoring Report 2012/13	
Draft 2013/14 Budget	Annual Report
Spending by Primary, Secondary & Special Schools in 2011/12	Annual Report
Asset Management Planning: Education Capital Programme (Property)	
Changes to Performance Data Evaluation	Scheduled at draft agenda meeting 22/5/12
<b>Spring 2013</b>	
ECS Budget Monitoring Report 2012/13	
The School Funding Settlement for 2012/13, the Pupil Premium & Dedicated Schools' Grant: Authorisation to Consult on the DSG	Annual Report
Dedicated Schools' Grant: Consultation Outcomes	Annual Report



## Education and Care Services (Education)

### Rolling Contract Register and Contract Awards Report for Education Policy Development and Scrutiny Committee

For the PDS Committee meeting on 12 June 2012

#### SECTION 1:

### Contract Awards detailing either new contracts or existing contracts that have been re-let where they were due to expire within the next six months (30 November 2012)

No.	Details of Service and Award of Contract	Indicative Contract Value	Timescales	Procurement Method
<b>Children and Young People Senior Management Team</b>				
1.1	<p><b>Provision of Interim Assistant Director for Education</b></p> <p>This service provides a resource for the post of Interim Assistant Director for Education within Children and Young People Services. The service is provided by <b>Gatenby Sanderson</b>. The contract has been extended.</p>	The whole life value of this contract is £130,077.	The contract commenced 31 August 2011 and will expire on 30 July 2012, following extension.	Approval to extend the contract was given by the Children and Young People Portfolio Holder following CYP PDS on 21 February 2012.
<b>Specialist Support &amp; Disability Service</b>				
1.2	<p><b>Family Support and Advice for Families with Autistic Children</b></p> <p>A family support service for parents and carers of children and young people diagnosed with an autistic spectrum disorder. Support includes workshops, activities, information, family projects and ongoing one to one support.</p> <p>The contract, delivered by <b>Burgess Autistic Trust</b>, has been extended by one year.</p>	This contract has an annual value of £35,000 with a whole life value of £70,000.	The contract commenced on 1 April 2011 and has been extended for a further year until 31 March 2013.	Approval to extend the contract was given by the Assistant Director Education, the Director CYP, the Director of Resources and the Finance Director.

No.	Details of Service and Award of Contract	Indicative Contract Value	Timescales	Procurement Method
1.3	<p><b>Specialist Childminding Network for Families with Disabled Children</b></p> <p>This service enables childminding provision exclusively for disabled children &amp; young people. The service provides co-ordinators who have detailed knowledge of all childminders on the networks and who deliver and facilitate training to ensure the individual needs of very complex children can be met within the childminder's home environment.</p> <p>The contract has been awarded to <b>Bromley Mencap via exemption.</b></p>	<p>The contract has an annual and whole life value of £85,000.</p>	<p>The contract commenced on 1 April 2012 and expires on 31 March 2013.</p>	<p>Approval to award the contract by exemption was given by the Assistant Director Education, the Director CYP, the Director of Resources and the Finance Director.</p>
1.4	<p><b>Buddying Service for Children and Young People with disabilities.</b></p> <p>Project allowing young people with a disability (aged 14+) with an opportunity to go out in their community with the support of a buddy of their own age, providing short breaks for parents/carers.</p> <p>The contract, delivered by <b>Bromley Mencap</b>, has been extended by one year.</p>	<p>Annual value of £29,330.</p> <p>Whole life value of £61,330.</p>	<p>The contract commenced on 1 October 2010 and has been extended for a further year until 31 August 2012.</p>	<p>Approval to extend the contract was given by the Assistant Director Education, the Director CYP, the Director of Resources and the Finance Director.</p> <p>The contract has been extended to the end of August 2012 to align with the contract held by ACS which also comes to and end in August.</p> <p>Following this, it is intended that both contracts will be combined into a single contract, providing a joined up service transitioning provision between young people and adults.</p>
1.5	<p><b>Weekend and Holiday Short Breaks for Disabled Children and Young People</b></p> <p>A service providing short breaks at the weekend, at half term holidays (including Christmas) and for the summer holidays. Provision is split between short breaks for young people on the autistic spectrum and/or with learning difficulties; and children with physical disabilities.</p> <p>The service is provided by <b>Riverside School</b>, a Bromley Council maintained special school, via a Service Level Agreement.</p>	<p>This agreement has an annual value of £238,405 with a whole life value of £498,405.</p>	<p>The Agreement commenced on 1 April 2012 and will expire on 31 March 2014.</p>	<p>Approval to award the contract was given by the Children and Young People Portfolio Holder following CYP PDS on 20 March 2012.</p>

**SECTION 2:**

**Current Status of Contracts Ending Within the Next Six Months  
(before 30 November 2012)**

No.	Details of Service and Current Provider	Indicative Contract Value	Timescales	Post Contract Actions and Current Status
<b>Learning &amp; Achievement</b>				
2.1	<p><b>'14-16' flexible provision</b></p> <p>This service provides alternative curriculum provision on behalf of schools. The service is funded by schools with the LA managing contract arrangements on their behalf.</p> <p>Contracts for the academic year 2011/2012 were awarded, via exemption or extension to the following providers, with variable contract values:</p> <ul style="list-style-type: none"> <li>• Bromley College vocational provision</li> <li>• Bromley Youth Music Trust</li> <li>• Education Development &amp; Assessment</li> <li>• NTS London</li> <li>• Springboard Bromley</li> <li>• TLT Academy</li> </ul>	<p>The overall range of contracts has an estimated annual value of £307K for 2011-2012 Academic year.</p> <p>The whole life value of the contracts (over two years) is estimated at £603K.</p>	<p>All contracts commenced on 1 September 2010 and were extended until 31 July 2012.</p>	<p>Formal approval for extension or award of contracts was given at the 14 July 2011 CYP PDS.</p> <p>Approval to award a range of new one year contracts will be presented at CYP PDS at the 12 June 2012 meeting.</p>
<b>Integrated Youth Support Service</b>				
2.2	<p><b>Advice and Guidance to Young People</b></p> <p>Statutory service to provide advice and guidance to young people.</p> <p>The service is delivered via a shared delivery agreement with the <b>Royal Borough of Kingston</b>.</p>	<p>The contract has an annual and whole life value of £143K.</p>	<p>The contract commenced on 1 July 2011 and runs to 31 March 2012.</p>	<p>Approval for arrangements for the delivery of this service was subject to scrutiny at CYP PDS and Executive.</p> <p>An extension to the current contract is in progress with approval to be sought from the Portfolio Holder at the next available CYP PDS.</p>

No.	Details of Service and Current Provider	Indicative Contract Value	Timescales	Post Contract Actions and Current Status
<b>Specialist Support &amp; Disability Service</b>				
2.3	<p><b>Speech and Language Provision in Schools</b></p> <p>The service provides Speech and Language Therapy and Occupational Therapy across Bromley Schools.</p> <p>The service is provided by <b>Bromley Healthcare Community Interest Company Ltd</b> via an exemption.</p>	<p>The value of the exemption for 2012/2013 is £80,943.</p>	<p>An exemption to continue the contract has been put in place covering the period 1 April 2012 to 31 July 2012.</p>	<p>The exemption was authorised by the Director CYP, the Director of Resources and the Finance Director.</p> <p>The procurement strategy is currently being reviewed by a project group, exploring the potential of joint commissioning arrangements with the PCT (now the Clinical Commissioning Group) – an extension to the current contract is proposed to allow the opportunity to explore this further and will be considered at the next available CYP PDS.</p>
<b>Children's Social Care Education</b>				
2.4	<p><b>Tutors for Looked After Children</b></p> <p>This service provides one to one tutoring support to Looked After Children. The service is currently provided by <b>Fleet Tutors</b>. The contract has been extended.</p>	<p>Year 1 actual value = £32,060</p> <p>Year 2 contract value = £55,000</p> <p>Whole life value = £87,060</p>	<p>1 October 2010 to 30 September 2011 – extended to 30 September 2012</p>	<p>Extension to current contract, authorised by Director CYP, Director of Resources and Finance Director.</p> <p>The service will be sourced through competitive tender, either through a three quotes basis or open competitive tender depending on proposed value of contract.</p>

## SECTION 3:

## Current Status of Contracts Ending Between Six to Twelve Months from the Date of this Report (before 31 May 2013)

No.	Details of Service and Current Provider	Indicative Contract Value	Timescales	Post Contract Actions and Current Status
<b>Strategy and Performance</b>				
3.1	<p><b>Voluntary Sector Support</b></p> <p>This service provides a communication and support network for local voluntary sector providers and acts as the representative voice for the sector in local strategic partnerships.</p> <p>The service is provided by the <b>Children and Families Voluntary Sector Forum</b>.</p>	<p>The contract has an annual value of £18,550 and a whole life value of £68,020.</p>	<p>The contract commenced on 1 April 2010 and is due to expire on 31 March 2013.</p>	<p>The future requirements for the service will need to be considered in light of the transition to the new Education and Care Services Department.</p>
<b>Learning &amp; Achievement</b>				
3.2	<p><b>Software Licences</b></p> <p>The Schools Information Management System (SIMS) is the management information system in use across schools in Bromley (and nationally) and in the LA. To operate the system requires a licence, purchased annually from <b>Capita Business Services Ltd</b>. The LA bulk purchases the licence on behalf of schools (at a cheaper rate than individual licence purchases), re-charging schools in full for the cost.</p>	<p>The annual value for licence renewal for the LA and on behalf of schools is £85,000.</p> <p>This figure is recovered in full from re-charging schools.</p>	<p>The annual renewal covers the period 1 April 2012 to 31 March 2013.</p>	<p>The annual renewal was authorised as an exemption with approval from the Director CYP, the Director of Resources and the Finance Director.</p>
3.3	<p><b>Catering at Education Development Centre</b></p> <p>Catering service for staff and attendee's at the Education Development Centre. This contract is awarded to <b>Principals Catering</b> via an extension to the current contract.</p>	<p>The contract has a notional value of £53,000 (made up from estimated income from catering sales, with a maximum fixed cost contribution of £5,454 from the LA).</p> <p>With the extension, the contract has an estimated whole life value of £107,000.</p>	<p>The contract commenced on 1 April 2011. It has been extended to 31 March 2013.</p>	<p>The extension was authorised by the Director CYP, the Director of Resources and the Finance Director. Final approval was given the by the CYP Portfolio Holder via the CYP PDS meeting of 21 February 2012.</p>

No.	Details of Service and Current Provider	Indicative Contract Value	Timescales	Post Contract Actions and Current Status
3.4	<p><b>IT Support at Education Development Centre</b></p> <p>Full time IT Technician support for all hardware, software and network requirements. This contract is awarded to <b>Structured Network Solutions UK Ltd</b> via an extension to the current contract.</p>	<p>The contract has an annual value for 2012/2013 of £27,040.</p> <p>The whole life value is £60,820.</p>	<p>The contract commenced on 1 April 2011. It has been extended to 31 March 2013.</p>	<p>The extension was authorised by the Director CYP, the Director of Resources and the Finance Director. This followed consultation with Corporate Procurement and Corporate IT as to whether the EDC needs could be met through the main corporate IT contract held with Capita.</p>