

Appendix 1.

Summary of Service Activities

OPERATIONAL PROPERTY Total FTE – 19.8 Annual Employee Budget = £820,400	
Service	Details
Reactive Team:	
Corporate and Education Unplanned maintenance work	<ul style="list-style-type: none"> ● Managing/arranging managed Term Contracts, Specialist Term contracts to undertake repairs for all Corporate sites and SLA schools e.g. building works ● Investigating reported faults/breakdowns/repairs ● Undertaking works e.g. roofing, drainage, electrical, etc. ● Procurement of appropriate Contractor/Suppliers via Managed Term Contractors (MTC) , Specialist Term Contractors (STC) or quotations from LBB approved list of contractors , monitoring of the works and then processing payments for the works.
Corporate and Education Cyclical Maintenance work	<ul style="list-style-type: none"> ● Managing and arranging Managed Term Contracts , Specialist Term Contracts to undertake regular Statutory servicing for all Corporate sites and SLA Schools e.g. boiler plant, air conditioning, etc. ● Managing and arranging remedial repairs resulting from faults arising from planned service works
Corporate and Education Asbestos Management Work	<ul style="list-style-type: none"> ● Managing and arranging Managed Term Contracts, specialist contracts to undertake Statutory Asbestos management e.g. surveys, material testing, material removal ● Arranging the removal and reinstatement of deteriorated or damaged asbestos containing material

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OPERATIONAL PROPERTY Total FTE – 19.8 Annual Employee Budget = £820,400	
Service	Details
Corporate and Education Water Treatment Works	<ul style="list-style-type: none"> ● Managing and arranging managed Term Contracts for all Corporate sites and as requested by SLA school sites ● Arranging investigations /risk assessment /repor to assess Legionella risk upon request ● Procuring remedial works to resolve non-compliant plant/installations ● Correspond with schools refunding for works
Corporate and Education Electrical Fixed Wire Testing	<ul style="list-style-type: none"> ● Managing and arranging competitive tenders for statutory electrical fixed wire tests for all Corporate buildings and schools ● Subsequent correspondence to schools to undertake remedial repair work
Education Swimming Pool Management	<ul style="list-style-type: none"> ● SLA providing schools with full management service inc. plant /equipment maintenance , water treatment, etc. ● Procurement of appropriate contractor /supplier
Corporate and Education Insurance Funded work	<ul style="list-style-type: none"> ● Management /arrangement of fire/water damaged insurance funded claims refurbishment works ● Undertaking and procuring works from approved contractors ● Liaise with Insurance Claims Loss Adjuster

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OPERATIONAL PROPERTY Total FTE – 19.8 Annual Employee Budget = £820,400	
Service	Details
District (Walnuts) Boiler Plant	<ul style="list-style-type: none"> • Maintenance and operation of heating and hot water systems inc. annual inspection, monitoring of consumption for distribution of costs to Mytime/LBB joint users
Planned Team:	
Education Capital Maintenance Programme	<ul style="list-style-type: none"> • Range of schools building refurbishment/heating/building service works identified by Strategic Properties Asset Management Plan and undertaken by in house building surveyor/engineering planned design team.
Corporate Planned Programme	<ul style="list-style-type: none"> • Range of building refurbishment/mechanical and electrical project works identified by Strategic Properties Asset Management Plan and undertaken by in house building surveyor/engineering planned design team.
Education Client Commissioned work	<ul style="list-style-type: none"> • Managing and arranging improvement works as commissioned by Education Client to undertake. Projects subject to competitive tenders to LBB approved contractors
Client Commissioned work	<ul style="list-style-type: none"> • Managing and arranging improvement works as commissioned by other departments/clients to

Appendix 1.

Summary of Service Activities

	undertake
OPERATIONAL PROPERTY Total FTE – 19.8 Annual Employee Budget = £820,400	
Service	Details
FM	<ul style="list-style-type: none"> • Relief Caretaking Service
Business Support	<ul style="list-style-type: none"> • Technical Helpdesk • Budgetary Control • Invoice Management • Cyclical contract administration • Asbestos contract administration

Appendix 1.

Summary of Service Activities

FACILITIES AND SUPPORT SERVICES Total FTE 18.52 Annual Employee Budget = £507,000	
Service	Details
Mail Services	<ul style="list-style-type: none"> • Dedicated centralised mail points • Complete mail service in and out • Includes schools, libraries and out-building post and delivery • Deeds strong room • MFDs • Paper management and design work • TNT incoming and outgoing archiving • Print Bureau services • Security management system (SMS) for buildings, car parks and MFDs • Administration of staff car parking scheme
Committee Room Support	<ul style="list-style-type: none"> • Support Members' agenda run and committee reports

Appendix 1.

Summary of Service Activities

FACILITIES AND SUPPORT SERVICES Total FTE 18.52 Annual Employee Budget = £507,000	
Service	Details
Refreshments	<ul style="list-style-type: none"> ● Refreshments for Members in evenings and certain Senior Officers during the day ● Set up all committee room layouts and audio visual equipment
Porters and Attendants	<ul style="list-style-type: none"> ● Two shifts cover 20 hours a week 8am – 12pm, 1.30pm – 5.30pm assisted by Attendants ● Attendants support Registrars at weekends ● Cover for Mayoral driver ● Fire safety ● Events management on and off site ● Confidential waste ● Rubbish clearance ● Delivery of goods ● Site management

Appendix 1.

Summary of Service Activities

FACILITIES AND SUPPORT SERVICES Total FTE 18.52 Annual Employee Budget = £507,000	
Service	Details
Cleaning	<ul style="list-style-type: none"> ● Civic Centre and Yeoman House cleaning (contracted service) ● Emergency cleaning ● Library cleaning contract ● Top floor of the Walnuts ● Yeoman House – confidential waste and odd jobs ● Window cleaning incorporated ● Pest control at the Civic Centre
Security	<ul style="list-style-type: none"> ● Civic Centre out-of-hours security (contracted service) ● Out-of-hours security ● Snow clearance at the Civic Centre
Elections	<ul style="list-style-type: none"> ● Logistical arrangements for elections on and off site ● Preparation and printing of count documentation

Appendix 1.

Summary of Service Activities

STRATEGIC PROPERTY Total FTE – 12.6 Annual Employee Budget = £619,500	
Service	Details
Acquisition of Property	<ul style="list-style-type: none"> ● Acquisition of properties including: High Street investment opportunities, unfit/unoccupied houses, residential properties in Opportunity Site G, residential properties for Temporary Housing using PIL Funds ● Compulsory Purchase Orders
Disposal of Property	<ul style="list-style-type: none"> ● Dealing with all aspects of the marketing of surplus property. ● Evaluation of bids ● Negotiation of detailed terms including development agreements and conditional contracts ● Residential lease extensions

Appendix 1.

Summary of Service Activities

STRATEGIC PROPERTY Total FTE – 12.6 Annual Employee Budget = £619,500	
Service	Details
Management of the Council's Non-Operational (Investment) Property Portfolio	<ul style="list-style-type: none"> ● Reversionary freehold interests (e.g. Intu Shopping Centre (The Glades) Bromley and the Walnuts Orpington) ● Management of former HRA shopping parades ● Lettings of Miscellaneous range of property ● Advertising sites ● Ground rents on residential properties – extensions to leases under statutory provisions ● Leases, way leaves and easements to statutory undertakers ● Allotment sites ● Miscellaneous properties, e.g. depot, garage/workshop, stores ● Managed Green Belt Portfolio ● New lettings and lease renewals ● Disputes on boundaries and on titles ● User clause disputes ● Repairs where the Council has a liability ● Schedules of dilapidations

Appendix 1.

Summary of Service Activities

STRATEGIC PROPERTY Total FTE – 12.6 Annual Employee Budget = £619,500	
Service	Details
Management of the Council's Non-Operational (Investment) Property Portfolio (cont)	<ul style="list-style-type: none"> • Investigation of Breaches of covenant and lease agreements • Consents for assignments of leases • Annual measurement of portfolio performance to ensure properties continue to meet the Council's investment criteria.
Management of Property not within the Investment Portfolio	<ul style="list-style-type: none"> • E.g. Residential property occupied by current and ex staff, pavilions in parks, • Lettings of operational properties as part of service contracts, e.g. depots, or within Council property to strategic partners, e.g. Liberata, Metropolitan Police. • Other property management and lettings/lease renewals required by Service Departments • Management of vacant properties • Grant of long leases and granting consent to schools converting to academy status • Management of Commons • Encroachments onto Council property • Licences for temporary occupation • Management of property let to contractors

Appendix 1.

Summary of Service Activities

STRATEGIC PROPERTY Total FTE – 12.6 Annual Employee Budget = £619,500	
Service	Details
Asset Management	<ul style="list-style-type: none"> ● Compilation and analysis of performance data for all operational properties. ● Preparation of Council's asset management plan ● Undertaking property reviews to ensure that property use is maximised and the estate is rationalised – identification of properties that can be declared surplus to requirements.
Rating	<ul style="list-style-type: none"> ● Submission of appeals on rating assessments of Council property. ● Negotiating revised rateable values with the District Valuer / Valuation Tribunals (Business Rates) /Upper Tribunal (Lands Chamber)
London Residuary Body Work	<ul style="list-style-type: none"> ● Management of property transferred to LBB as lead borough on behalf of all London Boroughs and City of London Corporation following the abolition of the Greater London Council
Valuations	<ul style="list-style-type: none"> ● Asset valuations – 20% of the Council's property portfolio revalued every year in accordance with CIPFA and RICS requirements ● Ad hoc valuations for various purposes

Appendix 1.

Summary of Service Activities

STRATEGIC PROPERTY Total FTE – 12.6 Annual Employee Budget = £619,500	
Service	Details
Maintenance of Property database	<ul style="list-style-type: none"> ● Reconciling and rectifying property database ● Preparing data to ensure compliance with Transparency Agenda
Capital Works :	
Planned Maintenance	<ul style="list-style-type: none"> ● Compilation of planned maintenance process including inspection and reporting to Members.
Office Accommodation Strategy	<ul style="list-style-type: none"> ● Overseeing office accommodation strategy ● Contract with TNT for archiving for the whole Council
Energy Management	<ul style="list-style-type: none"> ● Energy monitoring ● Production of Display Energy certificates for operational properties ● Providing advice and guidance to Operational Property Team

Appendix 1.

Summary of Service Activities

PLANNING SERVICES (INC. PLANNING STRATEGY & REGENERATION) Total FTE – 60.03 Annual Employee Budget = £2,447,290	
Service	Details
Development Control, Planning Appeals and Enforcement Teams	<ul style="list-style-type: none"> ● Processing both Major and Non-Major planning applications for the authority. ● Post decision work, clearance of conditions and legal agreements ● Management of statutory planning appeals ● Pre-application advice (paid service) ● Statutory & Non-Statutory Enforcement investigation of alleged breach of Planning Control ● Licensing – Statutory Consultation
Policy Team	<ul style="list-style-type: none"> ● Local Plan development ● Input to Development Control and Appeal Process ● Community Infrastructure Levy – collection of Mayoral CIL, information and advice on process and benchmarking. ● Street naming and numbering

Appendix 1.**Summary of Service Activities**

PLANNING SERVICES (INC. PLANNING STRATEGY & REGENERATION) Total FTE – 60.03 Annual Employee Budget = £2,447,290	
Service	Details
Regeneration	<ul style="list-style-type: none">● Investigation, enforcement and management of Tree Preservation Orders● Management of works to trees under TPOs or in Conservation areas.● Investigation, enforcement and management of High Hedges legislation● Management and maintenance of the GIS Database and Mapping System● Activities in connection with planning appeals● Investigation and enforcement of Listed Building consent● Management of planning applications in Conservation Areas● Development and delivery of the Council's town centres regeneration programme● Development and delivery of external funded regeneration projects

Appendix 1.**Summary of Service Activities**

LOCAL LAND CHARGES SERVICES Total FTE – 6.1 Annual Employee Budget = £171,370	
Service	Details
Local Land Charges Team	<ul style="list-style-type: none">● Maintaining the Local Land Charge Register● Statutory property searches<ul style="list-style-type: none">- Person Searches- Residential Searches- Commercial Searches● Non-statutory property searches

Appendix 1.

Summary of Service Activities

BUILDING CONTROL Total FTE – 16.25 Annual Employee Budget = £810,510	
Service	Details
Building Control Team	<ul style="list-style-type: none"> ● Management of applications and building notices in accordance with Section 16 of the Building Act 1984 ● Statutory site inspections ● Management of default applications reverting to the local authority ● Management of Regularisation Certificates ● Management of Dangerous Structures both during and outside of office hours ● Administration of Approved Inspectors Regulations ● Issuing conditions and Notices for Demolition and inspections ● Plan examination and site inspection of non-fee earning applications ● Registration of non-fee cavity wall applications ● Building control enforcement – contraventions ● Discoveries – proactive enforcement
Building Control Team (cont)	<ul style="list-style-type: none"> ● Registration and logging of Competent Persons Notifications ● Fire Safety Order consultations ● Departmental liaison, reports & statistical advice to other divisions ● Non-statutory - general advice on council matters ● Non-statutory - Design advice

Appendix 1.

Summary of Service Activities

BUILDING CONTROL Total FTE – 16.25 Annual Employee Budget = £810,510	
Service	Details
	<ul style="list-style-type: none">• Non-statutory - advice on Licensing• Non-statutory – structural design• Non-statutory – structural/building surveys• Non-statutory – HMO's – Means of escape in case of fire

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Public Health Nuisance	<ul style="list-style-type: none"> ● Investigate statutory nuisances including taking formal action and prosecution. ● Investigation of filthy and verminous properties including taking formal action and undertaking works in default. ● Respond to all variations/new applications for licensed premises ● Provide advice and assistance to licensed premises to prevent noise disturbance from regulated entertainment ● Investigation of rubbish and flytipping complaints including taking formal action, undertaking works in default and prosecution. ● Provide advice and guidance to residents regarding alley gating and community clean-ups. ● Undertake multi-agency operations to detect and deter unauthorised waste carriers 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Public Health Nuisance (cont)	<ul style="list-style-type: none"> • Provide out-of-hours Noise Service (provided by staff on a rota basis) 	MOPAC funded
Housing Enforcement	<ul style="list-style-type: none"> • Investigate complaints relating to housing conditions • Service enforcement notices, undertake works in default and prosecution. • Investigate complaints relating to houses in multiple occupation • Inspect and licence houses in multiple occupation • Inspect and licence permanent mobile home sites • Respond to housing planning applications • Provide energy efficiency advice (also 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Housing Enforcement (cont)	statutory requirement to provide a report on the energy efficiency of the house stock every two years).	
Housing Improvement	<ul style="list-style-type: none"> ● Provision of statutory disabled facilities grants from means testing through preparation of schedules, estimates to completion of work. ● Provision of grants and loans for repair of defective property for vulnerable home owners on low income. ● Loans, grants, enforcement and advice for empty property owners to reduce the number of empty properties in the Borough and maximise new homes bonus payments. ● Take control of long term empty property 	<p>Externally funded through DoH/Better Care Funding</p> <p>Externally funded through revolving loan fund</p> <p>Externally funded through SELHP revolving loan fund and through time limited GLA funding</p>

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Housing Improvement (cont)	<p>through Empty Dwelling Management Orders, repair and manage property, or compulsory purchase of long term empty property.</p> <ul style="list-style-type: none"> ● Assistance for vulnerable clients to keep them safe in their homes through advice and financial assistance to undertake repairs that otherwise put them at risk. 	<p>External funding for Empty property officers and capital funding to support cost of work</p> <p>Externally funded through revolving loan fund</p>
Environmental Protection	<ul style="list-style-type: none"> ● Provide permanent CCTV services for LBB system ● Provide mobile CCTV system ● Provision of the Local Authority mortuary and management of the Coroner Service. ● Provide Pest Control service for the Borough ● Provide Stray Dog service ● Enforce PDPA legislation ● Enforce drainage legislation 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Environmental Protection (cont)	<ul style="list-style-type: none"> ● Provide drainage advice to residents ● Provision of pollution control ● Monitor air quality and provide necessary action plans ● Grant Section 61 agreements and take action against complex environmental nuisance complaints ● Enforce Section 60 CoPA Notices ● Enforce asbestos regulations ● Provide asbestos inspection services for third parties ● Provision of income generating contaminated land services for land searches and estate agents and solicitors ● Provision of contaminated land services to comply with EPA statutes 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Community Safety	<ul style="list-style-type: none"> ● Co-ordination of links between the Council and other statutory organisations ● Investigate complaints relating to anti-social behaviour, and take action where appropriate ● Co-ordinate work of the partnership to increase confidence in Bromley as a safe place (e.g. promote Safer Bromley Partnership Portfolio Holder’s Grant) ● Co-ordination of support for victims of domestic violence ● Provide support for Junior Citizen Programme ● Provide support for Safer Neighbourhood teams 	MOPAC funded

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Trading Standards	<ul style="list-style-type: none"> ● Engage with police and other partners (e.g. banks, domiciliary care agencies and adult safeguarding professionals) through training and advice, including the delivery of an award scheme for partners who notify Trading Standards of potential scams and rogue trader activity ● Prevent crime through outreach work with vulnerable consumers ● Use intelligence to tackle crime ● Provide a rapid response service to all Level 1 complaints and seek formal proceedings in appropriate cases, including Proceeds of Crime investigations, where appropriate ● Respond to complaints/enquiries from older/vulnerable consumers concerning mass marketing and other scams 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Trading Standards (cont)	<ul style="list-style-type: none"> ● Promote cold calling zones within the community ● Prevention and advice for businesses to encourage compliance (to include provision of Challenge 25 packs to traders identified as lacking in due diligence systems or new licensees) ● Undertake enforcement activities, including test purchasing campaigns and follow-up action ● Contribute to a targeted education activity towards children through Junior Citizen ● Respond to allegations of consumer detriment of a criminal nature ● Advise and intervene in complex civil and second tier civil enquiries or civil complaints where the consumer is vulnerable 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Trading Standards (cont)	<ul style="list-style-type: none"> ● Prepare and deliver intelligence-led enforcement campaigns aimed at protecting consumers and ensuring business compliance in the borough (relating to unfair and unsafe trading) ● Conduct compliance visits to high-risk premises and traders who cause serious consumer detriment to Bromley residents and visitors (excluding under-age sales audits – see above) ● Provide free advice to businesses about their obligations under trading standards law ● Maintain an explosives and poisons register and conduct compliance visits ● Premises maintenance checks/database management/downloading CACS referrals ● Weights & Measures 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Food Safety	<ul style="list-style-type: none"> ● Conduct risk-based food hygiene inspections in accordance with the Food Standards Agency Code of Practice ● Conduct risk based food standards inspections in accordance with the Food Standards Agency Code of Practice ● Undertake re-visits to ensure compliance ● Administer Port Health responsibilities ● Investigate complaints about food and food premises. ● Undertake formal enforcement activities based on inspections, complaints, samples and intelligence (Food Standards and Food Hygiene) ● Administer the Food Hygiene Rating Scheme ● Approve Premises under vertical directives ● Conduct investigations into cases of infectious disease and outbreaks in the borough 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Food Safety (cont)	<ul style="list-style-type: none"> ● Monitor the safety of food prepared, stored and distributed and sold within the Borough through sampling ● Administer the Home Authority scheme to businesses in the Borough. ● Submit returns to FSA and government as required. ● Participate in Liaison arrangements with FSA and other Boroughs, PHE and other partners ● Maintain a register of food businesses ● Appoint Public Analysts ● Provide information, advice and guidance to new and existing food businesses in the borough 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Health & Safety	<ul style="list-style-type: none"> ● Conduct planned investigations of high risk category 'A' premises ● Investigate health and safety complaints in accordance with HSE selection criteria ● Conduct investigations into reported accidents in accordance with HSE selection criteria ● Undertake enforcement action following inspections, complaints or accident investigations ● Participate in liaison arrangements with HSE and other Boroughs ,PHE and other partners ● Undertake enforcement action following inspections, complaints or accident investigations ● Submit returns to HSE and government as required. ● Act as 'Responsible Authority' under the Licensing Act 2003 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Health & Safety (cont)	<ul style="list-style-type: none"> ● Respond to requests for Exhumations 	
Internal Health & Safety (with Whole Authority duties)	<ul style="list-style-type: none"> ● Provide advice and guidance to managers and staff on all aspects of health and safety ● Provide a health and safety service to schools through a trading account ● Arrange Corporate and Departmental Safety Committees ● Maintain an accident recording system ● Submit reportable accidents to HSE (RIDDOR) ● Contribute to Corporate Risk Management ● Lead or support accident investigations ● Provide a statutory Health & Safety service to Maintained schools. ● Undertake training and arrange training 	

Appendix 1.

Summary of Service Activities

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Internal Health & Safety (with Whole Authority duties) (cont)	<ul style="list-style-type: none"> • Oversee Educational Visits safety 	
Licensing	<ul style="list-style-type: none"> • Routine administration of public protection licensing, encompassing receipt, process and issue • Administer and investigate licensing complaints • Ensure licence conditions are complied with and take enforcement action including but not limited to reviews, prosecutions and appeals. • Support General Purposes and Licensing Committee, including development of licensing policy/updating on legal requirements or developments; hearings (licensing sub-committee) 	

Appendix 1.**Summary of Service Activities**

PUBLIC PROTECTION Total FTE – 67.53 Annual Employee Budget = £2,700,000		
Service	Details	Externally Funded
Licensing (cont)	<ul style="list-style-type: none">• Prepare and present reports to Licensing Sub Committee on applications for determination• Administer Best Bar None Scheme• Attend meetings with local 'Pub Watch' groups (Bromley and Beckenham).• Submit returns to Home Office and others	

CARBON MANAGEMENT & REDUCTION Total FTE – 1.6 Annual Employee Budget = £67,000	
Service	Details
Carbon Management & Reduction	<ul style="list-style-type: none"> ● Carbon Management Programme ● Carbon Management Fund ● Carbon Reduction Commitment ● Mandatory GHG Emissions Report to DECC ● Environmental Report in LBB Annual report ● CO2 within scope of Local Authority influence ● Renewable Energy Opportunities RE:FIT Activity